


HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
Issue Date February 2021	Review Date February 2022	Directive Number 6.4.2
Accreditation Index:		Rescinds: Directive 6.4.2 of November 2019
Chapter: Six – General Procedures		Section: Four – Vehicle Operations
Chief of Police: <i>John F. Viola</i>		

SUBJECT: SAFETY REVIEW BOARD

I. PURPOSE

The purpose of this Directive is to provide a system within the Department to review and analyze police vehicle involved incidents and crashes to determine factors contributing to the cause of the crash or incident and to assist in the development of methods to reduce future incidents and crashes.

II. POLICY

Police vehicle involved incidents and crashes subject all persons involved to potentially serious consequences such as death, injury, property damage, and liability issues. The Safety Review Board’s function is to analyze these types of incidents and crashes to determine whether the incident or crash was “preventable” or “non-preventable” by the driver of the police vehicle involved. The analysis of the incident or crash and the finding of the Safety Review Board shall be used to assist in identifying methods for reducing future incidents or crashes, such as training, or incident/ crash site improvements.

III. DEFINITIONS

Preventable Crash - The National Safety Council’s “A Guide to Determine Motor Vehicle Accident Preventability” c.1999 defines “*preventable accident*” (crash) as ; “one in which the driver failed to do everything that *reasonably* could have been done to avoid the accident .”

Non-Preventable Crash – The National Safety Council states that a “*non-preventable accident*” (crash) is when a driver commits no errors and reacts *reasonably* to the errors of others.

IV. PROCEDURES

- A. The Chairperson of the Safety Review Board shall be the Deputy Chief of Police or a lieutenant designated by the Chief of Police.
1. Responsibilities of the Safety Review Board Chairperson:
 - a) Set dates and conduct hearings for all crashes involving police vehicles that require a decision of the Board.
 - b) Ensure that all reports required are prepared and notify all members of the Board as to the time, date and location of the hearing.
 - c) Ensure that a “peer” member of the same rank as the officer involved in the crash is appointed to the Board by the Chief of Police or the Chief’s designee.
 - d) Ensure that personnel involved in the police vehicle crash are notified of the time, date and location of the hearing.
 - e) Preside over the Safety Review Board Hearing.
 - f) Maintain records of the hearings as to Board members present, number of hearings held and the findings of the Board in reference to each hearing.
- B. The Safety Review Board shall be comprised of the Deputy Chief of Police, or a lieutenant designated by the Chief of Police; the sergeant of Special Operations; and a “Peer” member of the same rank as the officer involved in the crash.
1. Responsibilities of the Safety Review Board:
 - a) The Board shall analyze crashes after receiving the following reports;
 - (1) The sergeant of Special Operations shall prepare and submit to the Chairperson of the Board a copy of all reports pertaining to police vehicle crashes.
 - (2) The driver of the police vehicle involved may be ordered to prepare a supplemental report detailing all aspects of the crash. This report shall be submitted to their immediate supervisor.
 - (3) The officer’s immediate supervisor shall ensure that all necessary reports are prepared and submitted to the sergeant of Special Operations.

- (4) The Township mechanic shall submit reports concerning mechanical operation of the involved police vehicle when requested to so by the sergeant of Special Operations.
 - b) The Board shall review all submitted reports to determine causes of the crash. These causal factors shall be forwarded to the Special Operations Unit who shall utilize this information to assist in developing plans for a driver safety program.
 - c) To identify responsibility for crashes the Board shall;
 - (1) Determine whether the crash was preventable or non-preventable.
 - (2) A finding of preventable may not be construed as a finding of guilt or negligence on the part of the operator.
 - (3) Recommend corrective/remedial action if the crash is deemed preventable.
 - (4) Recommend to the township engineer through the township Manager's office improvements to a crash site to reduce the potential for future crashes.
 - (5) May, by a majority or unanimous vote, recommend to the Chief of Police disciplinary action to be taken based on their findings.
- C. Officers involved in police vehicle crashes who are required to appear at a safety review board hearing shall have the right to have union representation at this hearing. The type of representation available to the officer is outlined in Directive 2.3.1 Investigation of Employee Misconduct.
- D. The Chief of Police shall make the final decision to discipline the officer operator of a police vehicle crash, to include the type and length of the discipline given.

BY ORDER OF THE CHIEF OF POLICE