



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: VEHICLE ACCIDENT REPORTS INVOLVING DEPARTMENT AUTHORIZED VEHICLES	GENERAL ORDER NUMBER: 906
REFERENCES: ATTACHMENTS:	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: B

The purpose of this General Order is to establish procedures to be followed in the event of an accident while an employee is operating a City-owned vehicle, a City-leased vehicle, or a personal vehicle being used for approved Department business.

906:1 Definitions

City-Owned Vehicle

For purposes of these procedures, a vehicle leased by the City of Columbia Heights shall be considered a City-owned vehicle. This information also applies if the employee has an accident while operating a personally-owned vehicle on approved City business.

Approved City Business

Approved City business means with the knowledge and approval of the employee's supervisor. No personally-owned vehicle shall be used for City business unless the owner carries vehicle insurance pursuant to Minnesota state law.

906:2 Traffic Accident Procedures – General Practices

906:21 Information Handling Procedure

Department employees involved in accidents while driving a City-owned vehicle or a personally-owned vehicle being used for approved City business are to discuss the accident only with the investigating officer, the officer's supervisor, or the employee's own attorney.

906:211

Department employees shall not discuss or admit fault for the accident, except with the employee's immediate supervisor, Department administration, or the employee's own attorney.

906:212

At the accident scene, the Department employee may give to the other driver his/her name, address, date of birth, driver's license number, vehicle insurance information, the name of the employer, and the vehicle registration (license) number.

906:213

If the Department vehicle is a marked unit that does not have license plates, provide the unit number, or the vehicle identification number (VIN). Plates on a Department vehicle that read "POLICE" are not considered license plates for the purpose of vehicle identification or accident reporting.

906:214

Appropriate notification is to be made as soon as possible after the accident to the employee's supervisor. All forms and paperwork are to be completed as soon as possible after the accident, generally

within one business day, depending on the severity of the accident. Copies shall be submitted to the Captain, Human Resources, the Finance Department and Support Services.

906:3 Accident Handling Procedure

906:31 Notification

Notify Anoka County Dispatch immediately; advise of any injuries, and request first aid/medical attention as necessary.

906:311

Notify the shift supervisor immediately.

906:32 Vehicles Involved

Do not move any vehicles after the accident until directed by the investigating officer, or unless necessary because of safety considerations.

906:321

The investigating officer shall call for towing service as necessary. Department vehicles are to be towed to the City garage. A personally-owned vehicle being used for approved City business may be towed to a location of the driver's choice.

906:33 Insurance Information

Provide City of Columbia Heights vehicle insurance information to the investigating officer, according to the insurance information card carried in the vehicle. An up-to-date automobile insurance identification card is to be carried in all City-owned vehicles.

906:34 Accident Response

If the Columbia Heights Police Department driver is incapacitated or unable to take the above actions, the shift supervisor shall coordinate the accident response.

906:35 Fatality

In the event of a fatality, the Captain and Chief shall be notified immediately.

906:4 Reporting and Forms

906: 41

After all forms have been completed, the forms shall be distributed as a packet to the following:

- Captain in charge of the Accident Review Committee
- Finance and Support Services

906:411

Finance and Support Services shall file all insurance claims with the insurance company.

906:42 Supervisor's Report of Injury

This form is to be used to report any injury sustained by a City of Columbia Heights employee. (Accident injuries sustained by non-City employees shall be recorded on the *Occurrence Report* form.) Upon completion, this form is to be signed by the employee's supervisor.

This form is used by the supervisor to report conditions or factors that may have contributed to the injury, and is to be filled out whenever a first report of injury is generated.

906:43 Minnesota Motor Vehicle Accident Report

Any driver involved in a motor vehicle accident must complete this form if:

- The accident involves injury or death to a person; or
- The total damage to all property or vehicles involved in the accident exceeds \$1,000.

906:431

This report is to be sent to the Minnesota Department of Public Safety at the address shown on the form within ten (10) days of the accident. A copy shall also be forwarded to the supervisor.

906:44 Police Accident Report

Accidents involving employees of Columbia Heights Police Department who are driving City-owned vehicles or personally-owned vehicles on approved City business shall be investigated by an outside agency if the total damage to all property or vehicles involved in the accident exceeds \$1,000, or involves an injury. If the total damage to all property or vehicles involved is less than \$1,000, the shift supervisor shall complete the report. The supervisor of the Department employee involved in the accident shall obtain a copy of this report.

**906:45 Incident Case Report (ICR) &
Narrative**

The officer investigating accidents involving Columbia Heights Police Department employees operating City-owned vehicles, or personally-owned vehicles being used for approved City business, shall complete the ICR and the tow sheet. The driver and other Department employees involved in the accident shall complete a detailed supplementary narrative describing the accident and any relevant information.

906:46 Repair Estimate

The central garage shall arrange for a repair estimate on the City vehicle.

906:47 Photographs

Photos taken by Columbia Heights Police Department, along with the appropriate photo report, shall be forwarded to the Office Manager, and maintained with the case file

906:471

Accident photos taken by law enforcement agencies other than Columbia Heights Police Department shall be obtained by the employee's supervisor for inclusion in the accident file.

906:5 Accident Review

906:51 Accident Review Committee

The accident review committee shall review all Columbia Heights Police Department vehicle accidents.

906:511

The accident review committee shall be comprised of the following Department employees:

- Captain
- Police Sergeant

906:512

The Chief of Police shall select employees to the accident review committee, and they shall serve a one-year term. Those terms shall begin January 1st of each year.

906:513

The accident review committee shall meet as needed.

906:6 Commerce Review and Recommendation

906:61 Commerce Review of Reports

The review board shall review all reports, and may require additional investigations of police vehicle accidents.

906:611

The involved employee shall not appear before the review board. The classification of the accident shall be determined based on the investigative reports.

906:612

Each accident shall be classified as *preventable* or *non-preventable*, based on majority-rule voting.

906:7 Reporting of Committee's Results

906:71 Classification

Upon completing the review of an accident, a classification of *preventable* or *non-preventable* shall be assigned to the driver along with recommendations, if any, made by the committee.

906:72 Summary of the Accident

A summary of the accident and committee's review shall be forwarded to the Chief of Police.

906:721

A copy shall be placed in the involved driver's personnel file if discipline is warranted.

906:722

A copy shall also be given to the involved driver of the accident.

906:8 Accident Review Committee Appeals

If an employee is dissatisfied with the decision of the accident review committee, an appeal may be made to the Chief of Police within twenty-one (21) calendar days of review of the committee's findings. The Chief shall review the appeal and make the final decision within ten (10) calendar days after receipt.

BY ORDER OF:

Scott Nadeau, Chief of Police

[Back to Top](#)