

MVI Review Process

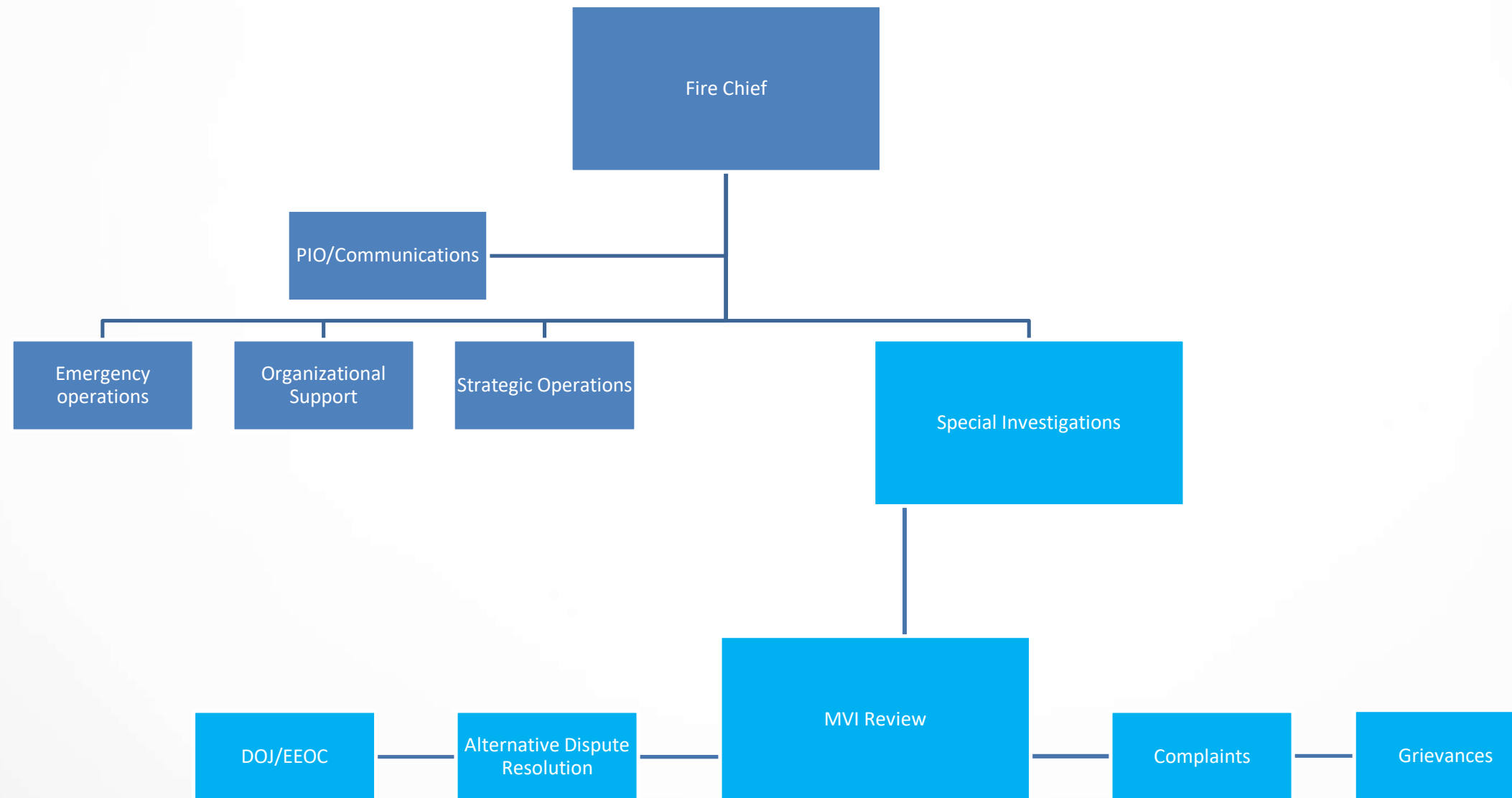
HOUSTON FIRE DEPARTMENT



Joint PSHS-Gov Operations Committee | February 10, 2026

MVI Review Process

Organization Chart



Joe Trevino
Assistant Chief, Special Investigations

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MVI Review Process

Before you drive

- Guideline II-35: Driving HFD Vehicles
- A.P. 2-3, Motor Vehicle Assignment and Use

1. Driver Operator Performance Standards and Training Codes for driving HFD vehicles:

DRIVERPS#3 – Non-Emergency Driving on Public Roadways

DRIVERPS#4 – Backing from a Roadway into Restricted Spaces (Alley Dock)

DRIVERPS#5 – Maneuvering Around Roadway Obstructions (Serpentine)

DRIVERPS#6 – Turning Apparatus 180 Within a Confined Space

DRIVERPS#7 – Restricted Clearance

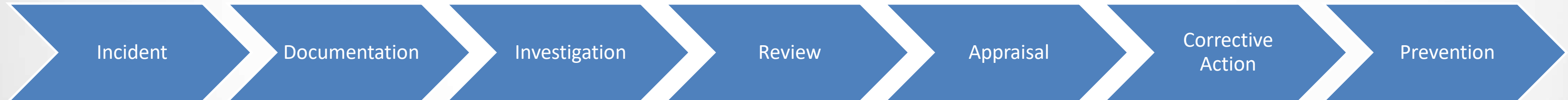
DRIVERPS#8 – Driving Defensively

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MVI Workflow

Special Investigations Division



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MVI Workflow

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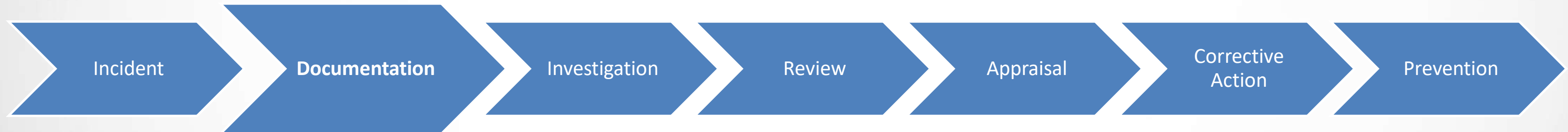
- **Scene is secured** and injuries assessed
- **EMS requested** if needed
- Office of Emergency Communications (OEC) notified
- Police notified when required
- **Witness information** gathered
- Civilian parties provided a **Notice of Claim for Damages**

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MVI Workflow

Special Investigations Division



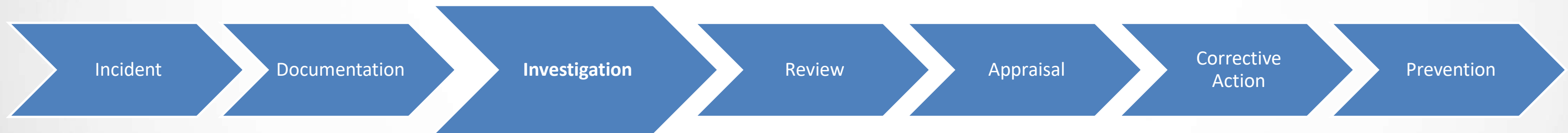
- **Driver's Report of a Motor Vehicle Incident (PD781)**
Completed by the driver involved
- **Supervisor's Report of a Motor Vehicle Incident (PD782)**
Completed by the investigating District Chief
- Photographs of vehicles, damage, and scene
- All documentation submitted to **HFD Accident Review** within **72 hours**

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MVI Workflow

Special Investigations Division



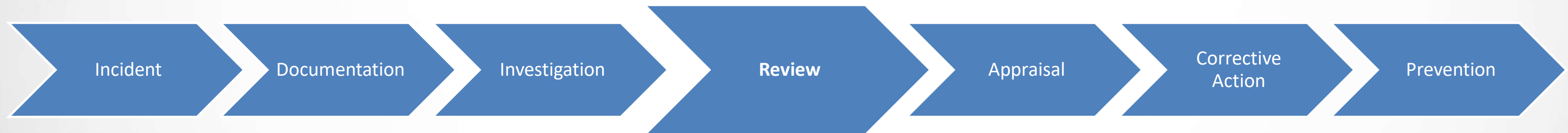
- Conducted by a **District Chief or equivalent officer**
- Includes:
 - Independent investigation (not copied from driver report)
 - Scene evaluation and contributing factors
 - Determination of whether post-incident drug/alcohol testing is required
- Officers may not investigate incidents in which they were involved

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MVI Workflow

Special Investigations Division



- Motor Vehicle Incident Review Officer:
 - Reviews all submitted documentation
 - Determines whether the employee **caused or may have caused** the incident
 - Forwards findings to the Fire Chief or designee

- If Cause is Found:
- **Departmental Review Panel (If Cause Is Found)**
- Formal complaint issued by the Fire Chief or designee
- Employee receives:
 - 48-hour notice
 - Opportunity to present their case
- Panel considers:
 - Aggravating/mitigating factors
 - Preventability
- Written determination issued to employee

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MVI Workflow

Special Investigations Division



- Vehicle damage assessed by **qualified, independent personnel**

Appraisals reviewed by Fleet, Legal, and Accident Review

- Supervisors of involved employees may **not** estimate damages

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MVI Workflow

Special Investigations Division



Discipline determined by the **Fire Chief**

Based on:

- Severity of incident
- Damage amount
- Prior driving history

May include:

- Mandatory driver safety course
- Suspension
- Loss of driving privileges
- Demotion or indefinite suspension in severe cases

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MVI Workflow

Special Investigations Division



Review panel may recommend:

- Policy updates

- Training enhancements

- Fleet safety improvements

Focus on **prevention, accountability, and equity**

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MVI Data

2021-2024

Incident Count			
2021	Quarter	Total Incidents	Emergency Run
	Q1	103	56
	Q2	111	55
	Q3	111	58
	Q4	112	53
TOTAL		437	222

Incident Count			
2022	Quarter	Total Incidents	Emergency Run
	Q1	127	63
	Q2	119	62
	Q3	100	36
	Q4	90	45
TOTAL		436	206

Incident Count			
2023	Quarter	Total Incidents	Emergency Run
	Q1	88	41
	Q2	103	55
	Q3	111	57
	Q4	81	49
TOTAL		383	202

Incident Count			
2024	Quarter	Total Incidents	Emergency Run
	Q1	94	47
	Q2	135	85
	Q3	123	62
	Q4	128	72
TOTAL		480	266



MVI Data

2025

Incident Count			
2025	Quarter	Total Incidents	Emergency Run
	Q1	125	79
	Q2	137	86
	Q3		
	Q4		
TOTAL		498	301

Incidents are also categorized by:
Type (intersection, fixed object, station door, backing, spotter)
Vehicle Type (Engine/Ladder, Ambulance/Medic, Other)



MVI Review Process

Thank you



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