

Chevy Chase Village Police Department

General Order

Subject: COLLISIONS INVOLVING VILLAGE VEHICLES

CALEA: 12.1.2-d, 61.2.1-a-b, 61.2.2-d, 61.4.3-b, 82.2.1-e

- New
- Amended
- **Rescinds 5-21.1**

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| Roy A. Gordon Chief of Police | 2/25/2009 | 4 | 5 -21.1 |

I. POLICY

Whenever a Village 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 a M.A.A.R.S. 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. (CALEA 61.2.1-a-b, 61.2.2-d)

II. PROCEDURES

A. Village Police Vehicles

1. The on-duty supervisor, Sergeant and/or Chief of Police, will be notified immediately.
2. The collision will be investigated by an on-duty Village officer if the collision occurs in the Village.
3. The on-duty Village Supervisor, if available, will respond to the scene, coordinate with the investigating officer, and conduct a preliminary supervisory investigation to determine adherence to Department policies and procedures. The results of the supervisory investigation will be documented in memorandum format and along with a copy of the M.A.A.R.S. Report, forwarded to the Village Manager, via the chain-of-command.
4. If the officer requires hospitalization, the supervisor or any on-duty Village Officer, will respond to the scene and take possession of the officer's weapon and vehicle equipment for proper storage at the station.

5. Photographs will be taken to depict at least the following:
(CALEA 83.2.4-b)
 - a. Actual and/or “claimed” damage to vehicle(s), property, etc.
 - b. Positions of the vehicle(s),
 - c. The overall geographic location of the collision to show terrain, road characteristics, sight-distance, i.e. intersection, bad curve, etc.
 - d. An overall photo of the vehicle(s) involved showing their respective tags numbers, and
 - e. Anything else that photographs would help explain.
6. The collision **will not** be investigated by the officer operating or occupying the police vehicle involved in the accident.
7. The on-duty supervisor will ensure that the accident report and any other required reports are submitted within the time constraints of the MCP Field Report Manual for supervisory approval.
(CALEA 82.2.1-e)
 - a. No report will be delayed more than 72 hours after the collision was reported.
 - b. If a longer delay is anticipated, an initial written report will be submitted with the basic available information, and a Supplement Report with the delayed information will be completed at a later date.
8. The investigating officer will make reasonable effort to obtain the insurance information pertaining to all other vehicles involved in the collision.
9. Regardless of the severity of the collision, the Sergeant and/or Chief of Police will be notified of the collision. (CALEA 12.1.2-d)
 - a. If the Sergeant is not available, a request will be made of the CCV Dispatcher to notify the Chief of Police.
 - b. If the Chief of Police is not available, CCV Dispatch will notify the Village Manager.
10. Since most collisions of this nature result in civil litigation, officers will not make any statements as the scene in regard to liability or fault for any motor vehicle collision.

11. When completing the M.A.A.R.S Report, the investigating officer should list the driver of the police vehicle's station address and phone number and not a home address.
12. If the collision results in a fatality, the investigating officer will ensure that a teletype is sent and the incident is handled by the MCP Collision Reconstruction Unit.
13. If a Village Officer requires medical treatment and is transported to the hospital by ambulance or by another officer, the following procedures will be adhered to:
 - a. The injured officer's gun will be taken into custody by the supervisor, because if the hospital staff intend to sedate the officer, they will require removal of the gun.
 - b. The injured officer's badge should be taken to protect against theft.
14. The injured officer's name **will not** be released to any member of the media, on or off the record, until the officer's family is notified.
15. Towing of the police vehicle will be handled in this manner:
(CALEA 61.4.3-b)
 - a. The Village authorized tow company will tow the vehicle.
 - b. The vehicle will be towed to the Village DPW lot and stored inside the fenced-in yard, behind the locked gate.
 - c. All equipment not permanently affixed to the vehicle or mounted on the vehicle i.e. the officer's personal belongings, briefcase, etc. will be removed and stored at the station.

B. Collisions Involving Other Village Vehicles

If a Village Officer investigates a collision involving a Village vehicle that is not a police vehicle, the procedures listed in the preceding paragraphs will be followed, as well as those listed below:

1. If the Village vehicle needs to be towed, the towing will be handled as if the vehicle was a police vehicle. (CALEA 61.4.3-b)
2. The investigating officer should encourage all occupants of the Village vehicle to refrain from discussing liability issues, even if the driver of the Village owned vehicle admits fault.

3. Every effort will be made by the investigating officer to get the other vehicle's insurance information, including the name of the carrier, policy number, the insurance agent's name, address, and phone number.
4. If the collision resulted in serious injuries and/or serious property damage, notifications will be made as if the vehicle was a police vehicle.

III. REPORT DISTRIBUTION

Certain pertinent information about the collision, especially if litigation is likely, must be received in a timely manner by the Village management.

Regardless of fault, Village management will need:

- A. Copy of the M.A.A.R.S. Report
- B. Insurance information pertaining to all vehicles, property, etc.
- C. Photographs or Xerox copies.