



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

SUBJECT: **SAFETY COMMITTEE** NUMBER: 2.16

ISSUED: 06/26/2020

EFFECTIVE: 06/26/2020

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

RESCINDS

AMENDS

REFERENCE:

WILEAG 5<sup>TH</sup> EDITION

STANDARDS: N/A

INDEX AS: Committee, Safety  
Safety Committee  
Safety Issues  
Traffic Crash Review

**PURPOSE:** The purpose of this Policy & Procedure is to provide a process to consider, discuss, and make recommendations on matters concerning safe practices and equipment issues for the Sturgeon Bay Police Department. It also identifies the process for review of traffic crashes involving Department employees.

This Policy & Procedure consists of the following numbered sections:

- I. SAFETY COMMITTEE
- II. SAFETY ISSUES
- III. TRAFFIC CRASH REVIEW

### I. SAFETY COMMITTEE

#### A. Composition of Committee

1. A Safety Committee of four (4) representatives of the Department will evaluate safety issues and make recommendations to the Chief of Police.

2. The committee will include the following:
  - a) Captain (1)
  - b) Sergeant (1)
  - c) Patrol Officer (1)
  - d) Dispatcher (1)
3. Members of the Sturgeon Bay Police Officers Association and the Sturgeon Bay Professional Dispatchers Association will be selected by their Associations.
4. The Captain will act as the chairperson of the committee.
5. Committee members will serve for a period of three years, with the exception of the administrative officer. Terms will be staggered so that one-third of the committee is replaced each year.

#### B. Committee Functions and Responsibilities

1. The committee will meet quarterly or more often as needed, or as directed by the Chief of Police.
2. The committee will examine and evaluate all safety issues presented for consideration.
3. The committee will review all traffic crashes involving on-duty Department personnel, and make preventability determinations in compliance with City policy.

## II. SAFETY ISSUES

### A. Process

1. The committee will evaluate safety considerations raised by Department members. Issues may include, but are not limited to:
  - a) Department-issued equipment
  - b) Vehicles/equipment
  - c) Department practices and procedures
  - d) Tactics/Training
2. Safety issues may be brought to the attention of the Chief, the chairperson, or any member of the committee.
3. Issues thus raised will be discussed at the next meeting of the Safety Committee.

4. The chairperson will present information and any recommendations to the Chief for consideration.

### III. TRAFFIC CRASH REVIEW

#### A. Process

1. When a Department employee is involved in a traffic crash while on duty, all reports and documentation will be furnished to the Safety Committee. The reports will include a narrative description of the crash, crash causation factors, and what, if any, procedures were not followed that could have prevented the crash if they had been adhered to.
2. All crash will be classified in one of two categories. These categories are:
  - a) Preventable
    - (1) A preventable crash is defined as: Any crash in which the employee failed to do everything he/she reasonably could have done to prevent it.
  - b) Non-Preventable
    - (1) A non-preventable crash is defined as: A crash in which the employee did do everything he/she reasonably could be expected to do to prevent it from happening, but it still occurred.
3. A vote will be taken by secret ballot to determine preventability.
4. The Dispatcher member will not have a vote unless communications was somehow involved in the accident.
5. If a Safety Committee member is involved in a traffic crash, he/she will not have a vote on that crash.
6. The Safety Committee chairperson shall forward all determinations on preventability to the Chief.
7. Independent of the determination of the Safety Committee, the Chief will determine what, if any, discipline will be taken on any on-duty employee involved crash.

Arleigh R. Porter  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/26/2020