



# Driving Policies and Post-Crash Procedures - HPD

Public Safety Committee

Government Operations Committee

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Captain Donna Crawford

Vehicular Crimes Division

# Governing Rules and Regulations

Texas Department of  
Transportation

City of Houston  
Administrative Procedure  
2-2 Motor Vehicle Use

Houston Police General  
Orders

# Motor Vehicle Incidents

Any city vehicle or privately owned vehicle operated by a driver on city business that experiences:

A collision with another vehicle

A collision with a person, property, or object

A vehicle tipping or turning over

A collision resulting in personal injury

A collision resulting in damage to public/ private property

Incidents must be reported to a supervisor immediately

# Investigative Responsibility

- The Houston Police Department investigates all City Vehicle crashes within the Crash Investigation Area
  - Vehicular Crimes Division
    - Houston Police Department
    - Houston Fire Department
    - All departments when the crash involves death or bodily injury
  - Patrol Divisions
    - All other City Vehicle crashes
  - Outside Agencies
    - Crashes occurring outside Houston City Limits or 30 miles from Headquarters

# Crash Categories

- Major – Any reportable injury
- Minor – No injuries reported, regardless of damage cost to vehicles
- Damage to Shop
  - No injuries reported
  - Less than \$1,000 apparent damage
  - Collision with a vehicle or person without apparent injury or damage with consent of the involved citizen(s)
- Door dings, cracked windshield from minor road debris, etcetera, are not considered crashes

## HPD Crash Investigations



Command Center is notified of a City Vehicle Crash



On-duty supervisor reports to the scene



Vehicular Crimes Division responds and investigates the incident



A Crash Report (TxDot CR-4) is completed for each city vehicle crash.



Per Texas Transportation Code 550.0062, crashes resulting in less than \$1000 in damage with no injuries reported are not reported to TxDot.



# HPD Administrative Crash Investigation

- An administrative Crash Packet is generated for all HPD vehicle crashes, regardless of fault
  - Crash report
  - Vehicular Crimes Division Employee Collision History
  - Employee's Driver's License status
  - At-Fault Crash Rating Worksheet (if applicable)

# HPD Administrative Crash Investigation

## Not at fault crashes

- Reviewed by the Crash Review Board
- Reviewed by the Division Commander
- Filed in the employee's personnel file

## At-fault crashes

- Conducted as a Class II(A) Internal Affairs Division investigation
- Typically completed by the employee's assigned division
- Major incidents, such as SBI/ Death are investigated by IAD

# HPD Administrative Crash Investigation – At Fault Crash

Employee submits a statement

Division supervisor makes a recommendation regarding fault/ discipline

Supervisory review through Command level

Employee is advised of recommendations

Crash Review Board - Review and disposition recommendation

Chief of Police or Designee determines Final Disposition

# Driver Qualifications and Disqualification

- Employees shall be disqualified from driving a City vehicle if they:
  - Do not have a current valid Texas driver license
  - Have been convicted of a felony involving the use of a motor vehicle
  - Have been convicted of any combination of 3 moving violations or at-fault crashes within 36 months prior to review



## Motor Vehicle Incident/ Disqualification Reviews

Neither the City nor the Department is required to accommodate an employee restricted from driving on city business

AP 2-2 Allows each department director to appoint a Motor Vehicle Incident/ Disqualification Review Panel

Reviews employee appeal requests to determine whether the employee should be disqualified from driving