

	POLICY & PROCEDURE	SERIES # 1006	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	<b>ACCIDENTS INVOLVING DAMAGE TO CITY PROPERTY</b>		<b>12/04/01</b>
<b>OVERSIGHT Operations</b>			
DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P&P 1006 dated 08/17/93		

I. PURPOSE:

To establish responsibility of the Police Division in cases where accidents have resulted in damage to city property or injury to city employees.

II. POLICY:

It shall be the policy of the Police Division to thoroughly investigate accidents, involving any motor vehicle, on-road, off-road or industrial, which results in damage to city property or injury to a city employee, when the employee is on duty or operating a city vehicle.

III. PROCEDURE:

In order to facilitate the handling of claims against other parties as well as to insure that the office of the City Attorney and Department of Risk Management have complete and accurate information that will assist in protecting the city against unnecessary loss, any type of accident involving any motor vehicle resulting in damage to city property or injury to city employees shall be investigated using the following guidelines:

- A. In all accidents involving damage to city property or injury to city employees, except those involving police vehicles, shift supervisors shall insure that officers assigned to investigate accidents have completed a sixteen-hour basic accident investigation school. (A basic accident investigation school is a specialized school beyond the recruit school level.)

Investigation of accidents involving police vehicles will follow existing policy by assigning supervisors (**Corporal and above**) to the investigation.

If a police vehicle accident occurs outside the City, the officer's supervisor will insure that an appropriate investigation is conducted by the law enforcement agency having jurisdiction. If the officer is injured to the extent that medical attention is required, the supervisor will travel to the location of the accident unless circumstances are prohibitive. The officer involved in a police vehicle accident outside the City of Hampton will, if possible, request that the investigation include photographs.

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APPROVED:  
CHIEF OF POLICE



- B. Photographs will be taken in all accidents involving damage to city property or injury to city employees. Photographs taken by the Police Division will be in addition to photographs taken by other departments.
- C. At the end of each tour, every officer who has investigated an accident involving damage to city property or injury to city employees, shall immediately forward a copy of the report to the Sector Commander's office. The original report will be forwarded to Records in accordance with existing Division policy.

The Sector Commander will review each report for accuracy and completeness. If there are deficiencies in the report the Sector Commander will conduct or cause to be conducted, such investigation as may be required to correct the report and forward the completed report to Professional Standards – Training Unit. The Training Unit will be responsible to forward the completed report to the Department of Risk Management. Any pictures of the accident need to be sent to Risk Management when they are received.

- D. Members assigned to investigate accidents involving damage to city property or injury to city employees will make every effort to be as thorough as possible in the investigation, and will pay particular attention to the following areas:
  - 1. Accurate diagram of the accident scene.
  - 2. Detailed written statements of all persons involved.
  - 3. Accurate measurements.
  - 4. Photographs.
  - 5. Verification of correct address, phone number, etc. of parties involved.
  - 6. Name of insurance company and policy number (where applicable) of non-city employees.
  - 7. Identify, and take written statements from all witnesses.
- E. Notification - Officers investigating accidents involving damage to city property or injury to City employees shall insure that the following notifications are made:
  - 1. City department responsible for the damaged property or employee involved.
  - 2. The Department of Risk Management, during their normal work hours.

