



ADMINISTRATIVE MANUAL

ADM - 250 – POLICE VEHICLE CRASH REVIEW

Amends/Supersedes: ADM-250 (10/02/2023)

Date of Issue: 05/19/2025

I. GENERAL

- A. To ensure all employees adhere to City and Department rules and regulations regarding the operation of Police/City vehicles, all police department vehicle crashes and vehicle pursuits will be reviewed as set out in this policy. The review attempts to identify causes and/or factors that contributed to the crash, which can be addressed through training and/or disciplinary action. The department also reviews vehicle pursuits to identify policy practice or training issued that require follow-up.
- B. To conduct these reviews, the Department has established a Crash Review Board (CRB) to evaluate the circumstances and establish corrective measures. The board consists of:
 1. The Assistant Chief of Police designated by the Chief of Police (Chair)
 2. Captains
 3. Internal Affairs Division representative (advisor only)

II. PROCEDURE – VEHICLE CRASHES

- A. Supervisory Review
 1. All crashes involving police vehicles will be investigated as outlined in [OPS-330 Traffic Crash Investigations](#).
 2. The employee's supervisor will generate a crash report in Axon Standards. The supervisor will attach all available documents to the report, including:
 - a. The FR-300 Report.
 - b. The City Accident/Incident Form.
 - c. To/From letter(s) by the involved employee(s).
 - d. Witness statements.
 - e. Photos of the vehicles and scene.
 - f. Body-worn camera footage, if any.
 - g. Injury paperwork, if any.
 3. The supervisor will submit the crash report to their chain of command. Each reviewer will document their recommendation for final determination as to the crash being:
 - a. Unavoidable: The driver followed proper procedure and did everything possible to avoid the crash.
 - b. Avoidable/Excusable: The driver did not follow proper procedure and/or did not do everything possible to avoid the crash. However, the driver's action and the resulting collision are excusable due to mitigating circumstances.
 - c. Avoidable: The driver did not follow proper procedure and/or did not do everything possible to avoid the crash.
 4. Once the employee's Assistant Chief has completed their review, they will forward the report to the CRB coordinator. The coordinator is the administrative specialist assigned to the chair unless otherwise specified. The coordinator submits the report to the Special Operations Division commander or designee for review.



5. The Special Operations review includes a recommendation for final determination (unavoidable, avoidable/extenuating, avoidable). The recommendation will include the classification of the crash in terms of severity, based on documented damage estimate from vehicle services, using the following categories' criteria:
 - a. Very Minor: Includes crashes where the vehicle scrapes or bumps a fixed object while maneuvering or rolls into another at a very low speed. These crashes typically involve no more damage than a broken light, a small scratch, or a small dent; damage is less than \$1,000.
 - b. Minor: Includes crashes that involve more than very low speeds and/or generally involve damages to property between \$1,000 and \$5,000. Crashes involving personal injuries are not classified as minor.
 - c. Major: This category includes crashes resulting in total property damage, personal injury, death, or exceeding \$5,000.
6. Once the Special Operations review is completed and all documents are attached, the report is submitted to the CRB chair, who makes the final determination as to whether the circumstances were avoidable.
 - a. Unavoidable crashes are forwarded to IAD for closure.
 - b. Avoidable and avoidable/extenuating crashes are forwarded to the CRB for review.
7. The CRB considers the circumstances of the crash and the officer's history. They make a recommendation for disciplinary action. An administrative investigation report is generated per [ADM-210 Standards of Conduct/Disciplinary Action and ADM-270 Administrative and Internal Investigations](#):
 - a. If the recommendation is for counseling (verbal or a letter), the crash report is returned to the employee's supervisor, who generates the administrative investigation and issues the counseling.
 - b. If the recommendation is for a group offense, the crash report is forwarded to IAD, which generates the administrative investigation report and makes necessary notifications.

III. PROCEDURES – VEHICLE PURSUIT REPORTS

[41.2.2(k)]

- A. Each month, the IAD will provide the CRB with all vehicle pursuit reports submitted after the last CRB meeting.
- B. The CRB will review the reports and, depending on the circumstances of the pursuit, any associated videos, reports or attachments.
- C. If the CRB identifies any concerns regarding policy compliance, training technique, or officer behavior, the IAD representative will document the concerns and follow up with the appropriate personnel.

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