The purpose of the Safety Committee is to develop and recommend measures for assuring personnel safety, and to monitor and/or anticipate hazardous and unsafe situations. It is not a disciplinary hearing and its function is not disciplinary in nature.

It is the policy of this department to promote safe practices and conditions for its employees through accident analysis, training, and participation in citywide safety efforts. This directive establishes responsibilities for these functions.

**Accident** - An event, occurrence, or happening which is unexpected or unintended, that has an element of chance or probability and which usually produces a measurable injury, death, or property damage loss.
4.1B.03 RULES/RESPONSIBILITIES

A. **The Safety Committee:**

1. The Chief of Police will appoint employees to serve on the Safety Committee, one of whom will be a sworn supervisor/commander from the *Patrol Operations Bureau*. This appointee will chair the committee. Other members will consist of one representative from each bureau, Patrol Operations, Operations Support, Administrative Services, and Investigations; and an employee from Fleet Management. The City’s Risk Manager *or their designee* is to be considered a member of the Safety Committee.

2. The Safety Committee will hold meetings at least quarterly, or more often depending on the number of incidents reported. All incidents reported will be heard and recommendations will be made. Each member of the committee will attend all meetings unless excused by the chairperson.

3. The committee will review the circumstances surrounding all department vehicle accidents, injuries, and property damage incidents from a safety perspective.

4. The committee will make recommendations for safe operational procedures, and assist with policy development. In those cases where the committee determines that training is needed, the committee will forward all of the necessary information to *the appropriate committee or designee*.

5. *If requested from the Chief of Police, Deputy Chief, or Captain, the committee may study hazardous conditions or unsafe practices brought to its attention. These issues may result from an accident, injury, or other hazardous condition.*

B. **Safety Committee Chairperson:**

1. Will be responsible for the Quarterly Safety Committee Report submitted to the Chief of Police. *At a minimum, the report should include the following:*

   a. Total number of incidents by category, and type,
   b. A comparison of the current and previous reporting period,
   c. A brief description of the incidents with the committee findings of preventable, non-preventable, or non-determinable,
   d. Safety analysis conclusion, findings, trends, and recommendations,
   e. Any additional information of value determined or used during the analysis.

2. *Will ensure* that information related to training recommendations made by the committee is forwarded to the *appropriate committee or designee.*
3. Will conduct an annual analysis of police vehicle pursuits after reviewing the submitted Vehicle Pursuit Reports (APD-478) required by Police Directive 10.11B – Emergency Vehicle Pursuits. [41.2.2.j]

4. Will conduct an annual review of pursuit policies and reporting procedures. [41.2.2k]

5. Maintain a record of the Safety Committee meeting and reports.

4.1B.04 RELATED INFORMATION

Police Directive 4.1A (ACCIDENTS AND INJURIES).
Police Directive 10.11B (EMERGENCY VEHICLE PURSUITS)

BY AUTHORITY OF:

Earl L. Cook
Chief of Police