
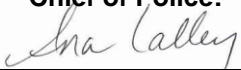
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 07/01/21	STANDARD OPERATING PROCEDURE	Revised Date: 10/21/24
Chief of Police: 	Employee Involved Traffic Crash Review Board, 52.2	
Cross Reference: SOP 52.1 Internal Affairs SOP 82.1 Records Administration		Policy Sections: 52.2.1 Composition of the Employee Involved Traffic Crash Review Board 52.2.2 Preliminary Crash Review Process 52.2.3 Employee Involved Traffic Crash Review Process 52.2.4 Outcome of the Board's Review 52.2.5 Crashes not reviewed by the Board 52.2.6 Maintenance of Board Records Appendix A: Traffic Crash Review Board Report

PURPOSE

The purpose of this policy is to establish the Employee Involved Traffic Crash Review Board.

POLICY STATEMENT

It is the policy of the department to utilize the Employee Involved Traffic Crash Review Board, hereinafter referred to as the board, to determine the course of action after a traffic crash in which an employee was driving a city owned vehicle and was responsible for the traffic crash. The board will recommend a course of action to the chairperson with final approval from the chief of police.

DEFINITIONS

At Fault Traffic Crash: A traffic crash in which the employee failed to exercise reasonable caution, deviated from safe driving practices or operated the vehicle in a manner which displayed a disregard for personal safety or the safety of others.

Fatal Traffic Crash: A motor vehicle crash in which there is a death of one or more people as a result of the crash.

Minor Traffic Crash: Crash where damage to the vehicle(s) was less than \$1,500 and all drivers were insured or up to \$500 in instances where one driver was uninsured and there were no reported deaths or injuries involved.

Potentially Fatal Traffic Crash: A motor vehicle crash that has the potential to cause death but does not immediately result in fatalities. In such crashes, the severity of injuries sustained by those involved could lead to life-threatening conditions, though death may be avoided with prompt medical intervention or may not occur at all.

Report of Inquiry (ROI) Number: A number assigned to an informal and formal investigation as part of the department's internal investigations tracking system.

Serious Injury Crashes: A motor vehicle crash in which one or more individuals sustain significant injuries that are not life-threatening but may require extensive medical treatment or result in long-term impairment or disability.

PROCEDURES

52.2.1 COMPOSITION OF THE EMPLOYEE INVOLVED TRAFFIC CRASH REVIEW BOARD

- A. The board shall be comprised of the following and are appointed by the chief of police and are removed from the board at the chief's discretion:
 - 1. Strategic initiatives commander, chairperson.

2. Patrol commander, co-chairperson.
 3. Traffic unit sergeant.
 4. Training Division sergeant or senior patrol officer.
 5. Two supervisors from the Investigations Division.
 6. Two supervisors from the Patrol Division.
 7. Police Benevolent Protective Association (PBPA) Union Board representative.
- B. The board meets on a monthly basis, as necessary, to review and discuss incidents of employee involved traffic crashes to determine the proper course of action.

52.2.2 PRELIMINARY CRASH REVIEW PROCESS

- A. The supervisor assigned to the crash shall submit the City of Elgin Automobile Accident Report and additional documentation through the chain of command with a recommendation to forward the investigation to the chairperson.
- B. The chairperson shall review the incident and determine an appropriate course of action which are listed below:
1. Initiate a report of inquiry. The chairperson shall notify the employee involved in the crash if the crash has initiated a report of inquiry.
 2. Electronically submit the necessary review documents to the Employee Involved Crash Review Board via the electronic shared pending supervisor signature folder with access being limited to supervisors.
- C. A third or subsequent at fault crash within three years shall be referred back to the chain of command for a review to determine if a report of inquiry will be initiated.

52.2.3 EMPLOYEE INVOLVED TRAFFIC CRASH REVIEW PROCESS

- A. During the review meeting, board members will discuss each crash in an impartial manner and review the crash on its own merits to determine the proper course of action.
- B. Any video footage pertaining to the crash will be reviewed by the board collectively as a group.
- C. The facts of each crash shall be derived from the following sources and are considered on their merits.
1. Crash report.
 2. Police vehicle and body worn camera footage.
 3. Other available photographic or video evidence.
 4. Statements of witnesses, if available.
 5. Additional diagrams, if available.
 6. Inspection of the crash location, if needed.
 7. City of Elgin Automobile Accident Report parts A (employee) and B (supervisor).

8. The Illinois Vehicle Code may be used as a guideline for motor vehicle crashes.
- D. The employee shall be asked for further clarification by the board if it is deemed necessary to determine what occurred or if any additional facts or information is needed. When it is necessary for the employee to provide clarification to the board, advance notification shall be provided to the employee.

52.2.4 OUTCOME OF THE BOARD'S REVIEW

- A. The board shall make a decision within 60 days of receiving the crash information.
- B. Each member of the board will make an independent judgement based on the source material and evidence to determine if the crash was preventable or non-preventable.
- C. If the board determines the crash to be non-preventable, their findings shall be submitted to the chairperson for review with final approval by the chief of police.
- D. The board shall determine if the crash was preventable and recommend a course of action based on the circumstances of the crash and the employee's driving record. The driving record shall only pertain to the employee's use of city owned vehicles. The following remedies may be recommended:
 1. Remedial training.
 2. Suggestions to reduce hazardous work conditions.
 3. Review of related policies and state laws.
 4. Emergency Vehicle Operator Course.
 5. Recommendations for changes to department policy, practices, and equipment.
 6. Counselling.
- E. In cases where there is disagreement within the board, each board member shall submit their recommendations in writing to the chairperson who shall make a final determination on behalf of the board to be given to the chief of police for final approval.
- F. The chairperson will assign the crash report to a member of the board to prepare a Traffic Crash Review Board Report outlining the review process and recommended remedies. The chairperson is responsible for reviewing the Traffic Crash Board Report prior to presenting the recommendations to the chief of police for final approval. Refer to Appendix A to view the report form.
- G. The board member assigned to the investigation will notify the employee of the outcome of the board's investigation and associated remedy, as approved by the chairperson and upon final approval of the chief of police. Prior to the final review of the Traffic Crash Review Board Report by the chairperson, the assigned person will also ensure it is completed in its entirety to include when counseling or other remedies occurred.

52.2.5 CRASHES NOT REVIEWED BY THE BOARD



- A. In the event an employee has three at fault minor crashes in a three-year period, the chairperson will forward the crash to the supervisor who was initially assigned to investigate to determine if a report of inquiry should be initiated. The supervisor's recommendation shall be forwarded through the chain of command.

- B. Fatal, potentially fatal and serious injury crashes require a formal investigation and shall be investigated by an outside agency. Refer to Standard Operating Procedure 52.1 Internal Affairs for additional information on the report of inquiry process.

52.2.6 MAINTENANCE OF BOARD RECORDS

- A. The chairperson is responsible for electronically maintaining all records. These records are maintained within the secured electronic folder on the shared drive which is limited to individuals on the Employee Involved Traffic Crash Review Board.
- B. Any inquiries regarding employee involved traffic crashes shall be released through the Freedom of Information Act as specified in Standard Operating Procedure 82.1 Records Administration.
- C. The chairperson will prepare an annual report by January 30th each year to summarize the board's activities which shall be submitted to the chief of police.

APPENDIX A: TRAFFIC CRASH REVIEW BOARD REPORT

	ELGIN POLICE DEPARTMENT Traffic Crash Review Board Report	
Crash Report Number: <input type="text"/> Meeting Date: <input type="text"/>		
Information Reviewed by the Board		
Date of Crash: <input type="text"/>	Involved Officer's Name: <input type="text"/>	Police Vehicle Involved: <input type="text"/>
Brief overview of the information reviewed by the board:	<input type="text"/>	
Findings and Recommendation		
Was the crash preventable? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	
Brief explanation for why the board determined the crash was or was not preventable:	<input type="text"/>	
Recommended Remedy		
<input type="checkbox"/> Remedial training on the use of equipment <input type="checkbox"/> Suggestions to reduce hazardous work conditions <input type="checkbox"/> Counseling		
<input type="checkbox"/> Review of related department policies and state laws <input type="checkbox"/> Emergency vehicle operator course		
<input type="checkbox"/> Recommendations for changes to department policies, practices and equipment		
<input type="checkbox"/> N/A - this crash was not preventable and there are no factors that would have altered the outcome		
If recommendations for changes to department policies, practices and equipment was selected, explain the recommendations:	<input type="text"/>	
Follow-Up Conducted		
Follow-up conducted, to include when counseling was provided to the employee, specify the date, time and who provided the counseling.	<input type="text"/>	
Report completed by: <input type="text"/>	Date: <input type="text"/>	
Chairperson: <input type="text"/>	Date: <input type="text"/>	
Chief of Police: <input type="text"/>	Date: <input type="text"/>	
151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750		