



# Abilene Police Department Operating Procedures

Subject:

*Event Review Board*

Issued:

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## **Event Review Board Structure (TBP 4.10, 6.10)**

The Event Review Board (ERB) will review the following items: Accidents/Injuries, Pursuits, Use of Force and significant Incidents.

The ERB will consist of the following ranks: lieutenants, sergeants and officers. The Chief of Police determines the overall make-up of the board. Each board member serves on the board at the discretion of the Chief of Police. Any other employee may serve on this board in a non-voting advisory role at the discretion of the Chief of Police.

The Chairman may require any committee member to abstain from voting for good cause.

An annual review shall be completed by the Chairman, which will include a summation of all accidents, injuries, pursuits and use of force incidents. Recommendations should also be given on how to reduce accidents and injuries.

The City of Abilene Employee Safety Manual shall be used as guideline for all employees in their daily operations.

## **Accident/Injury Review**

The purpose of Accident/Injury Review is to review vehicle accidents in which an employee is involved while operating a city-owned vehicle, caused monetary damage to city equipment and all employee on-the-job injuries that caused one-half shift or more time lost from work or where the employee received professional medical attention.

The appointed Department Safety representative will serve as a non-voting advisor to the committee.

## **Convening Accident/Injury Review**

Board review of accidents or injuries should not exceed 35 calendar days unless approved by the Chief of Police. The review should be conducted in the following manner:

- A. Identify the accident or injury with comments by the chairman.
- B. A presentation of the facts of the vehicle accident or on the job injury by the assigned investigator.
- C. The employee will present his/her summary of how the accident or injury occurred.
- D. Any witnesses that would add facts to the circumstances surrounding the accident should be heard.



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- E. Review board members may discuss and ask questions of any person appearing before the committee.
- F. After obtaining all the facts and circumstances surrounding the accident or injury, the board will make its decision and recommendations in private.
- G. It is the responsibility of the board to determine whether the accident or the on the job injury was preventable or non-preventable.
  - 1. If the accident or injury was preventable, the board shall make recommendations to the Chief of Police regarding corrective action, training or other necessary actions to prevent the recurrence of the incident in the future.
  - 2. If the accident or injury was non-preventable by the employee involved but indicates some need for change in procedure or activity, it is the responsibility of the board to make recommendations and observations to the Chief of Police so corrective action within the departmental operating procedures can be accomplished.

### **Accident Definitions**

The members of the board will observe the following definitions:

- A. Preventable accident or injury – the employees failed to do everything he/she reasonably could have done to prevent it.
- B. Non-preventable accident or injury – the employee did everything he/she reasonably could have done to prevent it.

### **Accident/Injury Review Recommendations**

The board will submit a written summary of its findings and recommendations to the Chief of Police within five working days from the date of the close of the hearing.

A copy of the findings and recommendations will be forwarded to the employee's commanding officer or supervisor for review and consideration.

- A. The commanding officer or supervisor may concur with the findings and recommendations or may dissent.
- B. Any dissent by the employee's commanding officer or supervisor will be forwarded to the Chief of Police within five working days of receipt of the Accident/Injury Review Board Report and should include supporting rationale for alternate recommendations.

The Chief of Police will make the final determination on the review board's recommendations and any recommendations by the employee's commanding officer or supervisor.

A copy of the final determination of findings shall be forwarded to Administration for record keeping.



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### **Pursuit Review**

The board will evaluate all vehicle pursuits in which an employee is involved while operating a city-owned or leased vehicle, whether or not monetary damage occurred to civilian property or city equipment.

A full review of all pursuits will be conducted as soon as possible after a pursuit unless approved by the Chief of Police. The Event Review Board should conduct pursuit reviews in the following manner:

- A. Determine if the pursuit was necessary and within departmental guidelines;
- B. Evaluate training and policy revision needs;
- C. Provide necessary guidance to ensure that departmental personnel comply with the policies, procedures and rules of the Department regarding emergency driving;
- D. Establish methods of communication that will ensure that personnel remain fully informed on all matters pertaining to emergency and pursuit driving and
- E. Recommend corrective action or discipline as necessary.

### **Responsibilities of the Pursuit Review Chairman**

The Event Board Chairman shall:

- A. Provide a written analysis of the pursuit to the Chief of Police no later than five working days after the committee has met. The analysis will include recommendations of the board concerning policy, training and any need for corrective action.
- B. Maintain files and records of all departmental pursuits.
- C. Maintain a control log containing information on every pursuit reviewed by the board to include: control log number, date of pursuit, name of employee (including rank and identification number), summary of committee recommendation and disposition of the case.



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### **Use of Force/Incident Review**

The board will evaluate any incident in which an employee is involved that does not fall under the scope of pursuits or accidents. Any incident may be investigated by this board as deemed necessary by the Chief of Police. Incident Review should be conducted in the following manner:

- A. The board will submit a written summary of its findings and recommendations to the Chief of Police within five working days from the date of the close of the hearing.
- B. A copy of the board's findings and recommendations will be forwarded to the employee's commanding officer or supervisor for his review and consideration.
  1. The commanding officer or supervisor may concur with the findings and recommendations or may dissent.
  2. Any dissent by the employee's commanding officer or supervisor will be forwarded to the Chief of Police within five working days of receipt of the Incident Review Report and should include supporting rationale for alternate recommendations.
- C. The Chief of Police will make the final determination on the board's recommendations and any recommendations by the employee's commanding officer or supervisor.
- D. A copy of the final determination of findings shall be forwarded to Administration for record keeping.