



Supervision and Oversight	
Expectations and Key Elements	<p>All employees are expected to operate vehicles in a safe and lawful manner at all times. Motor vehicle accidents can be prevented. Through commitment and focus with clear and detailed efforts injuries can be avoided and costs reduced.</p> <p>Clear operational policies must be in place and reviewed and updated on a regular basis. Policies should cover all vehicle operations including:</p> <ul style="list-style-type: none"> • Administrative use (assigned vehicles, take home and personal use) • Patrol Operations (distracted driving, emergency response and pursuit) • Prisoner transport (safety/security requirements, vehicles types and usage) • Special Operations (armored vehicles, all-terrain vehicles, watercraft, snowmobiles, non-standard vehicles) <p>It is the responsibility of all officers, supervisors and support staff to comply with the policies.</p>
Auto Operations	<p>Administration and supervisors must have a clear understanding of all vehicle operations. Accurate records regarding vehicle usage, vehicle inventory numbers and types of vehicles must be maintained and updated regularly. Procedures must be in place for proper record keeping and review of all incidents, accidents, and claims.</p>
Vehicle Policies and Procedures	
General Driver Responsibility	<p>Obey traffic laws and operate vehicle in a safe manner.</p> <p>Seat belts should be worn at all time.</p> <ul style="list-style-type: none"> • Distracted Driver Policies. • Phone and Radio usage • Usage of Computers, Mobile/Personal Data Terminals (MDTs/PDTs) • Limiting distractions and equipment in driver's space.
Patrol Driving	<p>Safe patrol driving sets the tone for the entire operation. Policies should include the requirement to obey traffic laws at all times and the utilization of defensive driving techniques. The elimination of actions which distract the driver should be emphasized. Policies should address proper transport of prisoners.</p>
Emergency Response Driving	<p>Claim trends and statistical data indicate this is the most dangerous type of driving performed by law enforcement officers. Policies outlining training requirements (EVOC), and emergency response procedures including use of lights and sirens. Driver requirements to obey traffic signals and laws when responding should be in place. Policy should cite and comply with state statutes that direct emergency vehicle operation.</p>
Pursuit Driving	<p>Clear policies and procedures regarding initiation, participation and termination of a pursuit – both high and low speed – should be adopted. Policies should establish the acceptable speed, number of vehicles involved, and the responsibility for communicating with dispatch in calling the pursuit. Supervisory responsibility of oversight and termination of the pursuit should be clearly defined. Each officer involved in the pursuit must understand their ability terminate the pursuit.</p>
Vehicle Inspection and Maintenance	<p>Policy and procedures outlining maintenance request/work orders for vehicles and/or equipment deficiencies and vehicles which are deemed out of service, unsafe or non-operable should be in place. Use only mechanics qualified in law enforcement motor vehicles.</p> <p>A documented program of regular vehicle self-inspections is an important component of the vehicle maintenance process as well as the LE Fleet Safety Program. Detection and correction of vehicle defects makes the vehicle safer to operate and also improves the efficiency of the operations by reducing the likelihood of breakdown, loss of service, or more expensive repairs.</p>

Accident Reporting and Investigation	See Accident Investigations below.
Transportation of Inmates	<p>Policy in place to insure the safe transport of prisoners/arrestees. The following risk factors should be considered:</p> <ul style="list-style-type: none"> • Securing and placement of the prisoner/arrestee; • Sex of the prisoner/arrestee; and, • Searching the prisoner/arrestee. • Audio/visual equipment to be on at all times during transport. • What to do should an accident take place during transport.
Driver Selection and Oversight	
Driver Qualifications/Hiring	<p>Policy should be in place outlining acceptable officer candidates with regard to driving ability and driving record.</p> <ul style="list-style-type: none"> • Driver MVR (Motor Vehicle Record) evaluation* and review policy with minimum acceptable requirement. • Pre-employment review of MVR must be performed and maintained on file. • Annual review and evaluation of existing officer MVR. <p>Note: Minimum acceptable requirement must meet standards for insurability. *MVR evaluation matrix resources available on request.</p>
Driver Training	
Driver Training Policy	All drivers are required to be trained on driving policies, procedures and requirements. All training should be documented and retained on file. Policy should outline annual training requirements.
Driver Training	<p>Driver training must be conducted by qualified instructors. Driver training policies should include:</p> <ul style="list-style-type: none"> • New Driver Training – policies and field training officer evaluation and oversight. • Annual policy review with all drivers. • Emergency Vehicle Operator (EVO) – (academy requirement, annual classroom refresher and post-accident requirement) • Patrol driving • Emergency response driving • Pursuit driving
Officer-Involved Accident Investigation	
Accident Reporting and Investigation	Where possible, accidents involving personal injury and large property damage should be investigated by another agency. Internal review of all accidents attempting to get to the root cause should be made in <u>every</u> accident. Appropriate discipline should be taken on those accidents deemed avoidable.
On Scene	<p>Policies should clearly relate:</p> <ul style="list-style-type: none"> • Evaluate medical needs and render aid. • Notification of Supervisor (Notification of required investigative personnel or agency). • Complete required forms (should be kept in vehicle).
Accident Review	<p>Policy should designate the review process including oversight and administration including:</p> <ul style="list-style-type: none"> • Supervisory completion of investigation and reports. • Review for violations of policies or procedures. • Recommendations for disciplinary actions. • Root cause identification and remedial actions for prevention (additional training or changes to policies and procedures).