

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number SSU-002
	Subject Fleet Safety Program	
	Special Instructions Replaces CIU-004 dated September 21, 2010	Effective Date January 15, 2015

I. PURPOSE

Establish guidelines for a Department Fleet Safety Program.

II. POLICY

A Fleet Safety Director shall manage and promote the Fleet Safety Program and maintain commission crash statistics to be shared with the Department.

III. PROCEDURE

A. Fleet Safety Director shall:

1. Be appointed by the Superintendent, to oversee the Fleet Safety Program;
2. Classify Departmental crashes and if preventable, may deduct safe-driving miles from the employee's driving record as established in this procedure;
4. Promptly notify the employee involved, through channels, of the crash classification, or upon appeal of a classification-the finding of the Crash Classification Appeal Board;
5. Administer the Department's safe driving program pertaining to uniform insignia;
6. Provide data and statistics as requested or needed and coordinate with the Training Section on trends and issues relating to the program.
7. Make the appropriate major subordinate commander or assistant chief of staff aware of crashes involving extreme negligence, recklessness, or frequency in the number of preventable crashes by an employee that tends to show poor driving ability or poor decision making qualities; and
8. May select a subordinate to act as the Coordinator of the Fleet Safety Program

B. District fleet safety officers shall:

1. Possess certifications in either crash investigation/reconstruction, or Emergency Vehicle Operations. Candidates who do not meet the aforementioned requirements may be considered because of rank (sergeant or first sergeant) or due to articulable experience in these areas.
2. Be recommended by the district commander and approved by the Fleet Safety Director.
3. Promote the Fleet Safety Program and defensive driving techniques at the district;

4. Keep informed of current crash data and review all Department crashes within the district;
5. Be available to provide local instruction, as needed, and respond to Fleet Safety inquiries; and
6. Shall participate in the driver's training phase of the field training program for new recruits.

C. Classification.

1. All crashes (including those documented by a PD49 only) involving Departmental commissions shall be classified by the Fleet Safety Director as either:

- a. Preventable Crash – Occurs when a reasonable driver in a similar situation or circumstance could have employed measures or counter-measures to avoid the crash.
- b. Non-Preventable Crash – Occurs when a reasonable driver in a similar situation or circumstance, even if they had employed measures or counter-measures, was unable to avoid the crash.
- c. Training Event – A crash that occurs during any Emergency Vehicle Operations (EVO) training or during a probationary officer's field training (FTO) period.

2. Any subsequent disciplinary action against an employee because of a crash resulting from the violation of Department regulations and procedures and/or other laws shall be taken by the appropriate commander as provided by Department policies.

D. Penalties for Preventable Crashes.

1. Fleet Safety Mileage Assessments:

a. All preventable crashes that involve backing into or striking of a nonmoving object or parked car, or are reported on a PD 49 only shall receive a deduction of 10,000 safe driving miles; and

b. All other preventable crashes shall have a standard deduction of 25,000 safe driving miles with the following credits for good driving:

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|---|--------------------------------|
| (1) No violation of state traffic law: | 5,000 miles |
| (2) No violation of ISP policies: | 5,000 miles |
| (3) No preventable crash within the last three (3) years: | 5,000 miles |
| (4) Use of red/blue light and/or siren when responding to an emergency: | 5,000 miles |
| (5) Any consideration worth merit judged by the Fleet Safety Director: | 1,000 to 10,000 miles |
| | Maximum credit of 25,000 miles |

2. Off-Duty Preventable Crashes:

Crashes, classified as preventable, that occurred while an employee is off-duty shall incur the following additional penalties for each applicable crash:

- a. First crash = No loss of off-duty use of a Department commission;
- b. Second crash = (within 24 months of the first crash) will result in the loss of the off-duty use of a commission for **20 calendar days**.
- c. Third crash = (within 36 months of the first crash) will result in the loss of the off-duty use of a commission for **40 calendar days**.
- d. For each subsequent off-duty preventable (within 36 months of the first crash) the employee shall lose off-duty use of a commission for an additional 20 calendar days.
- e. When an employee is involved in a fourth off-duty preventable (within 36 months of the first crash) the employee shall be subject to a review by the Board of Survey.
- f. The penalties outlined in this section shall be assessed against an employee in addition to any other penalties an employee might be subject to for violations of Department policy or rule of law related to a preventable crash.

3. Commander's Duties. When an employee's crash has been classified as preventable crash the employee's commander shall:

- a. Ensure the preventable crash is noted on the employee's PAR (Performance Appraisal Report);
- b. When necessary, issue a counseling form or letter of reprimand to the involved employee with a copy forwarded to the Internal Investigations Section as outlined in HMR-032; and
- c. Provide counseling and remedial instruction as necessary; and
- d. The commander may contact the Fleet Safety Director for information concerning penalties assessed under similar circumstances.

E. Crash Classification Appeals Board

1. A request for a hearing before the Crash Classification Appeal Board by the employee involved shall be submitted to the Fleet Safety Director within ten (10) days of receipt of the classification letter.

2. Crash Classification Appeal Board shall:

a. Consist of three (3) past or current district fleet safety officers, selected by the Fleet Safety Director;

b. Convene at the request of the Fleet Safety Director to hear a pending appeal; and

c. Shall have full authority to reclassify a crash and/or change the penalty assessed by the Fleet Safety Director, based upon its findings.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.