



POLICY AND PROCEDURE

NO.610

Accidents Involving Police Department Vehicles

Date Issued February 14, 2005	Date Effective February 14, 2005	Revision No.	No. of pages 3
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In the event of an accident involving Police Department Vehicles, the following package is to be compiled; approved by the Commanding Officer, and then forwarded to the Chief's Office for review by the appropriate Deputy Chief:

1. Motor Vehicle Crash **Police** Report – form CRA-65 #10364
 - a. Include a copy of citation(s), if any
 - b. Include Incident Report if applicable
2. Worcester Police Department Motor Vehicle Damage Report – form 23A
3. Motor Vehicle Crash **Operator** Report – form CRA-23 #10365
4. Interdepartmental Correspondence (I.D.C.) from Operator of Vehicle
5. Interdepartmental Correspondence (I.D.C.) from Supervisor
6. Report of Work Related Injury (I.O.D. Injured on Duty form), if Police Officer is injured. Include any medical and/ or release forms.

Once the above package is reviewed by the Deputy Chief, and is found to be in order, it is sent to the Chief for approval

- Copies of the above package are kept on file in the Chief's Office, and the Clerk will prepare the Automobile Loss Notice for submission to the Law Department.
- A copy of the entire package, along with the Automobile Loss Notice is forwarded to the Law Department.
- The Originals of the Motor Vehicle Crash, Police and Operator, Reports are forwarded to the Records Bureau for processing.
- Original Injured on Duty Report, along with Interdepartmental Correspondence from Officer and Supervisor, and all medical information is forwarded to Human Resources by the Account Clerk.

The above procedure is to be strictly adhered to in all accidents involving police vehicles. It is imperative that the required reports are forwarded as soon as possible through channels to the Chief's Office for processing.

Due to the frequency of collisions involving police department vehicles and injuries resulting from them, along with the desire of the administration to reduce the number and severity of these accidents, the following addition will be made to Policy and Procedure #610, *Accidents Involving Police Department Vehicles*. This addition will incorporate an Accident Review Board consisting of one Deputy Chief, the Traffic Division Commander, an accident reconstruction investigator, and one member each of the I.B.P.O. 378 and 504 Executive Boards shall be asked to participate. The

Accident Review Board will meet on an as needed basis or at the request of a Deputy Chief, Commander, or Union Official. At least three board members must be present.

The Department has acquired information from other city departments who use a review and analysis system of accidents to help decrease their frequency and severity. The Department has included some of this information to develop its own Accident Review Board. The function of this Accident Review Board is to give an intensive review of all accidents involving police department vehicles. Their analysis of the facts and circumstances of the accidents will have one of two findings: *Avoidable or Unavoidable*. The Accident Review Board will only have this function. Positive discipline in the form of training, counseling, and/or loss of driving privilege will be the prerogative of the Chief of Police, or as circumstance dictate, the commander of the sworn employee(s) involved in the accident.

Any officer involved in an accident will immediately lose driving privileges of departmental vehicles until the Accident Review Board convenes and makes a determination. This loss of driving privileges will be omitted if the involved sworn employee's commanding officer determines that the accident was clearly *unavoidable*, (i.e. parked vehicle, rear end collision, etc.) or upon the written recommendation of the officer in charge, when the accident is minor in nature.

Although discipline is often thought of as a negative connotation, its function is essentially to teach. The Chief of Police, in applying positive discipline to sworn employees, will use the following guidelines when multiple, *avoidable* accidents occur in the same aggregate time period involving the same employee:

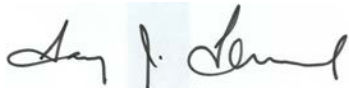
- Step 1.** 2 Accidents in a 24 month aggregate period – Additional training.
- Step 2.** 3 Accidents in a 36 month aggregate period – Intense training with 3 months no driving.
- Step 3.** 4 Accidents in a 48 month aggregate period – No driving for a period not less than 6 months.
- Step 4.** 5 Accidents in a 60 month aggregate period – No driving for a period not less than 1 year.

There is clearly a need for the administration to balance active and proactive police initiatives while keeping the safety of the officer and the public paramount. Therefore, the intent of this policy is to improve police operation of emergency vehicles when operated under a range of driving conditions and circumstances. The operation of an emergency vehicle requires skill and training to safely accomplish this end. When officers are involved in multiple accidents within the parameters established by this policy it should be understood that the main objective is to improve the operation of emergency vehicles and to provide the opportunity for additional training in emergency vehicle operation and safety.

The Chief or his designated Deputy Chief may at any time, based solely on an overall driver history, determined that a police officer or official is in need of additional emergency vehicle operation training. If such a determination is made, the officer in question shall attend an appropriate level of training commensurate with the circumstances and may reasonably lose driving privileges until such training is completed. The officer shall have the opportunity to discuss their driving history with his/her respective Deputy Chief. In all other cases, the loss of driving privileges will progress in the

increments stated above. The safety and well-being of the public and all sworn personnel are of paramount concern in implementing this change.

Per:

A handwritten signature in black ink, appearing to read "Gary J. Gemme". The signature is written in a cursive style with a light blue rectangular highlight behind the name.

Gary J. Gemme
Chief of Police

Policy #610 Accidents Involving Police Department Vehicles was revised on February 14, 2005.
GJG/slb