

## **Unit Order: 2017-001 SUPERVISORS SHALL RESPOND TO TRAFFIC COLLISIONS INVOLVING COUNTY VEHICLES**

### **PURPOSE OF ORDER:**

The purpose of this unit order is to ensure that all County vehicles involved in traffic collisions are properly documented by supervisors who respond to the scene.

### **SCOPE OF ORDER:**

This order shall apply to Facilities Services Bureau employee's supervisors, and managers, who are accountable for the information contained herein.

### **ORDER:**

In all cases, when collisions in which members are involved, shall be investigated by a supervisor. The supervisor shall respond to the scene of a collision involving a County/permittee vehicle.

A comprehensive memo shall be prepared by the supervisor and submitted to the operations sergeant with the supervisor's report stating an opinion as to the cause of the collision. The use or non-use of factory-installed safety belts shall be addressed in both the SH-R-257 and the comprehensive memo.

The guidelines listed in the Manual of Policy and Procedures for Supervisors' Report and Responsibilities (3-09-/070.10) shall be followed when completing a traffic report.

In the event that the collision/incident involves death, any injury to any of the involved parties, substantial property damage, and any unusual collision which could result in high loss litigation or at the discretion of the unit commander / director, the supervisor shall immediately notify the Traffic Services Detail, Risk Management Bureau. If notification is to be made during other-than-normal business hours, Sheriff's Headquarters Bureau shall be notified, and the operation staff (Director, Assistant Director, or Operation Sergeant) shall be notified via telephone.

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