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SECTIONS:

- 29.2.1 Policies and Procedures
- 29.2.2 Crash Scene Responses
- 29.2.3 Crash Scene Duties
- 29.2.4 Follow-Up Investigations
- 29.2.5 City Owned Motor Vehicle Crashes

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and procedures for providing emergency assistance, protection of a crash scene, follow-up investigation, report preparation, and proper enforcement action during a traffic crash investigation.

SCOPE: All departmental personnel.

POLICY: It is the policy of the South Miami Police Department to provide emergency assistance to persons injured in crashes, to protect the crash scene, to conduct at-scene and follow-up investigations, and to take proper enforcement action. Crash reporting and investigation is the primary responsibility of the Uniform Patrol Division.

DEFINITIONS:

- A. **BTO:** Breath Test Operator: Officer with a valid State of Florida Breath Test Operator Certification
- B. **CRB:** Crash Review Board
- C. **DRE: Drug Recognition Expert**, an officer trained to recognize impairment in drivers under the influence of drugs other than, or in addition to, alcohol.

- D. **Delayed Crash** - Those crashes, other than a hit and run crash or injury crash, in which the parties involved have failed to notify the police by the quickest means practical.
- E. **Non-Preventable Crash:** any occurrence involving a crash in which the operator observed all applicable Florida State Statutes, Departmental Policies, and exercised due care to prevent it and the crash still occurred.
- F. **Preventable Crash:** is one in which the operator failed to exercise due care and/or violated Florida State Statute(s) and/or Departmental policy causing contributory factors towards the crash.

PROCEDURE:

29.2.1 Policies and Procedures

The purpose of a traffic crash investigation is to thoroughly examine all elements contributing to the crash and based on factual data, make a well-founded explanation of the series of events. The South Miami Police Department will respond to all reports of traffic crashes within the City of South Miami jurisdiction. If a crash report is prepared, it will be forwarded to the Department of Highway Safety and Motor Vehicles (DHSMV) by the Records Bureau, as provided for in Florida State Statutes. Report forms provided by the DHSMV (FSS 316.068) include the following:

1. Florida Traffic Crash Report, Long Form/Short Form
2. Florida Traffic Crash Report, Narrative/Diagram
3. Florida Traffic Crash Report, Update and Continuation
4. Florida Traffic Crash Report, Commercial Vehicle Supplement
5. Driver Exchange or Information/Driver's Report of Traffic Crash (Self Report)

Officers investigating motor vehicle traffic crashes, in which a report will be written, will complete either the long or short version of this form, as appropriate, using this General Order and the Florida Department of Highway Safety and Motor Vehicles (DHSMV) Crash Report Writing Manual as a guide. Listed below are criteria for using the appropriate form (long form or short form) and completing the correct corresponding areas.

A traffic crash long form must be reported on state highway safety motor vehicle forms (HSMV) when:

1. SMPD will initially complete the long-form traffic crash report involving crashes that have critical injury and or death. Miami-Dade Police Department Traffic

Homicide will be contacted to complete on-scene processing and follow-up reports. [CFA18.03(a)]

2. All Hit-and-Run crashes. [CFA18.03(b)]
 3. Crashes involving a Driver Under the Influence (DUI). [CFA18.03(d)]
 4. Crashes involving City of South Miami Motor Vehicles.[CFA18.03(c)]
 5. Crashes influenced by City equipment, employees, or workers, where injury or damage is sustained. [CFA18.03(c)]
 6. Crashes where a wrecker is required.
 7. Crashes involving a commercial vehicle (truck with 6 or more wheels, bus, or trailer).
- A. Long forms may be completed for any traffic crashes but must be completed when a crash results in death, personal injury or possible injury to any person. Investigation of critical injury crashes are conducted as traffic homicide investigations due to the possibility that death from these injuries may occur at a later date and the death may result in criminal charges.
1. The Miami-Dade Police Department Traffic Homicide Unit will also be called to the scene to supplement the long form crash report and investigate, including a formal diagram, a fatal or possible fatal traffic crash within the City of South Miami.
- B. Long form information must be captured in crashes involving property damage, such as:
1. Crashes involving any vehicle owned by the City, county, state or federal government, including police and fire departments.
 2. Crashes involving common carriers (i.e. taxicabs, buses) transporting passengers.
 3. Crashes involving federal government, state, county or City property.
 4. Crashes involving a vehicle and a bicycle or pedestrian.
- C. Long forms must be completed in crashes involving a Hit-and-Run. All information concerning the suspect vehicle and its operator will be placed on a Florida Traffic Crash Narrative/Diagram Report.
1. Section One/Vehicle One will be left blank unless the suspect driver and vehicle return to the scene and the crash investigation can be completed. The investigator will ensure that phone numbers of all witnesses and victims are collected and recorded.

2. Types of Hit and Run crashes include:
 - a. Leaving the scene of a traffic crash involving death or injury (felony).
 - b. Leaving the scene of a traffic crash resulting only in property damage or damage to a vehicle driven or attended by any person (misdemeanor).
 - c. Leaving the scene of a traffic crash resulting only in property damage or damage to an unattended vehicle (misdemeanor).

- D. Long form information must be captured in crashes involving Driving Under the Influence (DUI) of alcohol /drugs. A certified Breath Test Operator (BTO) will be called out to supplement the investigation and to complete all applicable DUI reports. If an investigation involves controlled substance(s), a DRE Officer will be contacted.

- E. Long form information must be captured in crashes involving carriers of hazardous materials. [CFA18.03(d)] Every commercial truck involved in a crash is to be considered as a potential hazardous material incident, until proven otherwise, because of the material(s) it may be carrying. Crashes involving a commercial vehicle will require a Florida Traffic Crash report.

- F. Vehicular crashes on private property not open to the public (i.e. enclosed within a wall and electronic gate) do not require a traffic crash report unless police are called to the scene by the property owner(s). Officers should issue drivers the Driver's Report of Traffic Crash, and no traffic citations should be issued, except in cases of properties with enforcement agreements with the City of South Miami or for DUI.
 1. Short forms may be completed for parking lot crashes not involving the preceding incidents.

Crashes occurring on private property open to the public (i.e. shopping centers and parking lots) will be completed either a short or long form, depending on the above circumstances. In the box, "On Street, Road Or Highway", the exact building/house address/parking lot will be listed. The only infractions that can be written on private property are for Improper Backing or Careless driving. Criminal Violations can be enforced under FSS 318, 320, and 322.

G. Florida Traffic Crash Report Driver Exchange of Information/Driver's Report of Traffic Crash form may be used in traffic crashes on public and private property that have the following composition:

1. No wrecker required, and
2. No injuries or death

The officer is responsible for completing the report and giving each driver a copy. The original will be forwarded to the Communications Section for data and filing.

Additionally, this form will be utilized where there is a delay in reporting the crash (i.e. drivers tried to settle among themselves or report it at a convenient time, etc.) and there were no injuries. The [Driver's Report of Traffic Crash] block should be checked and the [You must read and comply with the instructions on the back of this form] block should be checked.

H. The HSMV (Narrative/Diagram) report will be used to complete the required narrative and diagram portions of the crash. This will be done with a template and not freehand. A diagram will be completed for each crash, regardless of the vehicles being moved. The investigator will interpret physical and testimonial evidence to re-create and diagram the crash scene.

I. The Florida Traffic Crash Report, Driver Exchange of Information/Driver's Report of Traffic Crash form will be issued whenever an officer is required to complete a Florida Traffic Crash Report, Long Form/Short Form (with the exception of single vehicle crashes). The [Driver Exchange of Information] block should be checked and the [No further action required by report completed by Law Enforcement Agency] block should be checked. The form should be filled out by the officer or drivers (checked by the officer), separated, and distributed.

J. If the officer can reasonably determine fault, the officer will issue a traffic citation at the crash scene. The mere absence of any witnesses should not be the only factor that prevents the officer from making logical, investigative deductions. A Citation Witness List will be completed for citations issued in traffic crashes. The Citation Witness List case number is the citation number.

K. Traffic crash reports will be completed in accordance with guidelines in the Florida Traffic Crash Report Writing Manual. The shift supervisor will check all crash reports for accuracy and content. All crash reports will be kept in the electronic records management system. The Communications Section will tabulate all crash reports, as provided for in FSS 316.069, and will forward all traffic crash reports to the DHSMV in a timely manner.

29.2.2

Traffic Crash Scene Responses

A. Communications Center personnel will dispatch an officer(s) to respond to the scene of all traffic crashes occurring in the City of South Miami. If the crash is outside the jurisdiction of South Miami, Communications Center personnel will notify the correct agency. When notified of a traffic crash occurring within the jurisdiction of the City of South Miami, Communications Center personnel will dispatch to the scene:

1. Miami-Dade Fire Rescue, if injuries are reported.
2. A Police Officer; and
3. Whatever support units are requested by the officer or the first officer on the scene.

NOTE: If extremely serious injuries are reported, the unit will be dispatched as a "Code 3" along with a backup unit.

B. When a member becomes aware of a traffic crash, they will:

1. Locate the exact location of the crash.
2. Notify the Communications Center of all relevant information.
3. Determine if there are injuries and request Fire Rescue, if necessary.

C. The officer will respond to the scene, investigate, and complete the necessary reports for all crashes involving the following:

1. **Death or injury:** Provide aid until Rescue arrives. Encourage injured parties, especially those with head trauma, to remain still until rescue arrives. Occupants should only be removed if remaining in the vehicle places the injured party in further peril. When Miami-Dade Fire Rescue arrives, they are in complete charge of all injured parties and extrication. Members will render assistance if needed.

- a. The Miami-Dade Police Department Traffic Homicide Unit will investigate fatalities or possible fatalities on other roadways within the City of South Miami. This includes delayed reported crashes with the likelihood of death or fatality.

2. **Hit & Run:** Interview all drivers and witnesses. Record all relevant suspect information (i.e. race, sex, age, and physical description of driver), vehicle description (i.e. year, make, model, style, color and area of damage), and determine the direction of travel. Give a B.O.L.O. suspect description on the main telecommunication channel to the Communications Center.

- a. Locate and secure all evidence left on the scene, which will enhance the investigation.
 - b. All Hit and Run crashes will require a Long Form - Florida Traffic Crash report to be completed.
3. **DUI/Drug Violations:** If the operator appears to be under the influence of intoxicating beverages or drugs, ascertain if a sworn certified (BTO) officer is available to assist with the investigation. If not, the officer will proceed under the guidelines outlined in G.O. 29.1.11 - DUI. If the traffic crash involves an impaired driver and serious injuries, a certified (BTO) officer will be requested or called out. If the BTO determines that the driver is under the influence of narcotics, a DRE officer will be contacted to investigate.
4. **Damage to public vehicles or property:** All crashes involving City vehicles and/or City property will be reported regardless of the amount of damage. The driver of a police vehicle involved in a crash will notify a supervisor immediately. Communications will immediately contact the appropriate notification of command/supervisory personnel of the member affected. Do not move the vehicles until both the supervisor and the investigator observe the vehicle positions (see Section 29.2.5) unless the vehicles pose a danger to the public.
5. **Hazardous Materials:** Determine if gasoline or any other hazardous material is leaking. Every commercial truck involved in a crash is to be considered as a potential hazardous material incident because of the material it may be carrying (see Section 29.2.3). [CFA18.04M(h)]
6. **Disturbances between principles:** If an officer responds to a crash scene where the parties involved are creating a disturbance or are becoming argumentative, a backup Police Officer(s) will be dispatched to assist, as well as a Patrol Supervisor, if necessary. Officers will question drivers and witnesses as soon as is practical following the crash. However, the questioning may be delayed until the person has received medical attention, regained emotional stability, or attended to other urgent personal business.
 - a. Officers will question drivers and witnesses separately and individually concerning the traffic crash.
 - b. Officers will discourage drivers and witnesses from discussing the crash among themselves, to prevent any further arguments.

7. **Major Traffic Congestion:** Patrol vehicles should be positioned at the outer edges of a crash scene involving extensive roadway obstruction. Flares or other channeling devices should be placed to direct traffic flow in conjunction with other lane control techniques. Officers will ensure that if the roadway is kept open that other vehicles will have a safe traffic pattern to get around the crash scene. [CFA18.03M(e)]

29.2.3 Traffic Crash Scene Duties

- A. The first officer arriving at the scene of a traffic crash will take charge of the scene and position his/her patrol vehicle or truck (utilizing emergency lighting) in such a position as to protect the crash scene. Officers are also required to wear their issued high-visibility traffic vests.
- B. Officers responding to the scene of a crash involving injury will immediately call for a Miami-Dade Fire Rescue unit if one has not already been dispatched, and request more officers for assistance if necessary. [CFA18.04M(b)]
 1. Immediate first aid will be given to any victim with serious bleeding, stoppage of breathing and/or heart functions. Victims should be moved only by Fire Rescue personnel unless conditions at the scene become life-threatening to the victim. [CFA18.04M(a)]
 2. When Fire Rescue personnel arrive, officers will provide assistance as necessary.
- C. Identification and dealing with fire hazards and/or hazardous materials are paramount. Miami-Dade Fire Rescue will be called if there is a fire at the scene, any spilled gasoline/diesel fuel, any HAZMAT incident, or if there are any downed electrical wires. Additionally, in the event wires are down, Florida Power and Light (FP&L) will be summoned.
 1. The primary responsibility of the first responding officer is to assess the situation, notify the Communications Center, and take action to protect life and property.
 2. All affected persons will be evacuated from the area, and any injured persons will be assisted as necessary.
 3. Officers will maintain a safety perimeter around the fire or hazard area. Officers should remain upwind and never approach the immediate proximity of HAZMAT MATERIAL until the material is positively identified, and an approach will not endanger the officer. This includes any rescue attempt of injured persons at the scene. Depending upon the size and

type of spill or incident, an initial safe distance range is between 150 and 1500 feet; however, once the material is identified, the recommended safe distance can be found in the current (DOT) Hazardous Materials Emergency Response Guidebook.

4. Any cargo or tanker vehicle involved in a crash is a potential hazardous material spill incident, and the officer should look for evidence of hazardous material before approaching the vehicles. Upon arrival at the scene of a traffic crash involving a cargo or tanker vehicle, officers will request fire department assistance and attempt to make a preliminary identification of the cargo from a safe distance on the basis of placards located on the vehicle.
5. If there is any question about hazardous materials at a traffic crash scene, officers will avoid any contact with the material and will keep other persons from having contact with the material.

Under no circumstances will a rescue attempt be made without first identifying the hazard present and the level of danger to the officer's health and safety. Any effort made to rescue persons or protect the environment or property must be weighed against the threat to the safety of the officer.

6. Hazardous Material Violations: If an officer is called to the scene of a possible violation or finds a possible violation of hazardous material transportation or storage regulations, no container will be disturbed or tampered with in any manner.
 - a. If the officer suspects a violation, Miami-Dade Fire Rescue will be called to the scene for investigation.
 - b. The Fire Department will determine what further action needs to be taken and handle the necessary notifications.
7. Hazardous Material Exposure: Many hazardous materials, even in extremely small doses, can cause irreparable harm to humans; since one drop of certain hazardous materials on the skin can cause permanent brain damage, while inhalation of certain hazardous materials of only a slight concentration can cause death in seconds, officers should never touch anything suspected of being a hazardous material.

- a. If an officer should encounter or be exposed to hazardous material in any way, the officer will immediately seek medical attention and follow procedures for reporting an on-the-job injury.
 - b. Should clothing or equipment possibly become contaminated they should be handled in the manner prescribed in General Order 9.4 – Infection Control Standard.

- D. Collection of information on crash scenes is important for future court actions and for prevention of future traffic crashes. If the crash involves a fatality, critical injury, or is complex, a supervisor will be called, and the officer will protect the scene for processing in the same manner as a major crime scene.
 - 1. When investigating traffic crashes, officers will ensure that the appropriate forms are filled out accurately and completely. The investigation may include, but is not limited to, the following:
 - a. Interviewing persons involved in the crash as well as locating witnesses and taking statements when necessary. [CFA18.04M(f)]
 - b. Examining/recording damage to vehicles, roadways, or other public or private property. Collecting and protecting any evidence, especially short-lived evidence. [CFA18.04M(d)]
 - c. Taking and documenting traffic crash measurements, when applicable.
 - d. Taking traffic crash photographs, when applicable.
 - e. Traffic crash diagrams. Diagrams will be based on the facts of the investigation and the statements of the drivers and witnesses.

 - 2. Traffic crashes that may require a detective or supervisor to respond:
 - a. Serious injury.
 - b. City of South Miami property or vehicle involved.
 - c. Hit and run where the chance of apprehension is enhanced.
 - d. If the crash investigator deems it necessary.

 - 3. When crash scene photographs are taken, they will depict the following:
 - a. The overall scene from north, south, east, and west locations.
 - b. The location of the vehicles in relation to each other, and to a point of reference.
 - c. Any skid marks or other marks on the roadway, yard, or other surface, that were a result of the crash.
 - d. The resulting damage to the vehicles; and
 - e. All items of evidence.

4. Evidence discovered (i.e. alcoholic beverage containers or drugs) or obtained (i.e. blood or urine) will be collected and stored in the Property Room, or (for biohazard materials such as blood) sent to the Miami-Dade Police Department's lab for analysis. Also see G.O. 35 – COLLECTION & PRESERVATION OF EVIDENCE.
- E. Every attempt will be made to protect crash scenes. [CFA18.04M(c)] A safe traffic pattern should be established through the use of additional emergency vehicles, traffic cones, flares and/or additional officers. Placement of police cars with their emergency lights activated behind the crash scene can alert on-coming traffic to the dangers of the scene. Use of traffic flares placed in the roadway can help detour vehicles around the scene into lanes where vehicles can travel safely. [CFA18.03M(e)] Expedient removal of vehicles and/or debris from the roadway could minimize the risk of further injuries or crashes. [CFA18.04M(g)]
- F. **Property of crash victims:** When a vehicle(s) involved in a traffic crash must be removed from the scene, the investigating officer will advise the driver and/or passengers to take any loose personal property that they do not wish to leave in the vehicle. If the vehicle is to be impounded by the officer, he will complete a Vehicle Tow Sheet, detailing the specifics about the vehicle and any damage to it. The officer shall also itemize any items that might be left inside the vehicle. The vehicle will be impounded by the company selected by the Department. [CFA18.05M]
1. When it is necessary to recover a victim's personal property for safekeeping, a property receipt will be completed, documenting the items being impounded, and the property will be impounded at the station in accordance with G.O. 36 – PROPERTY & EVIDENCE

29.2.4 Follow-Up Investigation

- A. Traffic crash investigation follow-up is the responsibility of the investigating officer in conjunction with CID, if necessary. If a crash requires further investigation, the following will be arranged as needed:
1. Collection of off-scene data.
 2. Vehicle safety inspections.
 3. Recorded formal witness statements.
 4. Reconstruction of crashes involving prosecution.

NOTE: In the case of Hit and Run investigations, the investigating officer will record as much information as possible and then forward the report (if substantial leads are present) and any additional information to the CID for further investigation. This is due to the amount of time involved that is necessary to locate the Hit and Run driver.

1. All follow-up investigations of vehicle crashes involving fatal, or possible fatal injuries, will be the responsibility of the Miami-Dade Police Department Traffic Homicide Investigator (THI), or FHP Traffic Homicide Investigator, assigned to the case.
2. The THI will be responsible for obtaining all evidence pertinent to the reconstruction of traffic crashes in which a fatality has occurred, or critical injuries were sustained, and where there is a likelihood of a subsequent fatality. The evidence may include measurements, photographs, scale diagrams, etc.

29.2.5 City-Owned Motor Vehicle Crashes

- A. All crashes involving City vehicles will be reported regardless of the amount of damage. The driver of a police vehicle involved in a crash will notify their supervisor immediately. Supervisors will as soon as possible make appropriate notifications via the staff notification report to the command/supervisory personnel. In the event of police vehicle crashes and/or injuries, supervisors will call and notify the Staff Duty Officer and complete a staff notification report.
 1. Crash Outside City Limits: Command personnel will assess each incident independently regarding the response when the incident occurs outside the City limits. A supervisor will consider the following factors to determine if a response is necessary: circumstances of the incident, location, extent of injury/damage, and potential liability to the City). If appropriate (based on the above factors), supervisors will respond to monitor the investigation and gather the information necessary to complete a staff notification report.
 2. Crashes within City Limits: The involved member's supervisor will respond to the scene and coordinate the initial investigation. If the member's immediate supervisor is not available, any available SMPD supervisor will respond.
- B. The supervisor's responsibility will be to ensure that the following procedures for City vehicle crashes are complied with:
 1. Crashes involving police vehicles within the City limits will be investigated by the respective responding officer handling the call.
 2. Crashes that occur outside the City will be investigated by the respective jurisdiction.
- C. Supervisors will ensure that a copy of the completed Florida Traffic Crash Report, and any other relevant reports that are available (Workers Compensation Medical

Service Report Form, State of Florida Notice of Injury Form, and the City of South Miami Accident-Injury Report) are forwarded to the Patrol Lieutenant via chain of command, prior to completing their tour of duty.

- D. The Patrol Lieutenant will review all reports and related paperwork before forwarding them to the Human Resource/ Risk Management Department.
- E. The Patrol Lieutenant will initiate a crash review board (CRB) within 45 days of the occurrence (this period may be extended depending on the release of the crash report by other agencies). The CRB will consist of three members.
 - 1. The CRB will be made up of the Patrol Lieutenant and at least two other supervisors at the rank of Sergeant or higher.
 - 2. The CRB will review all aspects of the crash and evaluate causative factors based upon:
 - a. Information gathered by the supervisor apart from the data obtained for completing the crash report. They may use separate investigative findings pertinent to the crash if requested for further clarification of physical evidence.
 - b. The CRB will review or base their finding on the information contained in the crash report or on information obtained for completing the crash report, and any other information available.
 - 3. The CRB will provide advance notice of the meeting to the affected employee. The affected employee's attendance is strictly voluntary.
 - 4. If the employee elects to attend, all applicable privileges from the Officer's Bill of Rights will be afforded (i.e.: Right to Counsel, recorded statements, etc.).
 - 5. Persons appearing before the CRB may include, but are not limited to the following:
 - a. The involved driver.
 - b. The supervisor who responded to the scene at the time of the crash.
 - c. Crash investigator.
 - d. Any other member that witnessed the crash.
 - 6. Those officers who are off-duty and are requested by the department to appear before the CRB will be compensated.

- F. When the crash is deemed Preventable, the Patrol Lieutenant will forward the CRB's findings to the concerned officer's Sergeant within ten (10) working days of the board hearing. When the crash is deemed Non-Preventable, notice will be provided to the affected employee.
- G. The Operations Bureau Captain will ensure that copies of the entire crash report package are filed and maintained by the department secretary and that a copy of the crash report package are forwarded to the Chief of Police.
- H. The Patrol Lieutenant will ensure that a copy of the City of South Miami Report of Injury is forwarded to Human Resources.
- I. Traffic crashes may be deemed preventable if the investigation reveals the crash was caused by, but not limited to:
 - 1. Carelessness.
 - 2. Negligence.
 - 3. Violations of Florida State Statute.
 - 4. Violations of Policy and Procedure.
 - 5. Violations of Rules and Regulations.
- J. Disciplinary Procedures for Crashes:
 - 1. Upon the Lieutenant or supervisor receiving a final finding that the crash was preventable from the CRB, they may be required to initiate disciplinary action in accordance with this policy.
 - 2. If any member receives disciplinary action as the result of their involvement in a crash and desires to appeal such actions, they must follow the recognized procedure as provided for in City rules and regulations and the respective collective bargaining unit contract.
 - 3. Traffic crashes that are found to be preventable may be appealed to the Chief via the grievance process the rebuttal process if discipline is issued.
- K. The findings of the Crash Review Board are recommendations only and the Chief of Police will have the discretion to make the final decision on the preventability of any crash.

L. Penalty or disciplinary considerations for Preventable Police Vehicle Crashes:

1. The penalties for preventable crashes will be based on the seriousness of the crash and the degree of culpability of the employee who caused the crash. The degree of discipline for crashes cannot be specifically delineated as it depends upon the totality of factors associated with each crash. Some factors that may be considered are:
 - a. Seriousness of the crash.
 - b. Mitigating circumstances, if any.
 - c. Length of service and previous crash record of the employee.
 - d. Reasonable consistency in applying similar penalties to similar crashes.
 - e. Attitude, conduct, and truthfulness throughout the investigative process.
 - f. Cost of repairs and/or cost of liability
 - g. Factors of the crash to include but are not limited to Speed, emergency lights and siren activated, violation of policies and procedures

2. The **following guidelines are advisory only** and may be adjusted based on the circumstances surrounding the crash. The degree of discipline should normally increase with each preventable crash.

First Preventable Crash: Mandatory Coaching Report, up to Written Reprimand, based on circumstances of the crash (mitigating circumstances i.e. injuries caused by the employee's action(s) may increase the penalty).

Second Preventable Crash within a 36-month period: Mandatory Coaching Report, up to Written Reprimand with a suspension, based on circumstances of crash. Driver Improvement Training (DIP) will be recommended. The officer's supervisor may be required to ride with the officer, evaluate the officer's driving habits, and make recommendations. If serious injuries or major damage occurs, the disciplinary action may be progressive up to and including a suspension (loss of pay and/or take-home vehicle privilege).

Third Preventable Crash within a 36-month period: Mandatory Written Reprimand, up to a suspension, based on circumstances of crash. If serious injuries or major damage occurs, the disciplinary action may be progressive up to and including a suspension (progressive loss of pay and/or take-home vehicle privilege).

Fourth Preventable Crash within a 36-month period: Mandatory Written Reprimand and suspension, based on the circumstances of the crash. If involving serious injuries or major damage, disciplinary action may be progressive including a suspension up to termination of employment.

Fifth Preventable Crash within a 36-month period: Mandatory Written Reprimand and suspension, based on the circumstances of the crash. If involving serious injuries or major damage, disciplinary action may be progressive including a suspension up to termination of employment.