

# Seattle Police Department Manual

## **13.015 – Collision Review Board**

Effective Date: 04/01/2015

### **13.015-POL**

This policy applies to all collisions involving Department vehicles. The Collision Review Board (CRB) will make recommendations to the Chief of Police, who will then make a disposition.

#### **1. The Captain of the Traffic Section, or Designee, Shall Chair the CRB**

#### **2. The Chair Will Appoint the Other Members of the CRB**

##### **a. Voting Members are:**

- \* Two Sergeants
- \* One Parking Enforcement Officer (PEO) Supervisor
- \* Three Officers

##### **b. Non-Voting Advisors are:**

- \* Traffic Section administrative assistant
- \* Two standing advisors, one each from:
  - Traffic Collision Investigation Squad (TCIS)
  - Education & Training Section
- \* Other advisors, as needed

#### **3. Four Voting Members Compose a Quorum**

The Chair, who acts as a tiebreaker, and these four members are required to be present before any Board business may be conducted.

#### **4. The CRB Reviews all Collisions that Involve All SPD Employees, Sworn and Non-Sworn**

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## **5. The CRB Will Notify the Involved Employee and his/her Bureau Chief of the Initial Determination and the Officer's Right of Appeal**

No discipline or re-training will be imposed on the involved employee until a review by the CRB is conducted, with the final determination made by the Chief of Police.

## **6. The Chair Will Notify the Involved Employee of the Initial Finding of the CRB Within Seven Days**

(See 13.015-TSK-1)

## **7. The Involved Employee Will Notify the Chair of Their Intent to Appeal a Finding Within Fifteen Days**

(See 13.015-TSK-3)

## **13.015-PRO-1 Conducting a Collision Review Board (CRB)**

### **CRB Chair**

1. **Contacts** the members of the Board.
2. **Convenes** the Board.
3. **Reviews** all collisions and appeals that are ready for review.
4. With the members of the Board, **determines** the finding of a collision.
5. **Submits**, via Blue Team, the Board's findings to the involved employee's bureau chief.
  - a. See 13.015-TSK-1 and 13.015-TSK-2.

### **Bureau Chief**

6. **Reviews** findings of the CRB.
7. **Makes** a determination as to the final outcome of the investigation (preventable/non-preventable, etc.)
  - a. If this determination is different from the initial finding of the CRB, **notifies** the involved employee within 7 days.

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8. **Makes** a recommendation as to any possible discipline or re-training.

9. **Forwards** recommendation to the Chief of Police.

## Chief of Police

10. **Determines** any possible discipline or re-training.

## 13.015-TSK-1 CRB Chair's Tasks for Preventable Collisions

After convening the CRB, the **Chair**:

1. **Notifies** the involved employee of the results of the CRB within seven days, by Department email.
  - a. **Includes** date of finding and the involved employee's right to appeal within 15 days of the date of the notification.
2. **Notifies**, by Department email, the involved employee's section/precinct and bureau chief or civilian manager.
3. **Includes**, in the finding, the number of previous preventable collisions for the involved employee.
4. In the event of an appeal of findings, **coordinates** a complete review of the incident at the next Board meeting (See 13.015-TSK-3-Involved Employee's Tasks for Appealing a CRB Finding).
5. If the appeal results in a reclassification of findings, **notifies** the involved employee by Department email.
6. **Notes** the appeal reclassification in the CRB file, if applicable.

## 13.015-TSK-2 CRB Chair's Tasks for Non-Preventable Collisions

After convening the CRB, the **Chair**:

1. **Notifies** the involved employee of the results of the CRB within seven days by Department email.
2. **Notifies**, by Department email, the involved employee's section/precinct and bureau chief or civilian manager.

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## 13.015-TSK-3 Involved Employee's Tasks for Appealing a CRB Finding

In Appealing a CRB Finding, an **Involved Employee**:

1. **Sends** a written request for an appeal (in SPD memorandum form) addressed to the CRB Chair (within 15 days of the notification of the finding).
2. **Attends** the full review as coordinated by the CRB Chair.
  - a. In lieu of an in-person appearance, **submits** a complete statement as to the facts of the collision, which becomes part of the CRB file