



VEHICLE ACCIDENT REVIEW BOARD  
**GENERAL ORDER #26.01**

**Adopted:** 4/10/19

**Pages:** 3

**Persons Affected:** All personnel

1 Appendix

**Authority:** Laura Wilson, Director

**IACLEA Standards:** 10.2.1

**Revision History**

Replaces SUDPS Draft General Order #26.01 (09/10/03)

Updated 01/25/2023

**PURPOSE**

The purpose of this Order *is to clarify the role and responsibilities of the Stanford University Department of Public Safety Accident Review Board.*

**POLICY**

It shall be the policy of the *Stanford University Department of Public Safety (SUDPS)* that the Accident Review Board (ARB) will conduct a thorough and proper review of all traffic collisions and legal interventions involving on-duty personnel as well as off-duty personnel while driving SUDPS vehicles or private vehicles used for official *Department* business. The Accident Review Board will determine if the circumstances of the accident are classified as "**Preventable**," in which case disciplinary action or other corrective measures may be warranted, or "**Non-Preventable**," "**Legal Intervention**," or "**Other**." *The Sheriff's Office may exercise the option to conduct the Accident Review Board that involves a SUDPS Deputy. In this case, Sheriff's Office General Order 26.01 Vehicle accident Review Board shall also apply.*



**PROCEDURE** (*IACLEA 10.2.1*)

The chairperson of the Accident Review Board will call for a meeting during the first week of every month, unless there are no cases to review. It shall be the responsibility of *the SUDPS Captain* to ensure that copies of all accident reports and any related documents are provided to the chairperson in a timely manner. A copy of the Board's findings and/or recommendations shall be provided to the involved employee's *Division Lieutenant or Division Manager*.

A. ACCIDENT REVIEW BOARD COMPOSITION

1. The ARB will consist of a chairperson *and two members*. The Board's membership will consist of the following:
  - *Captain or Assistant Chief* (chairperson)
  - *Sergeant/ Manger/ Supervisor*
  - *Deputy*
2. Board members shall be recused from hearing a matter if the member is involved in a matter before the Board as the involved employee, the investigator, personally involved in the investigation, is a witness, or is the direct supervisor of the involved employee.
3. The Chairperson may request additional investigative data containing specific details prior to or during the hearing. Additionally, he or she may require other *SUDPS* members to appear as witnesses.

B. ACCIDENT REVIEW BOARD MEETING

1. The Board will meet during the first week of the month. The Chairperson may cancel the meeting if there are no cases to review.
2. When practical, the Board will conduct a preliminary screening to determine the necessity to call witnesses or interview the involved employee.
3. If it becomes necessary to take testimony, the Chairperson shall notify the involved employee(s) and/or witness(es) at least ten (10) days prior to the Board meeting as to the: date, time, and place of the Board meeting.
  - a. Any interview of *an involved employee* shall be in compliance with *any Collective Bargaining Agreement, if applicable*.
  - b. Interviews of other employees shall comply with all applicable due process.
4. The Board Chair will ensure that the written materials, diagrams, charts, or other investigative material relating to the incident are copied before the meeting. The copies will be made available for review when the Board meets. Each copy will be stamped "confidential" and numbered appropriately.



5. The Board Chairperson or their designee shall have the authority to compel witnesses or other involved parties to attend the Board Hearing. Written notices will be provided to involved parties prior to convening the Board. The Board Chairperson or his or her designee will be solely responsible for posing questions to witnesses. The Board will hear the circumstances surrounding the incident from all involved parties, and may interview any and all witnesses necessary to make a recommendation.
6. Non-board members will be excused so that the Board can deliberate to reach a consensus recommendation.
7. The consensus recommendation of the Board will indicate whether or not the accident falls within applicable policies and/or procedures. If it is determined that the facts surrounding the accident fall within policies and/or procedures, the accident will be deemed "**Non-Preventable, Legal Intervention, or Other**" and no further action will be taken. If the cause of the accident is deemed to be out of compliance with any applicable procedure or policy, it will be deemed "**Preventable.**"
8. After a consensus recommendation is achieved, all investigative materials and notes will be *forwarded to Director of Public Safety.*
9. *The complete record of the Accident Review Board's investigation and findings will be placed in the involved employee's personnel file for retention.*
10. Accidents found to be "**Non-Preventable, Other or Legal Intervention**" shall be maintained by SUDPS. A notice will be prepared by a *designee of the Board* regarding the above findings and sent to the *deputy/employee* involved in the incident. This will provide feedback to the *deputy/employee* regarding the vehicle accident.
11. Accidents found to be "**Preventable**" shall be processed in one of two ways. Those cases found to be "Preventable" and fall within the scope of corrective action shall be handled by a recommendation from the Chair of the Accident Review Board. *A recommendation may consist of a documented oral counseling, remedial training or other non-disciplinary corrective measures.* This recommendation will be sent to the *Lieutenant or Manager* of the employee's division and will be carried out at that level. Once the corrective action is handled, the division *Lieutenant or Manager* will advise the *Director of Public Safety* of the disposition. Those cases that are found to be "Preventable" that rise to the level of formal discipline will be referred to the *Director of Public Safety* by the *Chair* of the Accident Review Board.
12. *Nothing in this Order is intended or shall prevent an Internal Affairs investigation from being conducted prior to a recommendation by the ARB.*



**VEHICLE ACCIDENT REVIEW BOARD  
GENERAL ORDER #26.01**

Adopted: 07/07/2010  
Replaces: G.O. #26.01 adopted 4/15/08

Updated: 02/22/2010  
Reviewed: 02/22/2010

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**POLICY**

It shall be the policy of the Sheriff's Office that the Accident Review Board will conduct a thorough and proper review of all traffic collisions and legal interventions involving on-duty personnel as well as off-duty personnel while driving Sheriff's Office vehicles or private vehicles used for official county business. The Accident Review Board will determine if the circumstances of the accident are classified as "Preventable", in which case disciplinary action or other corrective measures may be warranted, or "Non-Preventable", "Legal Intervention", or "Other".

**PURPOSE:**

The purpose of the Accident Review Board is to review the investigation, identify causes, determine responsibility, and prepare documentation for a final review by Bureau Commanders and Division Captains.

**A. PROCEDURE**

The chairperson of the Accident Review Board will call for a meeting during the first week of every month, unless there are no cases to review. It shall be the responsibility of every Division Captain to ensure that copies of all accident reports and any related documents are provided to the chairperson in a timely manner. A copy of the Board's finding and or recommendations shall be provided to the involved employee's Bureau Commander.

**B. ACCIDENT REVIEW BOARD COMPOSITION**

**I.** The ARB will consist of a chairperson, who will be appointed by the Sheriff and will hold the rank of Assistant Sheriff. The Board's membership will consist of the following:

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- Assistant Sheriff (chairperson)
  - Department Fleet Manager who also serves as Vice Chairperson
  - 1 Traffic Investigation Deputy
  - 1 Transportation Unit Sergeant
  - 1 Headquarters or West Valley Patrol Administrative Sergeant
  - 1 representative from the involved employee's union or association
  - 1 Department Risk Management Representative
- 2. Board Members shall be recused from hearing a matter if the member is involved in a matter before the Board as the involved employee, the investigator, personally involved in the investigation, is a witness, or is the direct supervisor of the involved employee
- 3. The Chairperson may request additional investigative data containing specific details prior to or during the hearing. Additionally, he or she may require other Sheriff's Office members to appear as witnesses.

**C. ACCIDENT REVIEW BOARD MEETING**

- 1) The Board will meet during the first week of every month. The Chairperson may cancel the meeting if there are no cases to review.
- 2) When practical, the Board will conduct a preliminary screening to determine the necessity to call witnesses or interview the involved employee.
- 3) If it becomes necessary to take testimony, the Chairperson shall notify the involved employees and/or witnesses at least ten (10) days prior to the Board meeting as to the: date, time, and place of the Board meeting.
  - a) Any interview of the involved deputy/Transportation Officer shall be in compliance with the Peace Officer's Bill of Rights
  - b) Interviews of other employees shall comply with all applicable due process.
- 4) The Board Chair or Vice Chair will ensure that the written materials, diagrams, charts or other investigative material relating to the incident are copied before the meeting. The copies will be made available for review when the Board meets. Each copy will be stamped "Confidential" and numbered appropriately.
- 5) The Board Chairperson or their designee shall have the authority to compel witnesses or other involved parties to attend the Board Hearing. Written notices will be provided to involved parties prior to convening the Board. The Board Chairperson or his or her designee will be solely responsible for posing questions to witnesses. The Board will hear the circumstances surrounding the incident from all involved parties, and may interview any and all witnesses necessary to make a recommendation.



- 6) Non-board members will be excused so that the Board can deliberate to reach a consensus recommendation.
- 7) The consensus recommendation of the Board will indicate whether or not the accident falls within all applicable policies and/or procedures. If it is determined that the facts surrounding the accident fall within policies and/or procedures, the accident will be deemed "**Non-Preventable, Legal Intervention, or Other**" and no further action will be taken. If the cause of the accident is deemed to be out of compliance with any applicable procedure or policy, it will be deemed "**Preventable**".
- 8) After a consensus recommendation is achieved, all investigative materials and notes will be returned to the Risk Management Representative. The Risk Management Representative will then notify the affected Bureau Assistant Sheriff of the outcome and finding(s).
- 9) The Department Risk Manager will maintain a master file of all Accident Review Board findings.
- 10) The disposition of reviewed accidents will be as follows:
  - a) Accidents found to be "Non-Preventable, Other, or Legal Intervention" shall be maintained by the Department Risk Manager. A notice will be prepared by the Department Risk Manager regarding the above findings and sent to the deputy involved in the incident. This will provide feedback to the deputy regarding the vehicle accident.
  - b) Accidents found to be "Preventable" shall be processed in one of two ways. Those cases found to be "Preventable" and fall within the scope of corrective action shall be handled by a recommendation from the Chair of the Accident Review Board. This recommendation will be sent to the command of the employee's division and will be carried out at that level. Once the corrective action is handled, the division command will advise the Department Risk Manager of the disposition. Those cases that are found to be "Preventable" that rise to the level of formal discipline will be referred to the Discipline Review Board by the chair of the Accident Review Board. The complete packet from the review will be forwarded on to the Discipline Review Board. The Discipline Review Board shall determine the appropriate level of disciplinary action to be taken, in accordance with the procedures for the Discipline Review Board.

LAURIE SMITH  
SHERIFF