

Police Department Policy and Procedure Manual

Chapter 4 — Operations

Section Number: 4-1-3
Section Title: Police Vehicle Accidents
Most Recent Update: 09/12/2019

I. Policy

A. This policy will establish the guidelines for accidents involving police vehicles

II. Procedures

A. Employees involved in a motor vehicle accident with a police vehicle inside the City of limits of Clive shall, if traffic conditions permits:

1. Allow the vehicle to remain in post accident position (if traffic conditions permit). Under no circumstances will the vehicle be moved from the immediate vicinity.
2. Immediately notify the dispatcher of the accident and request transportation for the injured, if any, and notify the officer's/employee's commanding officer.
3. Under no circumstances shall the operator or his/her partner (if a two-person unit), investigate an accident of a unit operated by them. If the accident is a property damage accident with no personal injuries, the Watch Commander or the Watch Commander's designate, will investigate the accident. All accidents involving personal injury or death to officers or citizens will be investigated by an outside agency (Highway Patrol, Sheriff's Office, etc.).
 - a. If the Watch Commander is involved in any accident, he/she will call in an outside agency to investigate the accident. The Watch Commander will then contact the Division Commander and advise him/her of the accident. If the Watch Commander is unable to call in the outside agency due to injury or death, it will be the responsibility of the officer on the watch holding the next highest seniority to the Watch Commander to see that the outside agency and Division Commander or Chief of Police is called.
4. Pictures shall be taken when such accident results in personal injury to anyone; damage is estimated over one thousand dollars (\$1,500) or at the Commanding Officer's discretion. Investigators may be notified for such pictures.
5. If the damage or combined damage is \$1,500 or more, or personal injury occurs, a case number shall be assigned and a State Accident Report will be completed and forwarded to the State Department of Transportation.

6. If damage or combined damage is under \$1,500, a State Accident Report shall be completed but not forwarded to the Department of Public Safety. A case number shall be assigned. This type of an accident will be logged as a non-reportable accident on the investigation officer's daily activity report.
 7. Officers/employees will forward a complete report as to the circumstances pertaining to the accident before ending his/her tour of duty to his/her Commanding Officer. When applicable, the Commanding Officer receiving such report shall also make a report of his/her findings, including recommendations, and forward such report to the Division Commander of the officer/employee involved within forty-eight (48) hours.
 - a. If an officer is involved in an accident, which requires hospitalization, the Division Commander and Chief of Police shall be notified.
 - b. If such officer/employee involved in an accident is hospitalized or can't make a report to his/her Commanding Officer as stated above, the Commanding Officer of the officer/employee will complete a report of the incident and forward the same to his/her Division Commander.
 8. If police personnel sustain an injury, appropriate workers compensation forms shall be completed and forwarded to City Hall following the procedures outlined in the Personnel Policy Manual.
- B. An operator of a police vehicle involved in an accident outside the City limits of Clive shall summon the law enforcement agency of that jurisdiction and request an accident investigation be made.
1. The officer/employee involved in an accident shall cooperate with the law enforcement agency investigating said accident.
 2. Obtain a case number and investigating officer's name from the outside agency investigating the accident, and forward the information to the Clive Police Department, along with the officers/employees accident report.
- C. When applicable, the Commanding Officer of the officer/employee and the Division Commander shall review the accident and shall forward to the Chief of Police the final findings and recommendations. The Chief of Police may endorse the final findings and recommendations or forward the report back to the division commander for further investigation.

A handwritten signature in blue ink, appearing to read "Michael G. Venema". The signature is fluid and cursive, with the first name "Michael" and last name "Venema" being clearly legible, while the middle initial "G." is less distinct.

Michael G. Venema
Chief of Police