

Columbus Police Division Directive	EFFECTIVE Aug. 01, 1987	NUMBER 5.04
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<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. ***This includes*** City-owned or leased vehicles operated by Division personnel ***regardless of duty status*** and those marked units purchased or leased by other companies for the exclusive use of special duty officers.

1. The Fleet Safety **Committee** 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.** Division personnel involved in **a crash** shall notify a supervisor immediately.

**C. *The investigating supervisor shall conduct an administrative investigation for any collision involving a police vehicle. The investigating supervisor shall complete and forward the following forms through the chain of command of the involved personnel to the Fleet Safety Committee:***

1. ***Traffic Crash/Collision Investigation, form U-10.128C***
2. ***Data Processing Worksheet, form U-10.164***
3. ***Ohio Traffic Crash Report, form OH-1***
  - a. ***An Ohio Traffic Crash Report is not required in the following instances:***
    - (1) ***A collision occurring on private property with minor damage.***
    - (2) ***A collision occurring on public property which 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 a disabled vehicle by Division personnel.***

- D.** 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 **d**irective.
- E.** Bureau commanders may, at their discretion, recommend that personnel under their command attend the driver retraining course. A civilian **bureau** 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 **his or her** recommendation(s) to the Fleet Safety Committee Chairperson.
  2. The Fleet Safety Committee shall render a decision.
  3. **Personnel** 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 **as directed by Training Bureau personnel**.
    - 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:
  - a. Notify a Communications Bureau **911 Emergency** Dispatcher of the crash.
2. Crashes occurring outside Franklin and contiguous counties:
  - a. When the crash involves personal injury, **ensure notification is made through your chain of command to** 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. **Crashes** occurring on-duty while driving a personal motor vehicle or any other non-City-owned motor vehicle:
- a. 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. Communications Bureau **911 Emergency** Dispatcher

- 1. Crashes occurring within the corporate limits of Columbus:
  - a. **If needed**, 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):
  - a. 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, **place "police vehicle" along with the cruiser district in the local information field.**

**Note: The identifiers for police vehicles is located on the unit tab. When identifying the unit "special function," select "police."**

- 3. List the at-fault vehicle as "Unit #1."
- 4. Identify any involved City-owned vehicle by brass tag number in the "License **Plate** Number" field.
- 5. Use 120 Marconi Boulevard as **the** "Address" for police personnel.
- 6. Verify the status of each driver's driving privileges through LEADS and **review** 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. **Respond to the scene and conduct an administrative investigation.**

- b.** 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, **scale drawings**, 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.
- c.** 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 **to**:
    - (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) **Obtain a copy of the** written report **from Fleet Management via email from the Evidence, Facilities and Fleet Section Lieutenant.**
  - (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
- d.** 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 sworn Division 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 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 **Traffic Crash/Collision Investigation form and, if applicable, the Ohio Traffic Crash Report**
      - i*) 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
        - i*) **Cite the disposition guideline as outlined in the Fleet Safety Committee Manual, for example, the citation and code section violated.**
    - (c) If the crash is the result of a vehicular pursuit, **attach** 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.
- e. Crashes involving civilian personnel:**
- (1) If there is probable cause to believe that a civilian **Division** employee is at fault, issue the appropriate citation and:
    - (a) Advise the owner of the other vehicle to contact the City Attorney's Claims Division.

Note: All civilian City of Columbus **personnel** 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 **that** 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,c.
    - (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 **one** copy of the administrative investigation packet to include the following:
    - (a) Copy of the completed Ohio Traffic Crash Report
      - i)** Include **one** 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 **employee's** immediate supervisor.
2. Crashes occurring outside the corporate limits of Columbus, but within Franklin and contiguous counties:
- a. Conduct an administrative investigation.
  - b.** 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.
  - c.** 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 **Committee** Manual guidelines.
      - (2) Forward the investigative packet through the chain of command.

Note: A civilian supervisor **shall not** make **a** recommendation on crash investigative packets involving the investigation of sworn personnel. The civilian supervisor **shall** 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 **Committee** 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:
    - a.** Follow the applicable guidelines under Section II,D,1.
  3. Crashes occurring outside Franklin and contiguous counties:
    - a.** 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:

(1) 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 **shall not** make a recommendation on crash investigative packets involving the investigation of sworn personnel.

The civilian supervisor **shall** 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 **Master 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 **employee's** bureau commander/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 **the Print Shop Unit** 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

- 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 **the Print Shop Unit** to be scanned onto a disk.