

# Bowie Police Department - General Orders



TITLE: COLLISIONS INVOLVING CITY OF BOWIE VEHICLES	NUMBER: 509
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## I. POLICY

Whenever a City of Bowie owned or leased vehicle is involved in a collision that results in damage to any property, personal injury, however minor, or fatality, a thorough investigation will be conducted and an A.C.R.S. (Automated Crash Reporting System) report will be completed. Unless the collision is extremely minor or the collision's location poses a threat to the parties involved and/or other motorists, the vehicle(s) involved in the collision will not be moved until the arrival of the investigating officer, who will make the decision to move the vehicles.

## II. PROCEDURES

### A. City of Bowie non-Police Vehicles

1. BPD will investigate all accidents involving city vehicles within city limits. Supervisors have discretion to request a Reconstructionist to investigate the accident based upon the seriousness or complexity of the investigation. It should be investigated like any other collision. If the accident resulted in serious injuries and/or serious property damage, notifications will be made to a Lieutenant, Captain, Deputy Chief and/or Chief of Police.
2. If the collision involves a death or an injury that may result in a death, a member of the Collision Reconstruction Unit shall be notified and will respond to conduct the investigation.
3. Certain pertinent information about the accident, especially if litigation is likely, must be received in a timely manner by the Administrative Sergeant.
4. Regardless of fault, the following shall be turned in:
  - a. Copy of the A.C.R.S. Report
  - b. Insurance information pertaining to all vehicles, property, etc.

c. Photographs or Xerox copies

### **III. DEPARTMENTAL**

- A. Whenever a City of Bowie Police vehicle is involved in a collision that results in damage to any property, personal injury, however minor, or fatality, a thorough investigation will be conducted by the Department's Collision Reconstruction Unit to ensure that it is investigated in a fair and impartial manner.
- B. When an employee is involved in a Departmental Accident, he or she shall immediately notify Public Safety Communications (PSC) and request that a supervisor respond to the scene. The employee shall not move the vehicle from the point of impact without supervisory approval unless:
  - i. The striking vehicle flees the scene and the employee follows the vehicle and notifies PSC.
  - ii. There is threat to safety of persons or property.
- C. Officers involved shall preserve the scene and prevent further injury or damage. The officer shall relinquish authority and investigative functions following the arrival of other officers or a supervisor.
- D. If an officer is involved in a collision but is uncertain whether it meets the definition of a motor vehicle collision, he or she shall contact a supervisor. If the supervisor is unsure they may contact a member of the Collision Reconstruction Unit for assistance.
- E. Once a supervisor is notified of the departmental collision and it was been deemed as a departmental collision, he or she shall notify the on-duty or on-call member of the Collision Reconstruction Unit to investigate.

### **IV. INVESTIGATOR'S DUTIES**

- A. All collisions involving City of Bowie Police Vehicles shall be investigated, regardless of where the collision occurs.
- B. The member of the Department's Collision Reconstruction Unit assigned to investigate will be responsible to complete and submit all necessary paperwork as outlined in the Unit's SOP.
- C. The original ACRS Report shall be submitted within 72 hours of the Collision.
- D. If a departmental collision occurs outside of the City, the officer involved with notify PSC who in turn will notify an on-duty supervisor and the appropriate jurisdiction to investigate.
- E. A supervisor may respond if the situation dictates one. Supervisors shall ensure that the jurisdiction investigating takes photos of the vehicles involved.

- F. A supervisor shall obtain the investigating officer's name, ID number, case number, and photos. The supervisor shall then notify an on-duty or on-call Reconstructionist who may respond to the scene if necessary.
- G. All information obtained by the supervisor shall be forwarded to the Reconstructionist who will conduct an internal investigation regarding the departmental.

**V. SUPERVISOR'S DUTIES**

- A. Supervisors shall respond to all departmental collision that occur in the City limits and make notifications to the chain-of-command.
- B. The supervisor shall ensure the security of the scene of the accident and ensure that no one interferes with the vehicle until the Reconstructionist arrives.
- C. Upon arrival of the Department's Reconstructionist to the scene of the collision, supervisors are to contact the approved company to have alcohol and drug testing performed on the involved officer.
- D. A request for numbers form is to be completed by the immediate supervisor and submitted to the Administrative Sergeant to obtain IA numbers used to document/track the investigation.
- E. In the event that the involved officer is injured, the supervisor shall:
  - 1. Take possession of the officer's firearm and duty belt.
  - 2. Notify the on duty Division Commander.
  - 3. The Commander will make notification to the family.
- F. Respond or assign someone to respond with the injured officer to the medical facility until they are stable.

**VI. REPORT SUBMISSION**

- A. The investigation should take no more than 30 days to complete, if more time is needed, the Reconstructionist shall notify the Administrative Sergeant via memo explaining why.
- B. Once the investigation is complete the Reconstructionist will submit the report and necessary paperwork with a buck slip to the Administrative Sergeant who will forward it up the Chain-of-command.