

# Memorandum



CITY OF DALLAS

DATE June 14, 2024

TO Honorable Mayor and Members of the City Council

SUBJECT **City Equipment Incidents**

In response to the city equipment incident inquiry made during the June 12 City Council meeting, below is information regarding our governing document, process, and preventable incidents frequency.

## GOVERNING DOCUMENT

- The City of Dallas has Administrative Directive (AD) 03-03: Driver and Safety Equipment Safety Program, revised 07/28/2023, in place that governs what happens when a city employee has an incident involving city-owned equipment. See [attachment](#).
- AD 03-03 provides details of the purpose, scope, definitions, responsibilities, incident reporting procedures, classifying preventability, assigning points, corrective action table that lists the minimum corrective action that must be taken, incident classification points table, and appeals process of the administrative directive.

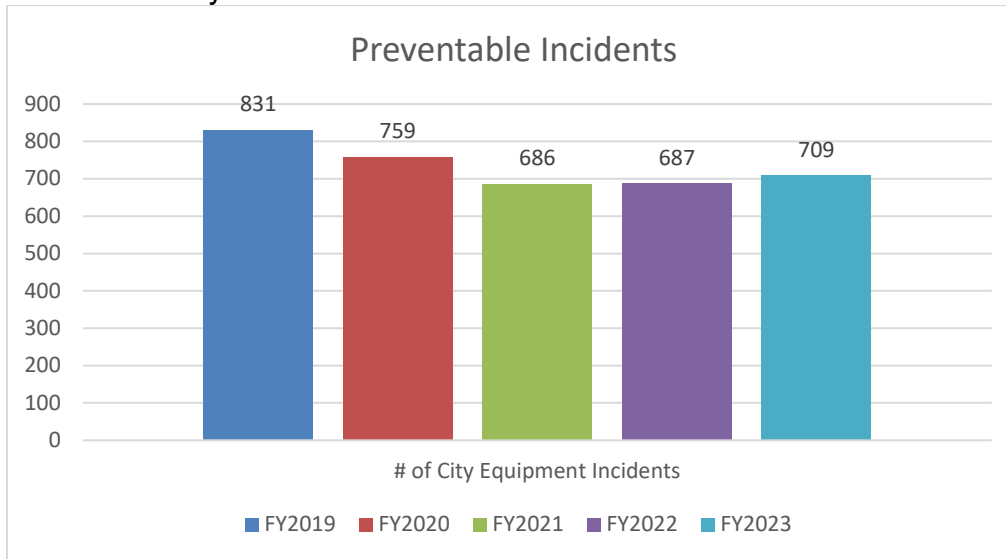
## PROCESS SUMMARIZED

- After a city equipment incident has occurred and an independent investigation has been completed by the Investigations Division of the Office of Risk Management (ORM), the incident file (e.g., incident report, photos, dashcam video, etc.) is reviewed by an ORM Safety Specialist.
- The Safety Specialist makes a recommendation about preventability to the Incident Review Committee (IRC) or the Emergency Services Incident Review Committee (ESIRC). This committee only reviews incidents that involve DPD and DFR employees.
- The IRC or ESIRC votes on preventability. If an incident is deemed preventable, points are assessed based on the incident points classification table.
- A letter is sent to the employee and the employee's supervisor advising of the point assessment and the right to appeal within 10 days of the date of the letter.
- It is the department's responsibility to administer the corrective action as outlined in the corrective action table. Corrective actions range from "verbal counseling" to a "10-day suspension". Please note that departments reserve the right to remove

a driver from driving status for a fixed period of time when a driver has been involved in a preventable incident.

### PREVENTABLE INCIDENTS FREQUENCY

From Fiscal Year 2019 to Fiscal Year 2023, the City has averaged a 14.5% decrease in incident activity.



<sup>1</sup> YTD Fiscal Year 2024 – 425 incidents have been processed by the IRC and deemed preventable.  
<sup>2</sup> YTD Fiscal Year 2024 – There are 97 incidents that have not gone through the IRC process and are pending determination.

If you have any questions, please contact me or Zeronda Smith, Director of the Office of Risk Management.

Jack Ireland  
Chief Financial Officer

c: Kimberly Bizer Tolbert, City Manager (I)  
Tammy Palomino, City Attorney  
Mark Swann, City Auditor  
Billerae Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Dominique Artis, Chief of Public Safety (I)  
Majed A. Al-Ghafry, Assistant City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Alina Ciocan, Assistant City Manager  
Donzell Gipson, Assistant City Manager (I)  
Robin Bentley, Assistant City Manager (I)  
Elizabeth Saab, Chief of Strategy, Engagement, and Alignment (I)  
Directors and Assistant Directors