3-09/070.20 - Duties of the Watch Commander/Operations Lieutenant

When there is an injury or complaint of injury, a death or any property damage, the watch commander/operations lieutenant shall be responsible for making an immediate notification to the Traffic Services Detail, Risk Management Bureau. This notification shall include, but not be limited to, the following:

- Location of the collision;
- Date and time of the collision;
- The name and employee number of the deputy responsible for the initial report;
- The name and employee number of the supervisor at the scene;
- Number, nature, and severity of all injuries suffered;
- Number of parties involved; and
- A brief synopsis of the events.

All collisions/incidents above shall be documented on the appropriate collision report forms and the Supervisor's Report (SH-R-257) within five working days of the occurrence. It shall be the responsibility of the watch commander/operations lieutenant to review all reports, contents note the comprehensive memorandum prepared by the supervisor, indicating whether or not the watch commander/operations lieutenant agrees with the supervisor’s opinion as to the cause of the collision, and then make his/her own recommendation as to whether the collision was preventable or non-preventable. If the watch commander/operations lieutenant recommends that the collision be classed as preventable, then he/she shall recommend the point level to be assigned to the collision. The watch commander/operations lieutenant shall ensure that all reports are forwarded to the unit commander on a timely basis.

Collisions determined to be preventable shall be entered into the PDE tracking system by the involved employee’s unit of assignment within five working days of the incident.

If it appears that violations of the MPP have occurred that either reach the level of intentional or reckless behavior or involve violations other than those relating to the cause of the collision, the watch commander/operations lieutenant shall immediately notify the unit commander of the circumstances to determine if an administrative investigation should be initiated. An administrative investigation may be conducted in addition to the traffic collision investigation.

If it appears that the collision occurred because of a mechanical defect in a Department vehicle, the watch commander/operations lieutenant shall impound the vehicle. Fleet Management Unit of Communication and Fleet Management Bureau will be requested to evaluate the vehicle and the apparent defective parts and form an opinion as to whether or not the mechanical defect could have been the cause of the collision.

> **NOTE:** If the traffic collision/incident involves a mileage permittee, the watch commander/operations lieutenant shall verify that the employee is, in fact, a permittee and was driving his/her personal vehicle on duty to conduct county business.