


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date October 31, 2022		APD.SOP.3152 Employee Involved Motor Vehicle Collision Investigations
Applicable To: All employees		Review Due: 2026
Approval Authority: Interim Chief Darin Schierbaum		
Signature: Signed by DS		Date Signed: 10/27/2022

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1.	PURPOSE	
	To standardize the investigative and disciplinary process pertaining to employees' involvement in motor vehicle collisions	
2.	POLICY	
	Office of Professional Standards (OPS) internal investigations shall be initiated on all motor vehicle collisions involving Atlanta Police Department (APD) vehicles to determine employee culpability and to promote consistency of discipline.	
3.	RESPONSIBILITIES	
3.1	Section commanders shall ensure that all employees under their respective commands utilize safe driving techniques.	
3.2	OPS shall maintain all records of city motor vehicle collisions as outlined in this directive	
3.3	The Training Academy shall ensure that remedial driver training is conducted for those determined by command to be in need of said training.	
3.4	Supervisors are responsible for investigating motor vehicle collisions involving employees and completing the necessary documentation.	
3.5	All employees are responsible for utilizing safe driving techniques while driving department vehicles.	



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- 4. ACTION
 - 4.1 Investigating Authority
 - 4.1.1 Supervisors shall investigate all employee involved motor vehicle collisions, with the exception of those incidents where the severity or circumstances warrants OPS conducting the investigation. This shall be determined by the section commander.
 - 4.1.2 An on-duty supervisor shall respond to the scene of each employee involved motor vehicle collision.
 - 4.1.3 The on-duty supervisor shall complete a Supervisor Accident Investigation Summary (Form APD 705) before the end of the shift. The Supervisor Accident Investigation Summary shall include a summary narrative of the incident and a detailed analysis of the collision, including the extent of vehicle and/or property damage and contributing factors.
 - 4.2 Accident Investigation Package
 - 4.2.1 The supervisor of the employee involved in a motor vehicle collision shall:
 - 1. Respond to the accident scene. If the accident occurred outside of APD jurisdiction, the supervisor shall obtain the accident report from the agency having jurisdiction;
 - 2. Obtain GPS (global positioning system) tracking history, if vehicle is equipped;
 - 3. Obtain in-vehicle video recording of incident, if vehicle is equipped;
 - 4. Obtain Body-Worn Camera video recording of incident, if available;
 - 5. Obtain video of incident from the Video Integration Center, if available;
 - 6. Review the accident report prepared by the investigating officer;
 - 7. Review the damage to property report prepared by the involved officer;
 - 8. Prepare any necessary supplemental reports;
 - 9. Obtain the completed Supervisor Accident Investigation Summary (Form APD 705);
 - 10. Obtain an OPS Control Number;
 - 11. Deliver copies of these reports to the employee's section commander;
 - 12. Obtain photographs from the Photo Lab;
 - 13. Obtain damage estimates;
 - 14. Obtain and complete the Preliminary Complaint Form (Form APD 822);
 - 15. If the employee is at fault, obtain the employees OPS Employee Discipline Worksheet;
 - 16. Obtain and complete Investigation Disposition Form (Form APD 829); and



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17. Complete the OPS Accident Investigation Package.

- 4.2.2 All repair estimates for department owned or operated vehicles involved in motor vehicle collisions shall be obtained from a city- approved vehicle repair facility.
- 4.2.3 The employee's section commander shall ensure that the completed city motor vehicle collision investigation package is submitted to OPS within 14 days of the accident.
- 4.2.4 The employee's chain of command shall review the completed city motor vehicle collision investigation package, all available reports, and related documents to ascertain cause and determine responsibility for the purpose of recommending corrective and/or disciplinary action, and improving the department's driving standard. Investigations shall be initiated on all reports of motor vehicle collisions involving:
 - 1. Departmental vehicles;
 - 2. Vehicles rented by the department and being officially used for departmental purposes;
 - 3. Privately-owned vehicles which are authorized for, or officially used, on duty; or
 - 4. Any other vehicles being officially used for departmental purposes.
- 4.2.5 To further assist in ascertaining the circumstances related to an employee's accident, the investigative authority may examine data collected from the Crash Data Retrieval System (CDR) in the vehicle involved in an accident. For accuracy, the collected data must be analyzed and interpreted by a Crash Data Retrieval Specialist.
- 4.3 Categories of Motor Vehicle Collisions
 - 1. Not-At-Fault Collision
 - 2. At-Fault Collision
 - a. Minor Motor Vehicle Collision – Total damage estimates for the city vehicle the employee was operating is less than \$3,000.
 - b. Moderate Motor Vehicle Collision – Total damage estimate for the city vehicle the employee was operating is greater than \$3,000 and less than \$10,000.
 - c. Major Motor Vehicle Collision – Total damage estimate for the city vehicle the employee was operating is greater than \$10,000 and less than \$20,000.
 - d. Severe Motor Vehicle Collision – Total damage estimate for the city vehicle the employee was operating exceeds \$20,000.
- 4.4 Disciplinary Action and Sanctions
 - 4.4.1 Upon receipt of accident investigation packages, section commanders shall have 14 days to complete and return the accident and disciplinary package to OPS.
 - 4.4.2 Section commanders may ensure that all employees that have been sanctioned for their involvement in at-fault motor vehicle collisions may be required to attend remedial driver training.



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Emergency Vehicle Operator Course (EVOC) training shall be required for those employees charged with three at-fault motor vehicle collisions. This training should occur as soon as possible, at the Academy Director's direction.

- 4.4.3 The Training Academy shall offer remedial Emergency Vehicle Operator Course (EVOC) annually.
- 4.4.4 Section commanders shall also use non-disciplinary methods including, but not limited to: remedial driver training, foot-beat patrol, and/or non-driving assignments, when warranted.
- 4.4.5 Based upon investigative findings, when it is determined that an employee's accident is at-fault, the employee's chain of command shall determine the corrective or disciplinary action to be imposed within 14 days, as outlined in APD.SOP.2020 "Disciplinary Process."
- 4.4.6 Section Commanders shall reserve the authority in cases where the employee failed to exercise due regard, to issue a more severe discipline than is listed below.
 - 1. Minor Motor Vehicle Collision - Violations of work rule 4.4.04 shall necessitate the imposition by the section commander of, at a minimum, an oral admonishment, even if the employee has no prior at-fault vehicular accident.
 - 2. Moderate Motor Vehicle Collision - Violations of work rule 4.4.04 shall necessitate the imposition by the section commander of, at a minimum, a written reprimand. This standard shall apply even though the employee may never have been involved in an at-fault accident.
 - 3. Major Motor Vehicle Collision - Violations of work rule 4.4.04 shall necessitate the imposition by the section commander of, at a minimum, a one (1) day suspension. This standard shall apply even though the employee may never have been involved in an at-fault accident.
 - 4. Severe Motor Vehicle Collision - Violations of work rule 4.4.04 shall necessitate the imposition by the section commander of, at a minimum, two (2) days suspension. This standard shall apply even though the employee may have never been involved in an at-fault accident.
- 4.4.7 Progressive discipline would be rendered from the point of each infraction in compliance with APD.SOP.2020 "Disciplinary Procedures"
- 4.5 Records
 - 4.5.1 For all employee-related motor vehicle collisions, OPS shall file and maintain all reports obtained from all employee-involved motor vehicle collision investigations.
 - 4.5.2 The OPS commander shall analyze all completed motor vehicle collision investigations on an annual basis. The analysis shall include: the employees age, sex, years on the department, assignment, type of accident, total amount of vehicle damage, and identify vehicle accident trends, and additional training needs. This analysis shall be sent to the Chief of Police, assistant chief, deputy chiefs, Training commanders, and the Planning and Research / Accreditation Unit.
 - 4.5.3 Training and PRAU shall keep the analysis on file for three years.



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5. DEFINITIONS

- 5.1 Crash Data Retrieval System (CDR): A motor vehicle collision reconstructive analyzing system utilized by the Department's Hit & Run/Traffic Fatality Unit, to assist in determining seat belt status, vehicle dynamics, and the vehicle speed prior to and during collision.
- 5.2 Crash Data Retrieval (CDR) Specialist: A person who has completed the Bosch Preferred Crash Data Retrieval Technician Course and Data Analyst Certification Course from a Crash Data Group (CDR Distributor) approved instructor and is certified in the operating of the Crash Data Retrieval System as well as the analysis of the retrieved data.

6. CANCELLATIONS

APD.SOP.3152, "Employee Involved Motor Vehicle Collision Investigations," effective November 19, 2018

7. REFERENCES

City of Atlanta Code of Ordinances Chapter 122
Official Code of Georgia Annotated Title 44, Chapter 12, Article 3, Part 5

8. SIGNIFICANT CHANGES

- 8.1 No changes during this review.