

Laurel Police Department – General Order
Chapter IV, Section 300, Order 311 – Investigation of Accidents and Damage Involving
Police Vehicles
January 26, 2014

4 / 311.05 POLICY

It is the policy to investigate accidents and/or damage involving Department vehicles.

4 / 311.10 PURPOSE

To set guidelines and enforcement involving damage or personal injury of police Department vehicles.

4 / 311.15 DEFINITIONS

PI	Personal Injury
Controversial	A dispute, especially a public one, between sides holding opposite views
MOSHA	Maryland Occupational Safety and Health Act

4 / 311.20 PROCEDURES

A. GENERAL

1. Any Police Department vehicle sustaining accident collision damage will be reported to the Communications Section who will then assign a supervisor.
2. The supervisor will investigate or assign an officer to investigate.
 - a. An assigned officer should be trained in accident investigation or accident reconstruction if the severity of the accident dictates the need, such as:
 - 1) PI;
 - 2) Serious PI or;
 - 3) Controversial accident.
3. If a supervisor is involved, a supervisor from another squad or an officer trained in accident investigation or reconstruction will investigate the accident.
4. If a commander is involved, a supervisor will investigate the accident.
5. Accidents involving injuries to any officer require a Workman's Compensation Report in accordance with MOSHA procedures.
6. The next working day, if the vehicle is operable, the involved officer will obtain two (2) damage repair estimates.
 - a. If the vehicle is disabled, damage estimates will be obtained at the direction of the Support Services Division Commander in liaison with the City Insurance Coordinator.

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7. Any accident that occurs outside the City of Laurel has the same requirements for investigation and responsibility.
8. Any Department vehicle incurring vandalism or damage is to be reported as defined in the following sections:
 - a. Required Reports and Documents
 - 1) MD Accident Report with insurance company in designated blocks;
 - 2) Witness statements;
 - 3) Photographs;
 - 4) Vehicle Storage;
 - 5) City Accident Report;
 - 6) Supervisor's Investigation/Recommendation;
 - 7) Workman's Compensation Form, if applicable;
 - 8) Civilian Insurance vehicle information;
 - 9) Offense/Incident Report for vandalism or damage.
9. No member will initiate repairs to any Departmental vehicle without authorization or coordination from the City Insurance Coordinator.

B. INVOLVED OFFICER'S RESPONSIBILITY

1. Notify Communications or supervisor immediately when involved in an accident/collision or any damage is incurred to a Department vehicle.
2. Prepare a duress statement if requested by a supervisor or assigned investigator and obtain damage estimates.

C. INVESTIGATING OFFICER'S RESPONSIBILITIES

1. Complete reports, statements and other requirements as defined in required reports/documents section.
2. Follow up investigation if required.

D. SUPERVISORS RESPONSIBILITIES

1. Investigate or cause to be investigated any accident/collision or damage involving any Police Department vehicle;
2. Prepare a City of Laurel Vehicle Accident Report.
3. Prepare a memorandum to respective division head indicating if accident was avoidable/unavoidable.

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4. Immediately prepare a Commander’s Report containing a brief synopsis of the accident/collision.
5. Initiate a Departmental Accident Tracking Sheet.
6. Ensure the integrity and timely submission of the investigation in meeting all accident and/or damage reporting criteria.
7. All reports will be forwarded to the Office of Professional Standards, Internal Affairs Office, for processing through the City Insurance Coordinator.

4 / 311.35 GOVERNING LEGISLATION AND REFERENCES

The Maryland Occupational Safety and Health Act of 1973
City of Laurel Administrative Policies and Procedures, Policy XI-001.01
The American Heritage Dictionary of English Language Fourth Edition 2000
CALEA Standards 61.2.1, 61.2.2, 61.2.3, 61.2.4

4 / 311.40 ANNEX

None