
	MESQUITE POLICE DEPARTMENT
	110.00 ACCIDENT REVIEW BOARD
	Effective Date: August, 2011
	Approved: _____ <div style="text-align: center;">  Chief of Police </div>

- I. Board Composition
 - A. The Chief of Police or his designee will appoint a supervisor to act as chairperson of the Accident Review Board.
 - B. The chairperson will be responsible for the selection of three employees of the department to serve as Accident Review Board members. An effort will be made to ensure that at least one board member will be of the same rank as the employee involved in the accident.
- II. Board Responsibility
 - A. The chairperson is responsible for administrative tasks associated with board meetings, including:
 - 1. arranging for a meeting room,
 - 2. notifying members and witnesses of the meeting,
 - 3. procuring required files, and
 - 4. composing a report to the Chief of Police regarding the board's conclusions.
 - B. The board will review all pertinent reports, photographs and other documents pertinent to the accident under investigation. The board may also interview the employee involved in the accident, the investigator, witnesses, or any other person deemed necessary by the board. The employee, however, may waive the opportunity to appear before the Accident Review Board by providing a "waiver" memorandum to the Chief of Police that indicates the accident was preventable on his part.
 - C. The board may elect to visit the accident site for further clarification of the issue, or any other site deemed necessary by the board.
 - D. The board, in unusual situations, may table the review in order to secure additional information, visit a site, etc. In this event the board shall be reconvened as soon as possible.
 - E. After considering all available facts and circumstances surrounding the incident, the board shall recommend a classification of the accident as "Preventable" or "Non-Preventable" on the part of the employee.
 - F. The board may, at its discretion, include in its report a discussion of any extenuating circumstances having a bearing on the accident.

EFFECTIVE: February, 1988; REVISED: September, 1990; FORMERLY: B/88-49; REVISED: August, 2003; REVISED: August, 2011