

CAMBRIDGE POLICE DEPARTMENT

Title: *REPORTING POLICE
VEHICLE TRAFFIC ACCIDENTS*

Procedure: 4.004

Date Issued:

Revised:

PURPOSE:

To provide for investigation and uniform reporting of traffic accidents involving Department vehicles.

POLICY:

Whenever the operator of a police vehicle from the Police Department is involved in a traffic accident, certain procedures will be implemented to safeguard the objectivity of the investigation. Supervisors should consider the nature and circumstances of the traffic crash and protect the integrity of the Department and all individuals involved.

PROCEDURE:

1. The operator of any police vehicle involved in any vehicular traffic accident within the corporate City limits will:

Allow the vehicles to remain in the post accident position, if traffic conditions permit. Under no circumstances should they be removed from the immediate vicinity.

Request that the on duty Supervisor respond to the accident scene.

Request medical aid when necessary.

2. Minor traffic accidents which occur within the corporate City limits involving a police vehicle, will be investigated by the on duty Supervisor.

3. Supervisors will request the assistance of the Maryland State Police to investigate any traffic accidents involving

injuries, extensive damage to property, or where special circumstances are present, such as potential liability to the City.

4. The operator of the vehicle involved in a traffic accident will submit a detailed written report explaining the circumstances of the traffic accident. This memo will be prepared and submitted before the operator ends his tour of duty.

5. If the Maryland State Police conduct the traffic accident investigation they will forward a copy of their findings to the Chief of Police. The findings will be reviewed and a determination of fault will be made. Disciplinary action will then be taken if it is deemed that the operator of the police vehicle is at fault .

6. If the vehicle operator is disabled and cannot prepare the necessary reports, the on duty Supervisor will, when medically permissible, interview the injured operator and prepare the report.

7. The on duty Supervisor will examine the damaged vehicle to determine if it is safe for use, considering both mechanical defects and unsightliness.

8. If the on duty Supervisor is involved in a traffic accident, the oncall Staff Officer will be immediately notified and the Maryland State Police will be contacted to complete the traffic accident investigation.

9. The operator of any police vehicle involved in any traffic accident outside of the corporate City limits will:

Allow the vehicles to remain in the post accident position, if traffic conditions permit. Under no circumstances should they be removed from the immediate vicinity.

Notify the proper jurisdiction and request medical aid if necessary.

Contact the communications center and have them advise the on duty Supervisor.

Obtain a copy of the Traffic Accident Report from the reporting agency.

Submit a detailed written report explaining the circumstances of the crash.

the investigating Supervisor will, when medically permissible, interview the injured operator and prepare the report.

10. The on duty Supervisor will complete a detailed report after interviewing the operator involved in the traffic accident and reviewing the traffic accident report. The Supervisor will submit this report to the Chief of Police, through the chain of command. This report will include the following information:

traffic accident report number,
charge and court date, if an arrest is made,

citation number and court date if a ticket is issued,

other drivers' insurance company and policy number,

brief narrative of the accident

number and description of photographs taken,

name of accident investigator, if one used, and;

findings concerning negligence of operator and recommendations relating to corrective action and/or discipline.

11. If the vehicle operator is disabled and cannot prepare the necessary reports,