

I. **ACCIDENT RISK REVIEW BOARD (ARRB)**

A. **Purpose**

A seven-member county Accident Risk Review Board (“Review Board”) is hereby established to review circumstances surrounding matters referred to it concerning any accident, abuse or incidents having a risk of endangerment, for the purpose of making a preliminary assessment of county fault, liability, policy violations, equipment malfunction, and training needs. Accidents, which occurred while a County Vehicle/Equipment was not in motion, will not be subject to review of the Review Board, unless the stationary County vehicle was parked in a location, which facilitated the County vehicle being involved in the accident.

B. **Review Board Membership**

The Review Board shall consist of:

1. The Fleet Management Director, Chairman and Central Record Keeper;
2. The Deputy County Administrator
3. The Risk Manager or designee
4. The County Sheriff, or designee,
5. The Heavy Fleet Management Director
6. Two employee representatives, appointed by the Board of Supervisors.

C. **Review Board Procedures**

The Review Board shall meet on a quarterly basis, or more often if necessary, to review and verify the factual basis for any report concerning a vehicle accident. If the accident resulted in personal injury, the Review Board will generally meet within a week of the accident to review and verify the factual basis for any accident report.

The Review Board shall generally not conduct open hearings, but shall in its adjudication review the accident report prepared by any law enforcement authority, together with the employee’s response (if any), the Employer Incident Assessment, and any other documentation that may be provided, and prepare a summary report for the Appointing Authority and the County Administrator identifying:

- a. The cause of the accident or incident;
- b. The parties involved;
- c. If the County employee was:
 - i. At fault, and the accident was preventable
 - ii. At fault, but the accident was not preventable
 - iii. Not at fault, but the accident was preventable
 - iv. Not at fault and the accident was not preventable

* In some instances, the ARRB may not be able to make a determination of fault or preventability of the accident.

- d. Whether that fault amounted to a major infraction or a minor infraction
- e. The nature of any physical injuries (if any) caused thereby, to the extent then known; and
- f. An estimate of economic liability to which the county is exposed.
- g. Any policy violations

- h. Any training concerns or recommendations
- i. Any recommended policy changes

The Review Board may call upon the individual(s) involved to appear before the Review Board to answer questions concerning the event. In addition, the Review Board may request a law enforcement accident investigator to appear to answer questions on a particular accident requiring an expert opinion. For any accident or damage to a County vehicle that the Review Board has made the determination that it was as a result of reckless vehicle conduct, the person responsible will be subject to disciplinary action under the Cochise County Merit System Rules and the penalty recommendations outlined in Section XVII (B).