



ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS

SOP 3-31

Effective: 01/15/16 Expires: 01/15/17 Replaces: 04/29/15

### **3-31 SAFETY REVIEW BOARD**

#### **3-31-1 Policy**

Department policy is to convene a Safety Review Board to review and classify all police fleet vehicle crashes as preventable or non-preventable. All preventable crashes will be reviewed for cause analysis to prevent similar types of crashes in the future.

#### **3-31-2 Definition**

##### **A. Non-Preventable Crash**

The department driver exercised every reasonable precaution to prevent the crash, including making due allowances for road conditions, weather, traffic, and errors or negligence of others, and the driver observed applicable department policies, procedures, and training, including the use of appropriate defensive driving tactics.

##### **B. Preventable Crash**

The department driver failed to exercise every reasonable precaution to prevent the crash, including making due allowances for road conditions, weather, traffic, errors and/or negligence of others, or the driver failed to observe applicable Department policies, procedures, or training, including the misuse of, or failure to use appropriate defensive driving tactics.

#### **3-31-3 Rules**

##### **A. Appointments to the Board**

1. The Safety Review Board will consist of a commander (chairperson), Traffic Lieutenant, Traffic Sergeant, Traffic Officer, and the Fleet Manager, who will review police vehicle crashes. The Safety Officer will serve as an ex-officio member providing technical assistance to the Board, i.e., loss reduction and/or hazard elimination principles, and recognized practices and/or principles applicable to the crash review process.
2. Appointment will be made each calendar year as follows:
  - a. Traffic Commander (chairperson)
  - b. Traffic Lieutenant
  - c. Traffic Sergeant
  - d. Traffic Officer
3. Permanent Appointment
  - a. Safety Officer
  - b. Fleet Manager



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B. Reviewing Police Vehicle Crashes

1. The Board, when reviewing police vehicle crashes shall:

- a. Have the Traffic Analyst notify the affected employee of appointment times for their crash review.
  - i. Attendance by the employee is voluntary, and no overtime is authorized.
  - ii. If the employee does not wish to attend, the facts and information will be taken from the crash report.
  - iii. If the Board determines it is necessary to speak with the affected employee to make a determination regarding the crash, the Board will have the authority to compel the employee's attendance.
- b. Utilize the National Safety Council (NSC) guidelines for classifying preventable and non-preventable crashes.
- c. Review each fleet crash not resulting in a fatality or serious injury and make a determination of whether the crash is preventable or non-preventable.
  - i. The Board shall serve in an advisory capacity having no disciplinary authority.
  - ii. Board recommendations are limited to reducing the frequency, severity, and cost of fleet crashes.
  - iii. All recommendations shall be submitted to the Chief of Police. Recommendations of the Safety Review Board are not subject to review or appeal by any other existing Department Boards.
  - iv. Recommendations may include, but are not limited to:
    - Remedial or refresher training of the vehicle operator.
    - Review and/or modification of department driver training or tactics.
    - Modification or re-evaluation of department vehicle or equipment.
    - Review or modification of department policies or procedures.
    - Evaluation of employees for vision defects, stress-related problems, or other conditions affecting the fitness of duty.

2. Qualified Traffic Section personnel will investigate all officer-involved crashes resulting in a fatality or serious injury.

- a. Upon completion of the investigation, the District Attorney's Office will render a decision concerning responsibility of the officer.
  - i. This decision will be provided to the Chief of Police in writing and will remain part of the case file.

3. In the event of a conflict, the Chief of Police will have final authority to decide who will review the case.

C. Disciplinary Guidelines

1. The Safety Review Board has no disciplinary authority; the Chief or his designee has the authority and responsibility to discipline subordinates.



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2. Preventable crashes will be classified as class six violations.
  - a. Mitigating circumstances and/or aggravating circumstances will be considered by the Chief of Police or his designee when determining the amount of discipline to be imposed.
- D. Photographs for the Safety Review Board
  1. Personnel who want to have photographs available for the Safety Review Board shall contact the Traffic Lieutenant at least five days in advance.
  2. Any photos ordered for the purpose of presentation to the Safety Review Board shall remain with the document files and may not be removed by the person involved.