3-09/070.00 - Vehicle Collision/Incident Reporting and Investigation - Department and Permittee Vehicles

These procedures shall apply to all Department employees involved in a collision/incident while operating a Department vehicle or a permittee vehicle on Department business.

It is the intent of this policy that employee drivers/operators who are the cause of preventable traffic collisions because of inattention be subject to corrective action and/or training rather than traditional disciplinary sanctions. Refer to sections 3-09/070.45, Corrective Action and 3-01/090.10, Operation of Vehicles.

An incident is an occurrence which involves the following:

- Property damage and/or personal injuries to other persons without damage to a Department/permittee vehicle;
- Occurrences in which the parties to an incident allege that the collision was caused by some act of a Department/permittee's vehicle (i.e., the Department/permittee is a non-contact party) which did not become engaged in the collision; and
- Policy and traffic violations within the scope of the intent of this policy deemed precursory to collisions and their aftermath.

All collisions/incidents involving Department/permittee vehicles on duty that result in any property damage or injury shall be reported on the County of Los Angeles Report of Vehicle Accident or Incident form SH-AD-665.

Station, unit, and bureau commanders shall be responsible for the investigation of on-duty traffic collisions involving their personnel when no injuries are sustained by the involved parties and the collision is not Code-3 or pursuit related. This shall include Department vehicles and all permittee vehicles being operated on official business.

> **NOTE:** When any injuries (including complaint of pain) are reported, substantial property damage occurs, or when the collision is the result of a pursuit or Code-3 Operation, refer to Volume 5, Chapter 5.

> **NOTE:** When minor damage is sustained only to the Department vehicle in an off-the-road incident and the incident does not involve property damage, other vehicles, or people, a CHP-555 and/or an outside agency's report is not required. However, an investigation shall be conducted by the supervisor of the concerned unit and form SHâ€'ADâ€'665 and an SH-R-257 shall be completed.

The purpose of this supervisor's investigation is to enhance and aid the Department's vehicle driver management program. The investigation and reports required herein are in addition to any other reports currently required for traffic collisions that occur in contract cities, CHP reports in unincorporated areas, and other agency's reports for collisions occurring in municipalities.

The following procedures shall only be for administrative review by the Department or the county.

Captains/directors shall review all reported collisions and assess the incidents for responsibilities. After evaluation, they may take appropriate corrective action for preventable traffic collisions caused by inattention and carelessness rather than reckless behavior (refer to section 3-01/090.10, Operation of Vehicles).

Disciplinary action within the scope of authority of a captain/director may be imposed for policy violations not directly related to the operation of vehicles/traffic collisions due to inattention. A captain/director may also recommend disciplinary action to division chiefs or division director or recommend further review for policy violations not directly related to the operation of vehicles/traffic collisions due to inattention. Division chiefs or division director may request Internal Affairs Bureau and/or the Traffic Services Detail to complete an investigation in appropriate cases.

NOTE: When the Traffic Collision Response Team is handling the collision investigation, refer to Volume 5, Chapter 5.