

CHAPTER 1

GENERAL

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CHAPTER 1

GENERAL

1. POLICY. The Department will conduct, with the appropriate Division commander's approval, in-depth investigations of designated crashes through the use of Multidisciplinary Accident Investigation Teams (MAIT). These MAIT will conduct investigations only within CHP jurisdictions except as follows:

a. Any fatal or suspected serious injury crash involving on-duty CHP or California Department of Transportation (Caltrans) employees will be investigated by a MAIT in conjunction with the local jurisdiction. The fatal or suspected serious injury pertains to any involved party, and not specifically to on-duty CHP or Caltrans employees. This includes Caltrans subcontractors working in a Caltrans-directed work or maintenance zone.

b. Any aircraft accident, as defined in Highway Patrol Manual (HPM) 100.7, Air Operations Manual, Chapter 9, Aircraft Accidents, Incidents, and Occurrences, or when specifically requested by the Office of Air Operations (OAO) to assist with an aircraft-incident investigation.

c. Any other incident of unusual significance, subject to the prior approval of the MAIT's respective Division commander.

2. GENERAL.

a. The MAIT is comprised of investigators who have been trained in advanced investigative principles, with specialized training in crash reconstruction, traffic engineering, and vehicular homicide investigations. The purpose of MAIT is to supplement the Department's normal crash investigation efforts. The MAIT personnel apply their specific skills to analyze the associated human, environmental, and mechanical factors, and to determine the underlying cause(s) of the incident being investigated.

b. Geographical Responsibility. The MAIT personnel are assigned to each field Division and should generally respond to incidents occurring within the geographic area defined by their respective Division. Questions regarding geographical responsibility should be directed to Enforcement and Planning Division (EPD).

c. In an effort to lessen traffic congestion associated with the investigation of high-profile or complex crashes, and to assist Areas with the effective documentation of traffic crash scenes, Division commanders or designees should initially consider using the closest MAIT, regardless of the Division's geographic responsibility. When

investigating high-profile or complex crashes, Division commanders or designees may request additional assistance from bordering Division MAIT.

3. MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAM COMPOSITION.

a. A minimum MAIT compliment is composed of a MAIT coordinator, a MAIT leader, two investigators, a Motor Carrier Specialist I (MCS I), and an engineer from Caltrans.

(1) Multidisciplinary Accident Investigation Team Coordinator. The position of MAIT coordinator should be assigned to a lieutenant or captain within the Division, who will assume the assignment in addition to other duties. Coordinators will serve primarily as a resource for Area commanders and the team leader. Coordinators will not normally respond to incident scenes.

(2) Team Leader. The team leader shall be a sergeant assigned full-time to the Division MAIT and subordinate to the Division MAIT coordinator. The team leader shall be certified as a Traffic Crash Reconstruction Specialist (TCRS), as outlined in Chapter 10, Traffic Crash Reconstruction Specialist Certification, of this manual. This certification is essential as the team leader is the final level of technical review for all MAIT cases prior to publication. The team leader oversees and directs all aspects of the MAIT investigation.

(a) Each Division MAIT coordinator may select an acting team leader from within the MAIT's area of geographical responsibility. The acting team leader will assume the duties of team leader in the temporary absence of the regular team leader. The acting team leader shall be TCRS-certified.

(b) Area reports shall not be finalized until the MAIT ensures all documentation submitted by the Area command is consistent in content with documentation completed by MAIT.

(3) Investigators. At a minimum, a MAIT will be staffed with two full-time officers who are certified TCRS. Additional investigators possessing MAIT-related specialized skills may be assigned to MAIT beyond the minimum MAIT composition.

NOTE: Reconstruction work (i.e., the process of determining the velocity and vehicle dynamics of the involved vehicle[s] through a quantitative, scientific process) shall only be conducted by departmental personnel currently enrolled in the TCRS program as an apprentice or certified TCRS (i.e., investigators and associates).

(4) California Department of Transportation Engineer. The Caltrans will assign a full-time engineer to each MAIT, as agreed upon and documented in General Order 100.43, Joint Operational Policy Statements California Department of Transportation and California Highway Patrol, Annex D. An alternate engineer should be selected from within the MAIT's area of geographical responsibility. The alternate engineer should assume the duties of that position when the regular engineer is not available.

(a) The engineer receives direction from the team leader. Personnel and civil service administrative issues are to be addressed by the engineer's first line supervisor at the appropriate Caltrans district.

(b) It is recommended the engineer complete the CHP's Traffic Crash Reconstruction (TCR) series and Traffic Crash Reconstruction Specialist Certification (TCRSC) program to become a certified TCRS.

(5) Motor Carrier Specialist I.

(a) At a minimum, each MAIT shall be staffed with a full-time MCS I. The team leader should select alternates from within the MAIT's geographical area of responsibility. The alternates should assume the duties of that position when the regular MCS I is not available.

(b) While the MCS I is required to meet their minimum certification requirements with the Commercial Enforcement Program, they do not have to meet the requirements of the TCRSC program. The MCS I may participate in crash investigations to their level of training and are encouraged to complete the CHP's Intermediate Crash Investigation and Advanced Crash Investigation courses prior to documenting and gathering physical evidence.

(c) Each team leader may select investigators possessing specialized skills (e.g., Automotive Service Excellence certification, vehicle mechanics background) in a limited capacity to assist with the MAIT investigation if an MCS I is not available.

b. Area or Division personnel responsibilities in MAIT investigations are as follows:

(1) The Area's investigating officer initially assigned to the crash will continue the investigation under the direction of the team leader, upon approval of the Area commander, and should be responsible for the completion of pages 1 through 3 of the CHP 555, Traffic Crash Report.

(2) When necessary, the MAIT will be supplemented by other Area or Division personnel.

c. Areas shall not form their own MAIT or MAIT-type program. Only MAIT or MAIT associates (under the guidance of the appropriate MAIT) shall perform any traffic crash reconstruction analysis. All MAIT associates are to be either enrolled in the TCRSC program as an apprentice or TCRS-certified.

d. Each MAIT may provide crash investigation training for departmental personnel at the request of Area commanders and may assist the Division Public Information Officer by making presentations. A syllabus of the training to be presented by a MAIT shall be provided to and approved by the EPD prior to providing training. Sufficient time shall be afforded the EPD to review the syllabus prior to the training.

4. ASSOCIATES.

a. Multidisciplinary Accident Investigation Team associates are departmental personnel with specialized skills (e.g., crash reconstruction, interviewing techniques, photography, physical evidence analysis) who are not full-time MAIT members, but work in conjunction with existing MAIT on selected cases. Associates may be used to complete specific investigative tasks relating to a MAIT investigation. These tasks may be restricted due to training, expertise, or the ability to function as a first responder or to fulfill incident command responsibilities (e.g., uniformed vs. nonuniformed). Associates using any reconstruction methodologies shall be TCRS-certified or enrolled in the TCRSC apprenticeship program and shall follow the certification guidelines in Chapter 10 of this manual.

b. The following are roles and responsibilities of MAIT associates:

(1) Division commanders and team leaders are encouraged to use MAIT associates to assist full-time MAIT members with investigations within their Division when feasible. Prior to the assignment of casework to the MAIT associate, Division commanders should consider the potential burden on the Area to which the MAIT associate is assigned, as well as the increased review and mentoring responsibilities for the Division MAIT.

(2) Division commanders may use MAIT associates within their Division to investigate crashes which fall within the MAIT associate's area of expertise. Upon the initiation of an investigation, the MAIT associate shall contact the appropriate team leader and obtain a MAIT case number.

(3) Each MAIT associate shall continue to submit all crash reconstruction casework and supporting documentation (e.g., videos, photographs, notes, Area report) to their respective MAIT for review, prior to the release of any

written documentation. If changes or clarification are needed, the report will be returned to the MAIT associate. Once any issue(s) have been corrected/resolved, the report shall be returned to the MAIT for final review and approval, prior to publication. Publication of the report will be the responsibility of the team leader. This critical level of review is essential to maintain the high standards established by the Department's MAIT program.

(4) It shall be the responsibility of the team leader or designee to ensure all documentation submitted by MAIT members, to include associates, is consistent in content with documentation completed by the Area command.

(5) All MAIT associates are subject to selection and assignment at the discretion and approval of their Division commander. The associates should assume the duties of MAIT investigator in the absence of the regular full-time investigators, or when the assigned associate possesses necessary skills or expertise important to an investigation. When assuming the duties of full-time investigators, associates shall be considered MAIT investigators for the duration of the assignment.

c. Upon selection, MAIT associates' names and résumés shall be forwarded through channels to the EPD for inclusion in the TCRSC database. This database is used to identify subject matter experts, track specialized training, and prioritize future training.

d. A MAIT associate shall not conduct an independent crash reconstruction or investigatory follow-up, nor provide written critiques of any Department or allied agency reconstruction or investigation unless specifically requested to do so by the MAIT Leader with jurisdiction over that associate.

5. INVESTIGATIVE ASSISTANCE. Although MAIT personnel must be certified, this does not preclude the use of others with technical or investigative skills to assist with MAIT investigations. Investigators and supervisors possessing MAIT-related specialized skills (e.g., interviewing techniques, photography, physical evidence analysis) may be used in a limited capacity to assist in the investigation.

NOTE: Reconstruction work will continue to only be authorized for certified TCRS (i.e., investigators and associates).

6. CRITERIA FOR REQUESTING MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAM ASSISTANCE.

a. Each Division commander shall establish standard operating procedures for notifications and processes involving MAIT use.

b. For the following types of incidents, the appropriate Division commander shall contact their respective MAIT to determine if MAIT assistance is appropriate and if an immediate MAIT response to an active scene is required:

(1) A fatal or suspected serious injury crash occurs involving an on-duty CHP or Caltrans employee, including subcontractors working on a Caltrans work project. The fatal or suspected serious injury pertains to any involved party, and not specifically to the on-duty CHP or Caltrans employee.

(2) Any aircraft crash involving a departmental aircraft in which any person suffers death or serious injury, or in which the aircraft receives substantial damage, or when specifically requested by the OAO to assist with an aircraft-incident investigation. A qualified member of the OAO shall be assigned as a member of the MAIT conducting the investigation of any departmental aircraft crash or incident.

(3) Any crash in which the Department has been notified that federal agency investigators like those from the National Transportation Safety Board or the National Highway Traffic Safety Administration are going to respond to conduct a parallel investigation.

c. The following list is representative of the type of incidents when, at the discretion of the Division commander, a MAIT may be used:

(1) Any crash or incident which, in the judgment of the Area commander or a higher command authority, MAIT involvement would be appropriate. An example of this would be a crash involving a law enforcement agency during which a fatal or suspected serious injury occurred.

(a) Any significant crash in which a fatality or fatalities occurred which could lead to prosecution for murder or manslaughter.

(b) Any crash in which a fatality or fatalities occurred involving any vehicle or combination of vehicles described in Section 34500 of the California Vehicle Code.

(c) Any crash which results in the spillage or leakage of a significant amount of a hazardous material which seriously threatens life or property.

(d) Any fatal or suspected serious injury crash involving a possible roadway defect as a primary cause or contributing factor.

(e) Any crash where there is an indication that an involved vehicle has a manufacturing defect which was the primary cause or contributing factor.

(f) Any crash where there is a need for an in-depth speed analysis.

(2) A fatal or suspected serious injury crash occurs in which the investigating officer suspects a safety restraint system failed to operate as designed. With appropriate Division approval, in cases where the only issue is the possible failure, a consultation with the team leader may be conducted. After consultation, the team leader will determine if a failure analysis should be conducted, and whether or not sufficient physical evidence is available to complete the investigation. If enough physical evidence is documented, a failure analysis should be conducted. If enough physical evidence is not available, the Area should document the condition of the safety restraint system with MAIT assistance/consultation.

(3) A MAIT should not be called to a crash scene when the intent is to have the MAIT prepare a physical evidence diagram only. It is the intent of the MAIT program that resources be used to investigate complex crashes. Diagramming alone is not to be considered a complex investigative procedure. A MAIT may be used to prepare physical evidence diagrams for incidents being investigated, such as shooting and crime scenes.

7. PROCEDURES FOR REQUESTING USE OF THE MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAM.

a. Active Scene Request. The Area investigating officer or on-duty supervisor shall make an initial assessment of the need for MAIT assistance. The request for MAIT assistance should be initiated through the on-duty supervisor to the Area commander or designee. The Area commander or designee shall notify the appropriate Division commander or designee. With the Division commander's or designee's approval, the appropriate MAIT coordinator or designee shall contact the team leader, and request that the MAIT respond to the crash or incident scene. Other active scene request procedures may be defined by Division Standard Operating Procedures.

b. Nonactive Scene Request. If the need for MAIT assistance is identified during the course of an investigation and the scene has been cleared, the procedures described in paragraph 6.a. may be used.

c. Allied Agency Request for Multidisciplinary Accident Investigation Team Assistance. All requests for MAIT assistance from allied agencies or district attorneys shall be directed to the commander of the Area having geographical responsibility where the crash or event occurred. The Area commander shall notify the Division commander after determining the following:

(1) Local Area personnel do not have the expertise or investigative tools to provide the assistance requested.

(2) The request meets one of the criteria for requesting MAIT assistance as described in paragraph 6. of this chapter. (If the request cannot be handled by Area personnel and the request meets the criteria for requesting MAIT assistance, the Division commander or designee has the discretion to refer the requesting agency to the appropriate MAIT coordinator.)

NOTE: Whether the request is approved or denied, the MAIT leader shall be notified of the request and shall document it on the CHP 559A, Quantitative Summary—MAIT Activity.

d. Multidisciplinary Accident Investigation Team coordinators may be reached during normal business hours through their respective Division.

e. After hours, the MAIT coordinator or designee may be reached through the communications centers located in geographical proximity to the affected Division.

f. Vehicular Crimes Institute for Prosecutors Program.

(1) The California District Attorneys Association (CDAA) has established an internal program known as the Vehicular Crimes Institute for Prosecutors (VCIP). As part of the program, an experienced vehicular crimes prosecutor acts as a consultant, and provides assistance to local prosecutors in the prosecution of Driving Under the Influence and vehicular manslaughter cases.

(2) As part of VCIP assistance to a local prosecutor, the CDAA VCIP consultant may determine that MAIT assistance is warranted on a case. The following is policy outlining the procedures to be used when a Traffic Safety Resource Prosecutor Director determines MAIT assistance is warranted:

(a) A formal request shall be made through EPD.

(b) If EPD determines the MAIT program can be of assistance, an investigator shall be assigned.

(c) Assistance provided by the investigator should be limited to providing technical advice in the area of crash reconstruction.

(3) A MAIT investigator shall not:

(a) Conduct an independent crash reconstruction or investigatory follow-up.

(b) Provide written critiques of any Department or allied agency reconstruction.

8. PROCEDURES WHILE AWAITING THE MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAM.

a. While awaiting the MAIT, the method of handling the crash scene by the Area's investigating officer need not necessarily change from routine procedure. An effective initial investigation by an Area officer can greatly reduce the amount of time that the roadway will be closed. If the Area has a MAIT associate among its personnel, the associate should be called to assist in securing the crash scene.

b. In the event of a fatality, the investigating officer shall immediately notify the coroner and advise them of the situation. With the consent of the coroner and with the concurrence of the team leader, the fatal victim(s) may be removed from the roadway to a location as determined by the coroner. (Refer to paragraph 8.d. below.)

c. Rarely should roadways remain closed for extended periods of time for the sole purpose of waiting for the arrival of MAIT personnel. Commanders shall ensure that, after the investigating officer complies with the initial steps of preserving physical evidence, and with the concurrence of the team leader, the roadway is opened as soon as it is safe to do so.

d. In order to preserve physical evidence, the Area's investigating officer should mark locations and take measurements to show the locations of involved vehicles, tire friction marks, debris, and any other significant elements. In addition, every effort should be made to photograph the scene to indicate the pre-crash, at-crash, and post-crash movement of the involved vehicles. Emphasis should be placed on showing all vehicles' and occupants' points of rest, all physical evidence, and all areas of impact.

e. Consideration should be given to the potential rapid deterioration of physical evidence when marking and photographing evidence and determining when to open traffic lanes.

9. OPERATIONAL RESPONSIBILITY.

a. While the MAIT is conducting or assisting in an investigation, MAIT members shall be functionally responsible to the appropriate Area or OAO commander. All investigative responsibility remains with the Area or OAO command as outlined in departmental policy.

b. The MAIT leader should remain aware of their scene management duties, including clearing the roadway in the most expeditious manner. The team leader and incident commander should collaborate to expedite the flow of traffic. This should not prevent the incident commander from keeping the roadway closed if they believe it would be in the Department's best interest to preserve evidence at the scene.

c. The interaction of the Area or OAO command with federal agency personnel during the investigation of common-interest crashes is covered in Chapter 2, Federal Investigations, of this manual.

10. MEDIA RELATIONS.

a. All media relations are the responsibility of the Area commander, OAO commander, or allied agency having primary jurisdiction for the investigation of the crash or incident.

b. Team leaders shall ensure that any information released to the public concerning the crash or incident is done in a manner consistent with the wishes of the Area, OAO, or the allied agency commander or delegated representative.

c. Prior to release of any information, the Public Information Officer shall confer with the team leader to ensure release of information will not be detrimental to the investigation.

11. MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAM LEADER/COORDINATOR MEETING.

a. The EPD is responsible for organizing and hosting team leader/coordinator meetings semiannually or as needed.

b. The purpose of team leader/coordinator meetings is to disseminate information, resolve problems, and develop policy for the advancement of the MAIT program.

12. PROGRAM INSPECTIONS.

a. Enforcement and Planning Division is responsible to Executive Management to ensure the statewide MAIT program operates within established policy guidelines and upholds the integrity and overall high standards of the CHP in traffic crash investigation and reconstruction responsibilities.

b. Enforcement and Planning Division will conduct inspections to ensure each Division with MAIT operations is managing their activities in accordance with this policy. The inspections will be conducted in accordance with HPM 22.1, Command Inspections Program Manual, Chapter 13, Multidisciplinary Accident Investigation Team. Random inspections may be conducted based upon departmental needs. Additionally, the EPD will randomly inspect casework performed by MAIT associates in conjunction with the appropriate Division MAIT.

c. Inspections should be conducted by EPD personnel in conjunction with the affected MAIT supervisor. Additionally, a MAIT leader not associated with the MAIT being inspected should assist EPD personnel in conducting the inspection.

d. If the inspection reveals any significant findings, unresolved corrective actions, or problems, a memorandum outlining corrective measures shall be routed by the respective Division commander of the MAIT to Assistant Commissioner, Field.

13. CERTIFIED MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAM.

a. Certified MAIT shall remain in compliance with all aspects of this manual.

(1) If a certified MAIT falls out of compliance with the minimum MAIT composition, the certified MAIT should be mentored by the EPD until it meets the minimum MAIT composition.

(2) If a certified MAIT falls out of compliance with the minimum MAIT composition, the MAIT will have a reasonable amount of time to gain compliance but should not normally exceed six months. If a MAIT is unable to gain compliance within six months, a memorandum shall be routed by the respective Division commander of the MAIT through channels to the EPD explaining why additional time is needed. The circumstances will be reviewed by EPD, and EPD will provide a recommendation to Assistant Commissioner, Staff. The Assistant Commissioner should make a recommendation to the Commissioner if the respective MAIT should be given additional time to gain compliance with the minimum MAIT composition, and the Commissioner should make the final determination.

b. A certified MAIT may continue to function independent of any specific oversight from another MAIT with respect to its investigative functions. Peer review of MAIT investigative work is encouraged, as this will increase MAIT's interaction, exchange of ideas and information, and exposure to various crashes.

c. Upon certification, the EPD shall issue a memorandum to those MAIT in compliance with the provisions of this manual confirming their status as "certified."

14. MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAM DECERTIFICATION.

- a. Failure to comply with the provisions in this manual and/or the specific conditions outlined below may cause a MAIT to be decertified.
- (1) If significant failures are identified during an inspection.
 - (2) Perjury dealing with reconstruction methodologies.
 - (3) Continued pattern of technical incompetence relating to the application of reconstruction skills.
 - (4) Violation of the Inconsistent and Incompatible Activities Statement.
 - (5) Serious violation of departmental policy or procedures relating to crash investigation or reconstruction.
 - (6) Involvement in any activity that could reflect poorly on the individual's or the Department's competence or integrity.
 - (7) If a team leader becomes decertified or is not TCRS-certified and there is no available TCRS-certified acting team leader, the MAIT will be decertified. The remaining MAIT members of that Division will become associates of the mentoring MAIT as determined by the EPD.
- b. When decertification of a MAIT is contemplated, the EPD, when necessary, should convene the TCRSC Board to review the specific violation or nonconformance to policy, and then make a recommendation to Assistant Commissioner, Staff, and Assistant Commissioner, Field, for a final decision.
- (1) If decertification is approved, the EPD shall prepare a memorandum outlining the specific violation, revoke the MAIT's status as "certified," and deem the MAIT "decertified."
 - (2) The memorandum shall outline the required action necessary to be reinstated as a certified MAIT.
 - (3) The members of the decertified MAIT will become associates of the mentoring MAIT. The EPD Chief, with the concurrence of Executive Management, should assign the mentoring MAIT.
 - (4) The decertified MAIT shall draw its case numbers from the mentoring MAIT and all investigations shall be conducted under the supervision of the mentoring team leader.

(5) If a Division MAIT is dissolved, the EPD should determine the status of MAIT-specific equipment which may include returning the equipment for redistribution. If it is determined the equipment must be returned to the EPD, the equipment shall be returned within 30 days. The equipment includes, but is not limited to, cameras, surveying instruments, plotters, computers, and software.

c. The EPD will establish measures to assist the MAIT in correcting the deficiencies which brought about their decertification.

d. When the violation of policy or nonconformance has been corrected, the affected MAIT may apply for reinstatement to a certified status as outlined in paragraph 15.

NOTE: Decertification of a MAIT or individual would not preclude appropriate action being taken, up to and including adverse action, if the violation or nonconformance is found to have violated departmental policy.

15. MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAM REINSTATEMENT. A written request to reinstate a MAIT must be forwarded through the appropriate chain of command to Assistant Commissioner, Field.

a. The request should include the following information:

(1) Names of the MAIT members, to include Caltrans personnel.

(2) Training qualifications of each MAIT member for the position.

(3) Equipment necessary.

(4) A description of the actions taken by the affected MAIT to correct previously identified violations of policy or nonconformance.

b. The written request will be reviewed by the EPD to ensure the MAIT meets the training requirements. A recommendation to Assistant Commissioner, Staff should be prepared by the EPD. Once approval is received from the Commissioner, the MAIT will be reinstated.

NOTE: Reinstatement shall be conditional for an evaluation period of not less than six months. Oversight for reinstatement should be the responsibility of the EPD. If there is an insufficient quantity of completed reconstruction work in the initial six-month period, the evaluation period shall be extended until qualifying reconstruction work is completed to satisfy the EPD. During the conditional reinstatement evaluation period, all casework shall be reviewed by the mentoring MAIT prior to publication. Once the reconstructions have been completed, an

assessment of the MAIT's progress shall be made by the EPD along with two team leaders from other MAITs.

16. REMOVAL OF AN INDIVIDUAL.

a. The EPD, with the approval of Assistant Commissioner, Field, has the authority to remove an individual from the MAIT program for a period of not less than two years. A MAIT member may be removed from the program for the following reasons; however, this list is not all-inclusive:

- (1) Continuous failure to demonstrate competence in the understanding and application of reconstruction principles and methodologies.
- (2) Failure to show the ability to work cooperatively in a MAIT environment.
- (3) Failure to take direction or accept constructive criticism from a mentoring team leader.
- (4) Commits perjury.
- (5) Inability or reoccurring difficulties in providing accurate testimony with respect to reconstruction methodologies.
- (6) Violation of the Incompatible and Inconsistent Activities Statement.
- (7) Serious violation of departmental policy or procedures relating to crash investigation or reconstruction.
- (8) Involvement in any activity that could reflect poorly on the individual's or the Department's competence or integrity.

b. Upon removal, all MAIT-specific equipment shall be returned to the appropriate team leader immediately. The MAIT equipment includes, but is not limited to, surveying instruments, computer, laptop, software, pager/phone, and vehicle.

17. INDIVIDUAL REQUEST TO REINSTATE. If an individual who was removed from the MAIT program requests to be reinstated, the following procedures must be followed:

- a. The individual must forward a memorandum to the appropriate team leader (team leader responsible for MAIT investigations in their Division) requesting reinstatement into the program.
- b. The team leader shall notify the EPD MAIT coordinator of the reinstatement request.

- c. The EPD MAIT coordinator shall review the reasons for removal and ensure the reasons have been corrected.
- d. The coordinator shall forward a memorandum to Assistant Commissioner, Field, with a recommendation on whether or not to grant reinstatement.
- e. If approved, the individual shall be required to successfully complete the TCR series or Traffic Crash Reconstruction Refresher course.
- f. If the TCR series or Traffic Crash Reconstruction Refresher course is successfully completed, the individual shall complete the procedures set forth in Chapter 10, paragraph 6., of this manual.

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