



A handwritten signature in black ink, appearing to be "A. H.", is written over the page header.

POLICY

It is the policy of the Douglas County Sheriff's Office (DCSO) to investigate traffic crashes in a fair, professional, and thorough manner. Traffic crash investigations will be conducted to determine the cause of the crash, determine who was at fault, and collect evidence to support prosecution. Crash reports will be completed in accordance with Nebraska State Statute.

DEFINITIONS

Commander: For purposes of this policy, a Commander refers to Bureau Captains within the Operations Corps, and the Administration Chief Deputy within the Administration Corps.

PROCEDURE

I. Traffic Crash Reporting (61.2.1)

A. Nebraska Investigator's Crash Paper Report or TracS Electronic Crash Report

1. Crash Reports will be completed for all crashes as specified by state statute and the Nebraska DOT Crash Report Handbook.
 - a. The 'Instructions for Completing Investigator's Motor Vehicle Crash Report Forms' will be used as a reference to complete crash reports.
 - (1) Crash reports will be completed if the incident involves the crash of a motor vehicle in transport on a traffic way, as defined by the handbook.
 - b. Diagrams will be completed on all crash reports.
 - (1) Diagrams will indicate what happened based upon the deputy's investigation.
 - c. In addition to the information required by the State Department of Roads, there are several DCSO-specific entries that are required on each Crash Report:
 - (1) The narrative portion on the crash report will be used to report the statements of the driver(s) and to document details of the Deputy's investigation.

EXAMPLE: Driver #1 said he was eastbound, etc. Driver #2 said he was southbound, etc.

- B. Continuation Report (OSF-05) (Completed if paper crash report is completed)
 - 1. The Continuation Report will be used to continue the narrative of the traffic crash if there is not enough space in the narrative section.
 - 2. It may also be used to narrate the details of the officer's investigation if the investigation reveals there will be no arrest(s) or citation(s) issued.
- C. Case Report
 - 1. If a crash report is completed and the Deputy determines that no criminal offense occurred (e.g., following too closely), a non-criminal Case Report will also be completed.
 - 2. If the Deputy determines that a criminal offense occurred (e.g., hit & run, driving under suspension, etc.), a criminal Case Report will be completed regardless of whether a crash report is completed.
- D. Driver's Exchange Form
 - 1. In crashes involving two or more vehicles, Investigating Deputies will complete the Driver's Exchange form and distribute them to the driver's.
 - 2. If a driver has been injured, the investigating Deputy will take the completed exchange to the hospital and give it to the injured driver.

II. Traffic Crash Response (62.2.2)

- A. Deputies will immediately respond to and investigate the following types of motor vehicle crashes: (83.1.1)
 - 1. Personal injury and fatality crashes. (62.2.2a)
 - 2. Hit & run crashes on public roadways and private property. (62.2.2b)
 - 3. Alcohol or drug impaired driver involvement. (62.2.2c)
 - 4. Damage to County vehicles or property. (62.2.2d)
 - 5. Hazardous material crashes. (62.2.2e)
 - 6. Crashes where there is a disturbance between involved parties. (62.2.2f)
 - 7. Crashes that are blocking traffic and/or create major traffic congestion. (62.2.2g)
 - 8. Serious property damage crashes, where vehicle(s) will need to be towed. (62.2.2h)
- B. The response status (normal, urgent, or expedite) will be given by the Dispatcher. However, if the responding Deputy or Supervisor determines that a different response status is appropriate, the Deputy may use that status after advising the Dispatcher of the change.

- C. During adverse weather conditions (snow, ice, etc.) that would make a response hazardous, or during an emergency situation that requires immediate attention, the shift Supervisor may suspend response and/or investigation of minor property damage crashes.
 - 1. Dispatch will advise parties involved in minor property damage crashes during this time, that the drivers will exchange information and report the crash at a later time. (61.2.2)
 - 2. The patrol shift Supervisor will be responsible for distributing a press release announcing the suspension of minor property damage crash reporting, and advising the drivers to exchange information and report the crash at a later time. (61.2.2)

III. Crash Scene Responsibilities – General Procedures (61.2.1)

- A. Traffic crashes will be investigated as follows: (61.2.1 & 61.2.2a)
 - 1. If the crash occurs within the DCSO jurisdiction, the Deputy assigned to the district where the crash occurs will be the primary investigator of the crash unless the Patrol/Traffic Unit Supervisor reassigns the responsibility of the investigation to another Deputy.
 - 2. If the crash occurred in the City of Omaha, or other incorporated city/town, a police unit from that jurisdiction will be requested to investigate the crash. If a jurisdictional investigator is not available, the DCSO may investigate the crash.
 - 3. Requests from or for outside agency(s) for crash investigation assistance including reconstruction investigation, and/or crash data retrieval (CDR) assistance, will follow existing mutual aid and/or inter-local agreements.
- B. Deputies who first arrive on the scene of a traffic crash will be responsible for: (61.2.2g)
 - 1. Securing and ensuring the safety of the scene. (61.2.2e)
 - 2. Checking for injured persons and rendering and/or requesting aid as needed (61.2.2b).
 - 3. Advising Dispatch if other units and/or rescue squads are needed.
 - a. Any Deputy called to the scene of a serious traffic crash with death and/or life threatening injuries, involving any situation other than a one car/one driver crash where there is no question of others causing the crash, will immediately contact a Supervisor to report to the incident scene. (61.2.2g & 83.1.1)
 - 4. Diverting traffic as necessary (see section D below).
 - 5. Identifying/locating the driver(s) involved and any witnesses.
 - a. Once the injured have been tended to and the scene secured, Deputy(s) will interview any drivers and/or witnesses and collect any other information as needed. (61.2.1 & 61.2.2d)
 - b. Witness statements will be collected in accordance with Section IV below.

- c. When feasible, all verbal statements will be recorded on cruiser video or other approved audio/video recording device. If a witness is unable to stay on-scene, a Deputy will obtain the witness' name, address, phone number, and a brief recorded statement.
- C. Supervisors responding to a serious traffic crash scene with death and/or life threatening injuries will:
 - 1. Relay all pertinent information, as soon as possible, to the involved member's Bureau Captain via the chain of command.
 - a. The Bureau Captain will notify the Sheriff as needed based on the nature and seriousness of the crash.
 - 2. Request that CSI take photographs of the crash if needed in accordance with the DCSO "Collection and Preservation of Evidence" policy.
 - 3. Arrange transportation of passengers or arrests if necessary.
 - 4. Assess the situation to determine whether or not the Accident Investigation Unit will be called to the scene.
 - a. Circumstances that may require the Accident Investigation Unit include:
 - (1) Incidents in which serious injury exists.
 - (2) Incidents in which there is a known potential life-threatening injury.
 - (3) A fatal injury has occurred.
 - (4) Fault is not clearly established by roadside evidence or witnesses.
 - (5) Situations in which the expertise of a Crash Reconstructionist is deemed necessary to properly document the crash scene based on the training and experience of the on-scene Deputy or Supervisor.
 - b. If it is determined that the Accident Investigation Unit should be called, the Supervisor will contact an on-duty Accident Investigation Unit member, or if one is not on duty, contact the Accident Investigation Unit Supervisor to initiate a reconstruction callout.
 - (1) Accident Investigation Unit members being called out from their primary assignment will receive approval from their immediate primary assignment Supervisor or the next level of Command if the Supervisor is not available prior to responding.
 - (a) If there is disagreement between the primary assignment Supervisor and Accident Investigation Unit commanders regarding the deployment of personnel, the Captain of the Deputy's primary

assignment will be contacted to determine if the Deputy will respond to a call out.

- (b) If the incident is deemed to be an emergency by the Sheriff or Sheriff's designee the primary assignment Supervisor will be notified and the Deputy will respond to the call-out.

- c. A list of Accident Investigation Unit members and a contact protocol will be forwarded to and maintained by 911 Communications.

- 5. Determine the need to call in an investigator (criminal) to assist with the investigation.

D. Traffic Control and Direction Procedures (61.3.2a)

- 1. When controlling traffic at crash scenes, Deputies will ensure the safety of all persons while protecting the crash scene. (61.2.2e)
- 2. Deputies will park their cruiser in a highly visible spot upstream of the incident where it will not add to the congestion and activate their emergency lights.
 - a. The cruiser will be positioned so that it aids the flow of traffic around the scene, protects roadway evidence, and reduces the chance of additional crashes.
 - b. If necessary, Deputies will use the lane plus one blocking protocol in order to increase safety while actively working the incident.
 - c. Attention to the topography of the terrain and visibility is of paramount importance.
- 3. Upon exiting the cruiser, Deputies will wear their approved retro-reflective vests. (61.3.2e)
 - a. All persons on the roadway involved with investigating a crash or assisting with traffic control of any kind will wear an approved retro-reflective vest while outside their cruiser. This applies to all law enforcement, fire and rescue, news media, and towing personnel.
- 4. If additional staffing is needed to establish appropriate traffic control, the Deputy will make a request via Communications, and advise the responding units where they will be needed.
- 5. Deputies will utilize clear and easily understood hand signals when directing traffic. A whistle may be used to enhance direction and control.
- 6. Deputies will take only as many lanes as needed for as long as they are needed. Lanes will be opened as the incident is cleared.
- 7. If an entire roadway needs to be closed, there will be adequate warning to motorists in advance of the closing in order to avoid further traffic congestion. Dispatch will be notified of all road closures. (61.3.2d)

- a. Flares, advanced warning signs, and/or traffic cones may be used when necessary. (61.3.2d)
 - b. Traffic will be stopped in all directions before allowing/changing traffic flow in another direction.
- 8. If an entire roadway or intersection is blocked and needs to be closed due to a crash, the on-scene investigator will assess the situation to determine if the vehicles involved in the crash can be pushed off the roadway or out of the intersection by a properly equipped cruiser. Deputies will adhere to push bumper procedures in the DCSO "Traffic Enforcement – General Procedures" policy.
- 9. Deputies will notify Dispatch as soon as the roadway is cleared (i.e., all lanes are open to normal traffic flow).
- 10. Alternate routes will be selected with roadway capacity and safety in mind. Alternate routes from main thoroughfares through residential and school areas will be avoided whenever possible.
- 11. The Nebraska Department of Roads or the Douglas County Highway Department may be called to assist with traffic direction and control during intermediate/major crashes.
- 12. The last Deputy on-scene will notify 911 Dispatch as soon as the incident scene has been processed and cleared.
- E. Property and Evidence (61.2.2f)
 - 1. Property belonging to persons involved in motor vehicle crashes will be handled according to DCSO property handling procedures. (61.2.2f)
 - 2. All evidence associated with a crash reconstruction investigation will be preserved, collected and maintained according to established procedures.
- F. Crash investigation reports will be completed and maintained according to established reporting procedures. (61.2.1)
NOTE: If the Accident Investigation Unit is used, it is the Crash Reconstructionist's responsibility to ensure that the reports are forwarded in a timely manner.
- G. Towing vehicles from the scene will be accomplished either by a tow company requested by the owner/driver of the vehicle or by the tow company contracted with the DCSO.
 - 1. A Vehicle Impound/Release Report in RMS will be completed on all impounded vehicles.
- H. Traffic Engineering (61.3.1a)
 - 1. When a Deputy's investigation of a crash reveals that there is a hazard or danger posed by the configuration of the roadway, signage, topography, etc., the Deputy will note this on the State Crash Form/TracS Report.

2. The Deputy will explain the reasoning for suggesting an engineering study in the narrative of the crash report.
3. The Douglas County Engineer's Office receives a copy of all crash reports and uses the information on the form to determine whether a particular location will need an engineer's study. (61.3.1b)
4. Notification of hazards or other dangers including trees blocking signs or roadways, missing traffic signs, weather related road conditions, etc. will be advised to Communications. In turn, Communications will relay the message to the Engineer's Office, the Nebraska Department of Roads, or other appropriate agency. (61.3.1a & b)

I. Charges

1. Misdemeanor Motor Vehicle Homicide (State Statute 28-306)
 - a. Misdemeanor Motor Vehicle Homicide is defined as a person who causes the death of another unintentionally while engaged in the operation of a motor vehicle in violation of Nebraska law. This is a Class I Misdemeanor for first offense.
2. Felony Motor Vehicle Homicide (State Statute 28-306)
 - a. Violators may be charged with Felony Motor Vehicle Homicide if the proximate cause of death of another is the operation of a motor vehicle in violation of Nebraska State Statutes §60-6,213 (Reckless Driving), §60-6,214 (Willful Reckless Driving), or §60-6,196 (Driving Under the Influence of Alcohol or Drugs). This is a Class II Felony.
 - b. If evidence supports an arrest for Motor Vehicle Homicide, citations will not be issued for lesser charges (i.e. violating stop sign, failure to yield right-of-way, DUI, etc.).
 - c. If the driver is to be charged with Motor Vehicle Homicide, arrest for the appropriate fatality offense.
 - d. In cases where the suspect impaired driver submits to a blood draw and the results are not readily available at the time the driver is released from a medical facility, the suspected impaired driver may be booked on NSS §28-305 (Manslaughter), a Class II A Felony, if probable cause exists.
 - e. The appropriate Deputy County Attorney will be consulted prior to booking suspected drivers for Motor Vehicle Homicide or related charges.

J. Crash Follow-Up (61.2.1)

1. Follow-up crash investigations will be conducted at the request of the investigating Deputy or Supervisor.
 - a. Follow-up investigations will be requested on a Follow-Up Log, with the type of follow-up required and the information needed to complete the investigation.

- b. Follow-up investigations will be documented on the Follow-Up Log.
- 2. Follow-up investigations will be terminated when the needed information is discovered or no further information can be developed.
 - a. The Investigating Deputy is responsible for closing out the investigation and documenting the findings on the Case Report.

IV. Traffic Crash – Special Circumstances

A. Personal Injury Crashes

- 1. Reports will be made whenever any injury, major or minor, occurs or anyone involved complains of pain, whether or not a crash report will also be completed.
 - a. DCSO members who are injured in a crash but are physically able, will complete an Injured on Duty Report (SF-116), and Disposition of Injured (SF-116A), report within seven days of the crash.
 - b. If the member is incapacitated, the Commander or designee will complete the I.O.D. reports as well as the other required reports.
 - c. All injuries to passengers in any DCSO vehicle will be listed in the Nebraska Investigator's Crash Report/TracS Report.
- 2. If the crash is a minor injury crash (e.g., complaint of pain, minor cuts, etc.), an on- scene Deputy will obtain, at a minimum, a verbal statement from all witnesses on-scene who witnessed the crash.
- 3. If the crash is a serious injury crash, an on-scene Deputy will obtain, at a minimum, a written statement from all witnesses on-scene who witnessed the crash.
- 4. If the crash is a serious injury crash in which the Accident Investigation Unit will be called out, an on-scene Deputy will obtain a recorded verbal and written statement from all witnesses on-scene who witnessed the crash unless the Accident Investigation Unit notifies the Deputies that they will gather the statement. Every attempt will be made for the witnesses to remain at the scene until the Accident Investigation Unit states that the witness is no longer needed.
- 5. Measurements will be completed on all serious injury crashes unless situations prohibit (i.e. minor injuries where vehicles have been moved; report not made at the scene).
 - a. Minor injury crashes may be diagrammed without measurements to facilitate faster resolution of the scene.
- 6. Photographs will be taken when:
 - a. An involved person is transported to a hospital by rescue squad or medical helicopter.

- b. An involved person refuses transportation to a hospital by rescue squad, but indicates they will go to a hospital by private transportation.
 - c. An involved person refuses transportation to a hospital by rescue squad and does not indicate they will go to a hospital by private transportation, but the investigating Deputy reasonably believes the involved person's injury will require hospital level care (acute care above the level of first aid).
 - d. A human fatality results.
 - e. Unusual circumstances are present.
 - f. Physical evidence must be documented.
 - g. County liability may become a factor.
 - h. Documenting that a traffic control device or sign was in place and in working condition.
 - i. Directed by a DCSO Supervisor or Accident Investigation Unit.
- 7. CSI will respond to and photograph serious crash scenes with death and/or life threatening injuries (see the DCSO "Collection and Preservation of Evidence" policy).
 - 8. Impaired Drivers
 - a. Drivers involved in personal injury crashes that are suspected of being impaired by alcohol and/or drugs and are injured will be treated for their injuries in priority over chemical testing for impaired driving. DCSO members will refer to the "Traffic Enforcement – DUI" policy for procedures regarding impaired drivers.
 - 9. Identification of the injured will be provided to the hospital if transported by rescue squad. DCSO members will not confiscate the injured person's identification prior to emergency hospitalization.
 - 10. Notification of next of kin will be made if the injured is unable to do so.
 - 11. If the injured person is a prisoner or under arrest, Deputies will adhere to procedures in the DCSO "Medical Aid and Hospital Procedures" policy.
 - 12. If the prisoner is being transported for any other agency, that agency will be notified of the injury and disposition of the prisoner.

B. Fatality Crashes

- 1. Crash reports will be completed on all fatality crashes.
 - a. Deputies will follow the format for personal injury crashes with the following exception:

- (1) When a person dies from crash injuries after the Crash Report has been forwarded to the Department of Motor Vehicles, a Case Report will be submitted containing the following information:
 - (a) Name of deceased.
 - (b) DOB.
 - (c) Address.
 - (d) Location of crash.
 - (e) Date/Time of crash.
 - (f) Location of death.
 - (g) Time of death.
 - (h) Who notified the DSCO of death.
 - (i) Whether the death was attributed to injuries sustained in the crash.
 - b. Diagrams will be completed on all fatality crash reports to include pertinent information as to how the crash was observed. All measurements will accompany the diagram.
2. Photographs will be taken on all fatality crashes.
3. Evidence will be seized in accordance with DCSO policy.
4. An on-scene Deputy will obtain a recorded verbal and written statement from all witnesses on-scene who witnessed the crash unless the Accident Investigation Unit notifies the Deputies that they will gather the statement. Every attempt will be made for the witnesses to remain at the scene until the Accident Investigation Unit states that the witness is no longer needed.
5. All vehicles involved in a fatality crash will be impounded with a HOLD placed on the vehicle until the investigation is complete.
 - a. The HOLD will only be released with permission from the County Attorney.
6. Chemical Tests
 - a. NSS §60-6,103 requires surviving drivers or pedestrians, age 16 or older, involved in a fatality crash be requested to submit to a chemical test to determine the amount of alcohol or drugs in their body fluid.
 - (1) This test is for statistical purposes only and will be conducted completely

independent of those administered pursuant to the Driving While Intoxicated statute (NCS §60-6,197).

- (2) Blood tests will be administered at an appropriate medical facility as directed by the investigating Deputy.
 - (3) The driver may also be taken to the Patrol Office for a breath test, again for statistical purposes.
 - (4) The driver may refuse to submit to a test for statistical purposes without penalty.
- b. In the event the surviving driver is to be charged with motor vehicle homicide and probable cause exists for a DUI, and a blood sample is taken for evidence, it will be drawn in the same manner as a DUI arrest, with a third vial taken for statistical purposes.
- (1) If appropriate, a breath test may be administered as part of the criminal investigation.
- c. The Post Arrest Chemical Test Advisement will not be read to persons submitting to a blood or breath test for statistical purposes only.

7. Deceased Persons

- a. If persons are declared deceased at the scene, they will be left at the point of rest until photographs and measurements can be taken and until ordered removed by the Douglas County Coroner or designee.
 - b. The Douglas County Coroner will be contacted, advised of the number of deceased persons, and will arrange for the transportation to the County Morgue.
 - c. The coroner will advise if they will come to the scene and take charge of the removal of the deceased.
 - d. The County Coroner will be responsible for blood samples taken at the time of autopsy.
 - e. Fatality scenes will be treated as crime scenes and secured in the same manner as crime scenes in criminal cases.
 - f. Access will be limited to USB, CID, FSD, and fire/rescue members as needed.
 - g. All other persons will be excluded from the scene.
 - h. News media arriving at the scene of a fatality or serious injury crash will be limited in their access as deemed appropriate by the investigating Deputy or on scene Supervisor (see the DCSO "Media Relations" policy).
- (1) Media photographers will be cautioned about photographing the scene if

the scene depicts graphic injury or if a deceased person would be readily observable.

8. Notification of Next of Kin (55.2.6)

- a. In the event of a personal injury crash where the driver and/or passenger(s) are injured to the extent they are unconscious, deceased, or for any reason unable to communicate or make logical personal decisions, a Supervisor will ensure the following tasks are completed:
 - (1) Determine positive identification of the person.
 - (a) The Victim's Identity will not be disclosed until notification of next of kin has been made.
 - (2) Determine next of kin (spouse, parent, etc.) and note name, address, and phone number.
 - (3) Determine whether hospital staff has notified or will notify next of kin immediately.
 - (a) Obtain the name and position of the hospital staff member who has or will make the notification.
 - (4) If hospital staff has not notified or does not intend to notify the next of kin, immediately make arrangements for such notification.
 - (5) In cases of fatality victims, the Patrol Supervisor or designee and a second Deputy will make notification to the next of kin.
 - (6) In cases where the next of kin lives outside of Douglas County, the local law enforcement agency will be asked to make the notification.
 - (7) In no case will a death notification be made other than by personal contact.

9. The County Attorney will approve the release of personal property (belonging to the deceased person) entered into PED for safekeeping (see the DCSO "Property and Evidence" policy).

C. Property Damage Crashes

1. Deputies will notify Dispatch if it is determined that a rescue squad is needed upon arriving at the scene (61.2.2b).
2. Crash reports will be completed on property damage crashes that occur on a traffic way when:
 - a. The damage to any one vehicle or property is in excess of \$1,500.

- b. A report is requested by the driver(s) when the damage is under \$1,500.
- 3. When damage is under \$1,500 and the driver(s) do not request a report be completed, drivers will exchange appropriate information and be advised that no report will be made.
- 4. While photographs are not typically taken of property damage crashes, a Supervisor may request that CSI respond for photographs when a property damage crash results in significant loss or has the potential for significant liability (e.g., damaged structure, school bus crash, etc.) (see the DCSO "Collection and Preservation of Evidence" policy).
 - a. The photographs will include the following:
 - (1) General - of the entire crash scene.
 - (2) Intersection and/or roadway.
 - (3) Traffic control devices.
 - (4) Area of impact.
 - (5) Damage, or lack of damage, to all involved vehicles or property.
 - (6) Lighting, if applicable.
 - (7) Weather conditions.
 - (8) Any other items, conditions, etc. that should be documented.
- 5. An on-scene Deputy will obtain, at a minimum, a verbal statement from all witnesses on-scene who witnessed the crash.

D. Commercial Vehicle Crashes

- 1. Pursuant to NSS §60-695, the Nebraska Department of Transportation requires Deputies to complete a paper Investigator's Supplementary Commercial Vehicle Report or the applicable fields in the TracS report when:
 - a. They investigate a crash involving a commercially registered vehicle.
 - AND-
 - b. The vehicle has a gross vehicle weight rating (GVWR) or gross combination vehicle weight rating (GCVWR) of 10,001.
 - c. The vehicle is displaying a hazardous material placard.
 - OR-
 - d. The vehicle is a bus designed to transport 9 or more persons.

2. The paper form will be completed in addition to the Motor Vehicle Crash Report form.
3. The form will be used to document information regarding only commercial vehicles involved in the crash. If a paper form is completed, the passenger car information will appear only in the Motor Vehicle Crash Report form.
4. Instructions for the paper report form appear on the backside of the form and include:
 - a. Gross Weight Rating
 - (1) This is the vehicle's weight capability and is located on driver's-side doorpost.
 - b. Registered Weight
 - (1) This is the amount of weight this vehicle was authorized to carry at the time it was in its respective state. This can usually be found on the license plate tonnage sticker.
 - c. Truck Width
 - (1) 96 or 102 inches (8'6") is the legal width range. Deputies will make their own measurements.
 - d. Intrastate (operates only within the state).
 - e. Interstate
 - (1) Does the vehicle ever travel between states? Indicators would be an ICC number or "Bingo" card (a license plate with multi-state stickers).
 - f. Hazardous Materials
 - (1) Check for a "hazardous materials" placard.
 - g. Driver's License Classification
 - (1) Enter 'A', 'B', 'C', 'M' or 'O' if a Nebraska license is submitted. Otherwise, use corresponding foreign state classification. The state in which the license was issued will be entered on the traditional "Motor Vehicle Crash Report" form.
 - h. Carrier I.D. Number
 - (1) This will be the ICC number if the vehicle is a contract carrier (transports on contract), usually interstate. ICC numbers usually begin with "MC."
 - (2) Use the D.O.T. number if the vehicle is a private carrier (a company that transports its own goods).

i. Carrier

- (1) The company responsible for transporting the load. Not always the vehicle owner.

5. If a paper report was completed, Supervisors reviewing this report will affix their signature in the space that extends 1/4" up from the bottom of the page, under the box captioned 'OFFICER NO.'

E. Crashes Involving Bicycles

1. If a person has a crash while riding a bicycle and the crash does not involve a vehicle in transport, a Case Report will be completed.

F. Crashes Involving School Buses

1. In the event that a driver of a school bus should become incapacitated due to a crash or other reason, all children will be kept on board the bus unless it is unsafe to remain on board.
2. If, in the Deputy's judgment, it is best to evacuate the bus, the Deputy will keep the students in a group until another bus arrives to pick them up.
3. Deputies will not allow any of the students to walk home.
4. Deputies may utilize the bus radio to contact the company for assistance in transporting children to their homes.

G. DCSO Vehicles Involved in Crashes

1. Any time a DCSO owned vehicle is involved in a crash, the driver or DCSO member assigned to the vehicle will immediately notify the radio dispatcher of:
 - a. The location of the crash.
 - b. The nature of the crash.
 - c. Whether the crash is on a public roadway.
 - d. Whether the crash involves any injuries.
2. The crash will be investigated by the DCSO unless otherwise authorized by the Sheriff or Sheriff's designee. The DCSO will complete all applicable reports as part of the investigation. (61.2.1)
3. Regardless of the crash location, a Supervisor will be requested to report to the scene.
4. DCSO members at the crash scene will attempt to render appropriate aid to injured persons, protect the crash scene, and take steps to ensure the safety of the public.

5. Photographs will be taken of all crashes involving county owned vehicles or county owned property, regardless of severity of injury or extent of property damage. CSI may be requested to respond to serious motor vehicle crashes that involve vehicles from the DCSO fleet (see the DCSO "Collection and Preservation of Evidence" policy).
 - a. Photographs will be taken to document extent of damage and/or lack of damage and will be taken to protect the county and DCSO from fraudulent or frivolous claims or litigation.
6. Any time a member is involved in a traffic crash while driving a county-owned vehicle, the member will complete a Blue Team entry and a county First Report of Accident Report.
 - a. Information in the Blue Team entry as a result of a crash will include:
 - (1) Nature of the crash (personal injury or property damage).
 - (2) Status of cruiser or vehicle at time of crash (i.e., normal, urgent or expedite).
 - (3) Name, address, and phone number of others involved.
 - (4) Description(s) of other vehicles and damage estimates.
 - (5) Name(s) and addresses of insurance company/agent representing other person(s).
 - (6) Narrative providing the details surrounding the crash.
 - b. Reports and any photographs taken of the scene will be forwarded to the Commander for review.
 - c. Once reviewed, the First Report of Accident Report will be emailed to the Douglas County Risk Manager and Douglas County Garage.
7. Crashes involving DCSO vehicles will be documented on a crash report in accordance with standard procedures.

H. Hit and Run Crashes

1. Reports will be completed on all Hit & Run crashes, whether they occur on public or private property regardless of whether a crash report is required.
2. Photographs will be taken to document vehicle damage, evidence, and/or scene.
3. The investigating Deputy or CSI will collect evidence left at the scene by the run vehicle (see the DCSO "Collection and Preservation of Evidence" policy). All evidence seized will be entered on a Property Sheet.

4. Impounding Vehicles
 - a. Vehicles involved in Hit & Run crashes will be impounded when the run vehicle is involved in a fatality crash or has been abandoned in a location other than the registered owner's residence.
 - b. Vehicle Holds will be placed on impounded run vehicles until released by the investigating Deputy or a Supervisor. When a hold is released, an Impound/Release Report will be completed and faxed or forwarded to the Omaha Impound Lot.
5. Follow up investigation will be conducted whenever evidence, witnesses, or information indicate that the run vehicle and/or its driver can be identified.
 - a. The Community Action Unit Sergeants will assign Deputies to conduct the follow up investigation ensuring the investigation is completed and closed in a timely manner.
 - b. If there is no evidence or information that would lead to the identification of the run vehicle or driver, the investigator will close the case to active follow up, and forward the original reports to the Records Division.
- I. Hazardous Materials (61.2.2c)
 1. When it is determined upon arrival at a crash scene that hazardous materials are involved, Deputies will request that the HAZ-MAT Unit from the fire department respond to the scene.
 2. Deputies will take necessary precautions to ensure that exposure to the hazardous materials is minimal for themselves, the motorists involved, and the public.
- J. Fire Hazards (61.2.2c)
 1. When there is a fire hazard at a crash scene Deputies will notify 911 that the fire department should be dispatched to the scene.
 2. Deputies will ensure that all persons on the scene maintain a safe distance from the fire hazard.
 3. If exigent circumstances exist Deputies may utilize their fire extinguisher to protect life.
- K. Crashes on Private Property
 1. Crash reports will not be completed for crashes occurring on private property, unless the crash occurred on an eligible traffic way (see Section I, A).
 2. Case Reports will be completed for all crashes occurring on private property if a criminal violation occurred (e.g., hit & run) or if a person is injured.

3. If the crash involves injury from recreational vehicle operation (i.e. ATV's, dirt bikes) and the crash occurred on private property, a Case Report will be completed.
- L. Crashes Involving County Property
1. If any property belonging to Douglas County is damaged in a crash, the investigator will note the damage in the narrative and list in the insurance section the name, address (including city and state), and telephone number of the insurance company protecting the person at fault.
 2. This directive pertains to all Douglas County-owned property, such as vehicles, street signs, bridge railings, etc.
 3. Road signs or other structures erected on state highways or within the boundaries of any municipality or Sanitary Improvement District (S.I.D.) are not considered county property.

REFERENCES

I. Laws

- A. Nebraska State Statutes §60-695, §60-6,103, §60-6,196, §60-6,197, §60-6,213, and §60-6,214.

II. Previous DCSO Orders

- A. Previous DCSO General Orders include: #17-2023, #49-2022, #8-2022, #38-2021, #15-2021, #1-2020, #17-2019, #110-2018, #23-2017, #20-2016, #9-2016, #8-2015, #11-2012, #9-2012, and #1-2012.

III. CALEA Accreditation Standards

- A. Applicable CALEA Accreditation Standards include: 61.2.1, 61.2.2, 61.3.1, 61.3.2, 55.2.6, and 83.1.1.

IV. Review Schedule

- A. Quadrennial.