

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 5.04
	REVISED Jun. 30, 2015	TOTAL PAGES 7
<b>Traffic Crashes Involving Division Personnel and Vehicles</b>		



## I. Policy Statements

- A. Sworn supervisors shall conduct administrative investigations of all motor vehicle crashes involving on-duty Division personnel and **City-owned or leased** vehicles operated by Division personnel, and those marked units purchased or leased by other companies for the exclusive use of special duty officers.
1. The Fleet Safety Manual shall be referred to when sworn personnel are involved.
  2. Crashes involving civilian personnel are not handled by the Fleet Safety Committee. However, disciplinary action may be taken, if warranted, within the time constraints of the applicable collective bargaining agreement.  
Note: Current collective bargaining agreements may stipulate that contractual rights be afforded to Division personnel when it is reasonably believed that an incident may result in departmental, criminal, or traffic charges. Investigating supervisors shall review applicable collective bargaining agreements prior to interviewing the involved personnel.
- B. Any collision involving a police vehicle shall be reported using a Traffic Crash/Collision Investigation form, U-10.128C. The investigating supervisor shall conduct an administrative investigation and submit this form through the chain of command of the involved personnel. A letter of information regarding the crash is not necessary.
1. If a collision involving a police vehicle does not result in property damage, has no visible or claimed personal injury, or the damage to the police vehicle or the citizen's vehicle is the result of pushing or towing any disabled vehicle by Division employees, the investigating supervisor shall submit a Traffic Crash/Collision Investigation form through the chain of command of the involved personnel to the Internal Affairs Bureau (IAB) for storage. An Ohio Traffic Crash Report, form OH-1, is not required in these instances. The investigating supervisor shall attach a Data Processing Worksheet, **form U-10.164**. IAB personnel shall assign the forms an IAB number for future retrieval.
  2. Personnel involved in such an incident shall notify a supervisor immediately.
- C. An Ohio Traffic Crash Report shall be filed if an officer becomes involved in a crash on-duty while driving his or her personal motor vehicle or any other non-city owned motor vehicle. The reporting officer and investigating supervisor shall follow the procedures outlined in this Directive.

- D. Bureau commanders may, at their discretion, recommend that personnel under their command attend the driver retraining course. A **civilian manager shall forward any packet pertaining to driver retraining to his/her deputy chief for a recommendation.**
1. The bureau commander/**deputy chief** shall forward their recommendations to the Fleet Safety Committee Chairperson.
  2. The Fleet Safety Committee shall **render a decision.**
  3. Employees required to take the driver retraining course shall appear when scheduled unless permission to deviate is granted by their deputy chief.
    - a. If granted permission to deviate, training should be rescheduled within three months.
    - b. The Fleet Safety Committee's determination that driver retraining is necessary may not be appealed.

## II. Procedures

### A. Involved personnel

1. Crashes occurring within the corporate limits of Columbus or outside the corporate limits of Columbus but within Franklin and contiguous counties:  
Notify a Police Communications Bureau Dispatcher of the crash.
2. Crashes occurring outside Franklin and contiguous counties:
  - a. When the crash involves personal injury, notify your bureau commander, **or deputy chief if you report to a civilian manager.**
  - b. Obtain a copy of the official crash report from the reporting agency and write "Police Vehicle Involved-Foreign Jurisdiction" at the top of the report.
  - c. Complete a detailed summary describing the circumstances of the crash.
  - d. If it cannot be determined who is at fault or the crash occurred on private property, advise the other party to contact the City Attorney's Claims **Division.**
  - e. If faulty Division equipment is claimed as a cause of the crash, have the vehicle towed to Fleet Management. Do not drive the vehicle.
  - f. If there is any damage to a police vehicle, cause that vehicle to be taken to Fleet Management within 72 hours or upon return to Columbus.
  - g. Forward an electronic copy **or paper copy** of the crash report to recordspoliceaccident@columbuspolice.org.
  - h. Forward the summary and a copy of the crash report to your immediate supervisor.

3. Accidents occurring on-duty while driving a personal motor vehicle or any other non-**City**-owned motor vehicle:

Complete the claim packet obtained from the City Attorney's Claims **Division** and mark "Police Personnel Involved" at the top of the claim form.

B. Police Communications Bureau Dispatcher

1. Crashes occurring within the corporate limits of Columbus:
  - a. Dispatch a cruiser to the scene to take the Ohio Traffic Crash Report.
  - b. Confirm that the involved personnel's supervisor has been notified, or if unavailable, notify the precinct supervisor to conduct the administrative investigation.

Note: If practical and able to respond in a timely manner, the involved personnel's immediate supervisor should conduct the investigation.

2. Crashes occurring outside the corporate limits of Columbus but within central Ohio (Franklin and contiguous counties):

Follow the procedures set forth in Section II,B,1,b.

C. Reporting Officer

1. Complete the Ohio Traffic Crash Report.
2. When using the paper Ohio Traffic Crash Report, write "Police Vehicle Involved" at the top. When completing the report electronically, select the appropriate Case Subject for a Police Vehicle Involved accident.
3. **List the at-fault vehicle as "Unit #1."**
4. Identify any involved City-owned vehicle by brass tag number in the "License Number" field.
5. Use 120 Marconi Boulevard as "Home Address" for police personnel.
6. Verify the status of each driver's driving privileges through LEADS and verify insurance information documents.
7. Ensure the correct address, home, and work telephone numbers of the other driver are listed on the Ohio Traffic Crash Report.

D. Investigating Supervisor

1. Crashes occurring within the corporate limits of Columbus
  - a. Notify the Accident Investigations Unit (AIU) if the crash involves a fatality, a potentially fatal injury, or when circumstances are such that a special skill of AIU is needed, for example, photographs, measurements, etc. If unable to determine the probable cause of a hit-skip crash involving Division personnel and vehicles, contact AIU. When the circumstances dictate, order a full AIU investigation.
  - b. If faulty Division equipment is claimed as a cause of the crash, complete a Vehicle Repair Request Form and have the vehicle towed to Fleet Management. Do not allow the vehicle to be driven.

- (1) In the “Problem” section, specifically cite the claim of faulty equipment and request the Fleet Management Division Administrator:
  - (a) Cause the vehicle to be checked by Fleet Management personnel for an opinion as to whether faulty equipment could have caused the crash.
  - (b) Forward the written report to the investigating supervisor.
- (2) When causing a vehicle to be laid in due to a claim of faulty equipment, contact a Fleet Management supervisor the following business day to confirm receipt of the Vehicle Repair Request Form.

**Note: This can be accomplished by sending an email to [GroveRoadServiceDesk@columbus.gov](mailto:GroveRoadServiceDesk@columbus.gov)**

- (3) Include copies of the following in the investigative packet:
  - (a) The Vehicle Repair Request Form.
  - (b) The Fleet Management Division Administrator’s written report concerning the alleged faulty equipment.
  - (c) The completed AIU investigative packet, if applicable.
- c. Crashes involving sworn Division personnel
  - (1) If there is probable cause to believe that the other party is at fault, direct the reporting officer to issue the appropriate citation.
  - (2) If there is probable cause to believe that Division of Police sworn personnel are at fault, do not issue a citation. The Fleet Safety Committee shall make the final disposition.
  - (3) If the crash occurs on private property and there is no violation of law, make a recommendation of fault or no fault.
  - (4) If it cannot be determined who is at fault, advise the other party to contact the City Attorney’s Claims **Division**.
  - (5) If the paper Ohio Traffic Crash Report was completed, **scan an electronic copy to [recordspoliceaccident@columbuspolice.org](mailto:recordspoliceaccident@columbuspolice.org), and then** forward the original to the Records Unit before the end of the tour of duty.
  - (6) If an electronic Ohio Traffic Crash Report was completed, forward an electronic copy of the crash report to [recordspoliceaccident@columbuspolice.org](mailto:recordspoliceaccident@columbuspolice.org) for notification by the end of the tour of duty.
  - (7) Prepare the original and two copies of the administrative investigation packet to include the following:
    - (a) Copy of the completed Ohio Traffic Crash Report.  
Include a copy of the report with each copy of the administrative investigation packet.
    - (b) The Traffic Crash/Collision Investigation form containing the factual findings and opinion as to whether Division personnel were at fault.
    - (c) If the crash is the result of a vehicular pursuit, a Vehicular Pursuit Report, form U-10.114.

- (8) Forward the original and two copies of the investigation to the involved officer's immediate supervisor.
- d. Crashes involving civilian personnel
- (1) If there is probable cause to believe that a civilian employee of the Division of Police is at fault, issue the appropriate citation and:  
Advise the owner of the other vehicle to contact the City Attorney's Claims **Division**.  
Note: All civilian City of Columbus employees shall be treated like any other citizen when at fault in a crash.
- (2) If the crash occurs on private property and there is no violation of law:
- (a) Make a recommendation which includes the specific Rule of Conduct violated or recommend "no fault."
- (b) If it cannot be determined who is at fault, advise the other party to contact the City Attorney's Claims **Division**.
- (3) If faulty Division equipment is claimed as a cause of the crash, follow the procedures covered in Section II,D,1,b:
- (a) If unable to determine equipment failure at the scene, issue the appropriate citation.
- (b) If the paper Ohio Traffic Crash Report was completed, **scan an electronic copy to recordspoliceaccident@columbuspolice.org and then** forward the original to the Records Unit before the end of the tour of duty.
- (c) If an electronic Ohio Traffic Crash Report was completed, forward an electronic copy of the crash report to recordspoliceaccident@columbuspolice.org for notification by the end of the tour of duty.
- (4) Prepare the original and a copy of the administrative investigation packet to include the following:
- (a) Copy of the completed Ohio Traffic Crash Report.  
Include a copy of the report with each copy of the administrative investigation packet.
- (b) The Traffic Crash/Collision Investigation form containing the factual findings and opinion as to whether Division personnel were at fault.
- (5) Forward copies of the investigation as follows:
- (a) The original and one copy to the involved civilian's immediate supervisor.
2. Crashes occurring outside the corporate limits of Columbus, but within Franklin and contiguous counties:
- a. Conduct an administrative investigation. Obtain the necessary copies of the official Ohio Traffic Crash Report from the reporting agency. Write "Police Vehicle Involved - Foreign Jurisdiction" at the top of the report.
- b. Follow the applicable guidelines under Section II,D,1.

E. Immediate Supervisor

1. Crashes occurring within the corporate limits of Columbus
  - a. Involving sworn personnel
    - (1) Review the investigative packet. Make a recommendation in accordance with Fleet Safety Manual guidelines.
    - (2) Forward the investigative packet through the chain of command.

**Note: A civilian supervisor will make no recommendation on crash investigative packets involving the investigation of sworn personnel. The civilian supervisor will only forward the packet to the appropriate deputy chief for a recommendation.**

- b. Involving civilian personnel

- (1) Review the investigative packet. Make a recommendation in accordance with Division Directives and the applicable collective bargaining agreement. Indicate the specific law and/or Rule of Conduct violated when recommending a reprimand.

Note: Civilian personnel are not bound by the Fleet Safety Manual guidelines.

- (2) Forward the investigative packet through the chain of command.

2. Crashes occurring outside the corporate limits of Columbus, but within Franklin and contiguous counties

Follow the applicable guidelines under Section II,D,1.

3. Crashes occurring outside Franklin and contiguous counties:

Complete the investigative packet and follow the applicable guidelines under Section II,E,1.

F. Bureau Commander **or Deputy Chief of a Civilian Manager**

1. Involving sworn personnel

- a. Crashes occurring within the corporate limits of Columbus or outside the corporate limits of Columbus but within Franklin and contiguous counties:

**Make a recommendation and forward to the Fleet Safety Committee Chairperson.**

- b. Crashes occurring outside Franklin and contiguous counties:

- (1) Determine the necessity of sending a supervisor to conduct an administrative investigation.
    - (2) Make a recommendation and forward to the Fleet Safety Committee Chairperson.

**Note: A civilian supervisor will make no recommendation on crash investigative packets involving the investigation of sworn personnel. The civilian supervisor will only forward the packet to the appropriate deputy chief for a recommendation.**

2. Involving civilian personnel

- a. Cause the appropriate disciplinary action to be taken in accordance with Division Directives and the applicable collective bargaining agreement.
- b. Forward a copy of the investigation to the Personnel Unit to be placed in the employee's personnel file.

G. AIU

1. Conduct investigations as required.
2. Forward completed investigation packets to:
  - a. The investigating supervisor for inclusion in the administrative investigation packet when sworn personnel are involved.
  - b. The involved civilian's bureau commander/***civilian manager*** when civilian personnel are involved.

H. Records Unit

1. Crashes involving sworn personnel
  - a. When a paper Ohio Traffic Crash Report is received, assign a report number to the Ohio Traffic Crash Report and list the information on an Excel spreadsheet. Send copies to Duplicating Services to be scanned onto a disk.
  - b. Forward the Ohio Traffic Crash Report to the BMV indicating that the crash was on-duty and police related.
2. Crashes involving civilian personnel

When a paper Ohio Traffic Crash Report is received, assign a report number to the Ohio Traffic Crash Report and list the information on an Excel spreadsheet. Send copies to Duplicating Services to be scanned onto a disk.