



DEPARTMENTAL
GENERAL
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DEPARTMENTAL SAFETY

The purpose of this order is to set forth the responsibilities of the Departmental Safety Coordinator, the Safety Committee, the Safety Appeal Board, and all members and employees for maintaining safe equipment and safe work habits and conditions. The order also sets forth procedures for reviewing vehicular and non-vehicular accidents involving Departmental personnel.

I. DEPARTMENTAL SAFETY PROGRAM

- A. The purpose of the safety program shall be to prevent vehicular and non-vehicular accidents and to investigate properly any accidents that do occur so that corrective action or training can be implemented.
- B. All members and employees shall complete their assignments with the skill and care necessary to prevent accidents and shall avoid unsafe work habits.
- C. Commanders and/or Section Supervisors shall take immediate action to correct unsafe conditions and equipment, and to correct unsafe work habits of subordinates.

II. DEPARTMENTAL SAFETY COORDINATOR

- A. The Safety Coordinator shall be assigned to the Personnel and Training Division.
- B. The Coordinator shall develop and present safety education programs as needed or as requested by supervisory or command officers, the Departmental Safety Committee, or the Departmental Safety Appeal Board.

1. The Coordinator shall be responsible for securing, preparing, and disseminating training aids, such as posters, safety demonstrations, bulletin board displays, Daily Bulletin messages, films, and video presentations.
 2. The Coordinator shall review safety needs with command and supervisory officers as necessary and assist in the development of safe work conditions and work habits.
- C. The Coordinator shall be a voting member of the Departmental Safety Committee and shall perform specific duties at the instructions of the Committee Chairperson.
- D. The Coordinator shall receive copies of all Vehicle Collision Reports (TF-3047) and other types of accident reports whenever Departmental members and employees are involved in the incident.
1. The Coordinator shall review all such reports to identify patterns that may indicate unsafe practices and procedures.
 2. The Coordinator shall review each accident report and refer reports to the Departmental Safety Committee as required.
 - a. The Coordinator shall refer Vehicle Collision Reports to the Safety Committee if:
 - 1) There is an indication that the accident resulted from poor judgment or negligence.
 - 2) There is an indication that the accident resulted from violations of the law or Departmental regulations.
 - 3) The accident occurred during a Code 3 or vehicle pursuit incident.
 - 4) The accident caused property damage or injury.
 - 5) The Coordinator feels that training value would result from a hearing.

- 6) The collision resulted from the use of a pursuit intervention technique as authorized in Special Order No. 4674.
 - b. The Coordinator shall refer non-vehicular accident reports to the Safety Committee if:
 - 1) A member or employee was injured and required hospitalization.
 - 2) A member or employee was injured and lost one or more days of duty.
 - 3) It appears that equipment failed or malfunctioned or was misused or unavailable.
3. The Coordinator shall evaluate each report that is not forwarded to the Safety Committee and make a recommendation as to whether the accident was preventable, preventable but justified, or not preventable, as defined in Part III, D, 2, of this order.
 - a. If the Safety Coordinator recommends that the accident was preventable, but review by the Safety Committee is not required, the Coordinator shall notify the individual's bureau commander by memorandum and attach copies of the accident report and the Accident Record Card (TF-2089). The memorandum shall be forwarded to the bureau commander through the Office of the Chief of Police.
 - b. If the Safety Coordinator recommends that the accident was not preventable or was preventable but justified, the Coordinator shall submit the recommendation through the member's or employee's chain of command to the Chief of Police for review.
- E. The Coordinator shall prepare and distribute monthly and annual safety reports containing an analysis of the accident experience of the Department. The reports shall identify vehicle accident statistics by Area and all other accidents by Division.

- F. The Coordinator shall be responsible for maintaining records required by the California Occupational Safety and Health Act (Cal/OSHA).
- G. The Coordinator shall arrange Safety Appeal Board hearings and participate in them as a nonvoting member.
- H. The Coordinator shall maintain information regarding the availability of programs about health, weight, and physical conditioning.

III. DEPARTMENTAL SAFETY COMMITTEE

- A. The Safety Committee shall meet as needed and shall be comprised of the following persons:
 - 1. Permanent Members:
 - a. Commander of the Personnel and Training Division, who shall serve as chairperson.
 - b. Departmental Safety Coordinator.
 - c. Traffic Division Administrative Sergeant.
 - d. City Attorney Representative (non-voting)
 - 2. Temporary Members - Appointed by the Chief of Police each 15 Jan and 15 Jul to serve six-month terms.
 - a. One Captain.
 - b. One Lieutenant.
 - c. One Sergeant.
 - d. One Police Officer.
- B. The Committee shall conduct a complete facility safety inspection annually and report its findings to the Chief of Police.
- C. The Committee shall make suggestions for on-going safety programs and appoint subcommittees as necessary to investigate ways to prevent accidents.

- D. The Committee shall review accident reports referred to it by the Department Safety Coordinator and cases appealed through channels by members and employees who disagree with the preliminary recommendations of the Coordinator. It shall be the goal of the Committee to review the circumstances of each accident within 10 days and interview Departmental personnel who were involved.
1. The subjects of Committee hearings, witnesses, supervisors, and Committee members shall attend hearings, as directed.
 2. The Committee shall make a recommendation as to whether each accident reviewed was preventable, preventable but justified, or not preventable.
 - a. An accident shall be defined as preventable if the member or employee failed to do everything he/she reasonably could have done to prevent it.
 - b. If an accident was technically preventable but the member's or employee's actions were taken purposely, using acceptable police procedures, in order to accomplish a mission, the accident shall be defined as preventable but justified.
 - c. If a member or employee did everything he/she reasonably could have done to prevent the accident, it shall be defined as not preventable.
 3. The Committee shall present its recommendations by memorandum through channels to the Chief of Police and attach copies of pertinent reports and the person's Accident Record Card. As appropriate, the Committee shall identify measures that could have been taken to prevent the accident.
- E. The Committee shall review pursuit reports referred to it by the Chief of Police, in accordance with the procedures set forth in Special Order No. 4674.

IV. SAFETY APPEAL BOARD

- A. The Safety Appeal Board shall be comprised of the Deputy Chiefs of Police and such other persons as the Chief of Police may designate.
- B. The Board shall review written appeals received through channels from members and employees who disagree with the recommendations of the Safety Committee. The Board may, on its own initiative, review any recommendations made by the Committee.
- C. The Board shall forward a written report of findings and conclusions regarding each appeal to the Personnel Section, where the report shall be filed in the personnel folder of the member or employee involved.

V. BUREAU, AREA, AND DIVISION COMMANDERS, INDEPENDENT SECTION SUPERVISORS

- A. Preventable Accidents
 - 1. Bureau commanders shall forward reports from the Safety Coordinator or the Safety Committee regarding preventable accidents to the area or division commander or the independent section supervisor of the member or employee involved.
 - 2. The area or division commander or independent section supervisor shall inform the member or employee of the recommended findings, determine if he/she is in agreement with the recommendation, and solicit any suggestions that he/she may have for avoiding future accidents.
 - 3. If the member or employee disagrees with the recommended finding, the commander or independent section supervisor shall inform him/her of the right to make a written appeal through channels to the Safety Committee or the Safety Appeal Board, as appropriate. The commander or supervisor shall inform the member or employee that he/she may appeal within seven calendar days of the date on which he/she is notified of the recommendation, in accordance with the preceding subsection.
 - 4. The commander or independent section supervisor shall prepare a recommendation for corrective or disciplinary action based on the subject individual's past accident record, his/her attitude toward safety, and degree of his/her misjudgment.

- a. If the subject member or employee does not appeal the preventable recommendation, the commander or supervisor shall promptly submit his/her recommendations for corrective or disciplinary action to the bureau commander.
 - b. If the subject appeals and the preventable recommendation is upheld on appeal, the commander or supervisor shall forward his/her recommendations to the bureau commander on the day after the recommended finding is upheld.
 - c. If the appeal is successful and the recommendation is changed to not preventable or preventable but justified, the commander or supervisor shall not submit recommendations for corrective or disciplinary action.
5. The bureau commander shall submit a recommendation for corrective or disciplinary action to the Chief of Police within three days of receiving the division commander's or independent section supervisor's recommendation. Bureau commanders shall ensure that final recommendations for disciplinary action are uniform for similar kinds of cases.

B. Accidents That Are Preventable But Justified or Not Preventable

1. Whenever the Safety Coordinator recommends that an accident was preventable but justified or not preventable, the recommendation shall be forwarded through the chain of command to the subject member or employee.
2. All Safety Committee recommendations shall be forwarded through the Office of Chief of Police and the chain of command to the subject member or employee.

By order of

Joseph Samuels, Jr.
Chief of Police

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