

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 16 EQUIPMENT OPERATIONS

SUBJECT: 1601 FLEET ACCIDENTS

EFFECTIVE: 01/01/2015

1. **PURPOSE.** To establish policy regarding the establishment of training in the use of Department motor vehicles. Establish guidelines in Fleet accident investigations and reporting. Establish a review process and penalties for violations.

2. **POLICY:** It is the policy of this department to provide proper training in driving techniques to minimize the frequency of accidents involving departmental vehicles. It is also the intention of this department to hold accountable those employees who are involved in avoidable vehicular accidents, while correcting driving related deficiencies through additional training, guidance and counseling.

3. **PREVENTABLE ACCIDENTS:** Each accident will be reviewed and disciplinary action considered on a per case basis. Accidents that prove to be from negligence or intentional acts will not be tolerated or acceptable. By nature, discipline is progressive and is to correct behaviors or practices. Frequency of violations will be considered along with any other contributing factors when disciplinary action is administered. Disciplinary action could vary from an oral reprimand (counseling) through employee termination. In conjunction with any disciplinary action, additional driver training may be ordered.

4. SEAT BELTS

- A. Seat belts will be worn at all times by drivers and passengers of any City vehicle.
- B. All prisoners transported by this department shall be secured through proper use of seat belts. This procedure shall apply to all vehicles, whether or not equipped with a security screen. Exceptions will be made only in emergency instances:

5. REPORTING OF A FLEET TRAFFIC ACCIDENT OR FLEET INCIDENT

A. Any employee of the Department involved in a fleet traffic accident shall, regardless of the extent of damage, comply with the following:

- 1. Immediately notify dispatch and the duty supervisor to furnish the following information.
 - a. Location of accident
 - b. Severity of accident
 - c. Request any needed emergency services
 - d. Unless disabled, the employee must render all necessary aid and protect the scene from additional accidents.
 - e. Make no statements concerning accident responsibility.
 - f. Remain at the scene pending release by the investigating officer, if not injured.

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- g. Submit to required chemical test.
 - h. If the accident occurs outside of the Pineville City Limits, the Agency with Jurisdiction will be immediately notified.
 3. No employee of the Department who is involved in a fleet traffic accident or who is a passenger in the involved fleet vehicle will be allowed to investigate that accident.
 4. All Department employees shall follow the provisions of this standard; however, the sequence of events may be altered as dictated by the circumstances of the accident.
 5. All department fleet vehicle accidents will be reported regardless of the amount of damage.
6. DUTIES OF ON-DUTY PERSONNEL UPON NOTIFICATION OF A FLEET ACCIDENT
 - A. The duty Patrol Shift Commander will have full responsibility (oversight) for the investigation of fleet accidents unless relieved of said responsibility by a Bureau Commander, the Assistant Chief or Chief of Police.
 - B. Upon notification of a fleet traffic accident, the person receiving notice shall record all data received and immediately notify the Shift Supervisor.
 - C. When a fleet traffic accident occurs within the jurisdiction of an agency that has a police/sheriff's department that conducts accident investigations, that department will be notified.
 - D. Disposition of the accident scene need not be delayed for purposes of conducting a Pineville Police investigation within another jurisdiction.
 - E. The involved Officer's Bureau Commander will be notified as soon as possible when a fleet vehicle is involved in an accident.
 - F. The Bureau Commander will notify the Administrative Command Staff/Chief of Police.
 - G. Department personnel shall render all needed assistance to the involved parties.
7. INVESTIGATION REQUIREMENTS
 - A. All vehicle accidents involving a sworn or non-sworn employee of the City of Pineville Police Department who is driving a City owned vehicle shall be investigated by the on-duty Patrol Sergeant or the Shift Commander's designee. In the case of serious or fatal injuries, specially trained personnel will be called.
 - B. All fleet accidents will be photographed and downloaded to the Records Management System.
 - C. Department personnel shall render all needed assistance to the involved parties.

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- D. The Investigating Officer will:
1. Protect the health, welfare and property of all persons involved.
 2. Conduct a thorough accident investigation
 3. Obtain statements from each operator, passenger and witness.
 4. Include pertinent information, such as the duty status of involved Department personnel.
8. POST ACCIDENT DRUG TEST
- A. Any employee who is involved in a collision while driving a City vehicle will immediately submit to a drug screen per City of Pineville Policy. A supervisor will accompany the employee to the test site and stand by until testing is completed. City policy (ALCOHOL AND DRUG USE / ABUSE) states, in part;
- Drug screens may be utilized under the following circumstances:
1. Pre-employment examinations.
 2. Re-employment employee examinations.
 3. Annual employee physical.
 4. Part of an overall search and inspection of the City's premises.
 5. When there is reasonable suspicion of an employee's intoxication.
 6. When an employee is found to be in possession of suspected illegal or unauthorized drugs or paraphernalia.
 7. Following an accident
 8. When required by the City.
 9. Random sampling
9. FLEET ACCIDENT REVIEW PROCESS
- A. PURPOSE AND FUNCTION - The Fleet Accident Review Process establishes within the Department an equitable and systematic procedure to determine whether an employee involved in a fleet accident was negligent in the operation or care of a fleet vehicle. The Review Process may establish the driving standards for the Pineville Police Department by determining whether an act, or a failure to act, by an employee was a causative factor of a fleet accident, including pertinent information, such as the duty status of involved Department personnel.

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- B. REVIEW AND RECOMMENDATION: When the accident investigation is complete, it will be approved by the Traffic supervisor for completeness and accuracy. The Bureau Commander will review the investigative findings and provide them to the Chief of Police. If found at fault, appropriate disciplinary action will be recommended to the Appointing Authority for consideration.

By order of

Darrell Basco
Chief of Police