

A. **PURPOSE.** To outline responsibilities when a Department vehicle is involved in a traffic crash, is damaged, or causes damage.

B. SPECIFIC RESPONSIBILITIES

1. All Employees shall:

- a. Immediately notify a supervisor when a Department vehicle is involved in a collision with any object, person or vehicle, regardless of damage amount or injury.
- b. Direct statements regarding the traffic crash to the on-scene supervisor and officer investigating the collision.
- c. Complete an incident report titled “Damage to City Property.” The report shall detail the incident.
- d. Submit a repair request detailing the repairs needed (except for undercover vehicles, they will be repaired at the discretion of the unit commander responsible for them) and take the vehicle out of service.

2. A supervisor, above the rank of the employee involved, shall:

- a. Attend the scene to ensure a complete investigation is conducted, i.e., the scene is secured, the witnesses are identified and separated, Forensic Services Unit has been requested, etc.
- b. Assign a non-involved officer to complete the UD-10. The passenger of a 2-man car involved in the collision shall not conduct the accident investigation. For collisions that occur in the motor pool, collisions with other departmental vehicles that do not meet the UD-10 reporting requirements, and intentional acts, a “Damage to City Property” report is the only required report.
- c. Determine if the crash involves serious injury, potential injury, complaint of injury, extensive property damage or city liability. If the crash meets any one of these criteria, the supervising officer shall notify the Watch Commander for the call-out of the Traffic Unit and Internal Affairs Unit to conduct the follow-up investigations.

- d. If a departmental vehicle is engaged in an emergency response or pursuit situation resulting in a serious injury accident or death, protocols outlined in training should be followed.
 - e. Complete a detailed follow-up report, including facts and circumstances of the crash; and opinions as to fault/not at fault, negligence, preventable/non-preventable, and an estimate of damages.
3. The Watch Commander shall:
- a. Notify the Traffic Unit Supervisor or Support Services Division Lieutenant for the call-out of a crash investigator when requested.
 - b. Notify the Chief of Police when a serious crash involves Department personnel or Department vehicles.
4. The Traffic Unit Supervisor shall:
- a. Review all crashes involving Departmental vehicles for proper disposition.
 - b. Forward disposition information concerning all crashes to the Training Bureau and, if applicable, to the Internal Affairs Unit.
5. The assigned Crash Investigator shall:
- a. Respond to a crash scene when requested by a Traffic Unit Supervisor or Watch Commander.
 - b. Conduct a follow-up investigation.
 - c. Complete necessary reports.
 - d. Forward copies of all reports to the Fleet Safety Officer.
6. The Fleet Safety Officer (Traffic Unit Supervisor) shall forward appropriate reports to the Risk Management Office.

C. **DAMAGE TO DEPARTMENT VEHICLES.** When a department vehicle is damaged due to circumstances other than a crash, i.e., Malicious Destruction of Property:

1. The Driver shall:
 - a. Complete an incident report, with a new incident number, titled “Destroy/Injure Property of Police/Fire Department” detailing the incident, the damage, and referring to any other incident numbers that apply. Example: while transferring a subject arrested for domestic assault to KCCF, the subject attempts to kick out the department vehicle’s window causing damage. The “Destroy/Injure Property of Police/Fire Department” report should refer to the original domestic assault number.
 - b. Ensure photographs are taken.
2. The Fleet Safety Officer will forward appropriate reports to the Risk Management Office.

D. DAMAGE TO PRIVATE PROPERTY. When damage to any property is caused by a Department vehicle, i.e., a Department vehicle is driven over a lawn and the lawn is damaged, etc.:

1. The Driver shall:
 - a. Complete an incident report titled “Damage to Private Property” detailing the incident, the damage, and referring to any related incident numbers.
 - b. Ensure photographs are taken.
2. The Fleet Safety Officer will forward appropriate reports to the Risk Management Office.