

## **PRIVATE PROPERTY ACCIDENTS INVOLVING POLICE VEHICLES**

1. **PURPOSE:** To provide uniform guidelines for reporting, investigating, and recording accidents involving police vehicles that occur on private property or off the roadway.
2. **POLICY:** It shall be the policy of the Huntsville Police Department to investigate all accidents and any damage to police vehicles regardless of the geographical location or the amount of damage involved.
3. **SCOPE:** This Written Directive is applicable to all personnel employed by the Huntsville Police Department.
4. **RESPONSIBILITY:** It shall be the duty of all personnel employed by the Huntsville Police Department to comply with this Written Directive.
5. **PROCEDURE :** The following procedures shall be used when a Huntsville Police Department vehicle is damaged as the result of an accident occurring on private property or off the roadway:
  - A. A supervisor **shall respond** to the scene.
  - B. The responding supervisor shall investigate the accident and cause a paper Uniform Accident Report to be completed.
    1. An officer may complete the report, but the investigating supervisor **must** sign it.
    2. The investigating supervisor shall notify communications to assign an EVENT # ONLY (NO ACCIDENT #).
    3. Upon completion, the report must be clearly marked “**FOR HPD USE ONLY**” and “**NON-TRAFFIC**” across the top of the front page.
    4. The investigating supervisor must clearly articulate in the report his opinion as to what caused the accident, who was at fault, and what circumstances contributed to the accident. In the case of serious damage or personal injury, the supervisor may elect to call a crime scene technician and/or a traffic accident investigator to the scene to assist in the investigation.
  - C. A Uniform Supplementary Report may be completed for any additional information relative to the accident. This report must also be clearly marked “**FOR HPD USE ONLY**” and “**NON-TRAFFIC**” across the top of the front page.
  - D. If the accident is deemed to be the employees fault, or circumstances surrounding the event cause the investigating supervisor to question whether or not the city driver could

be impaired, the investigating supervisor shall cause the driver of the city vehicle to undergo DRUG and ALCOHOL testing as prescribed. During hours of operation the driver shall be transported to the City of Huntsville Employee Clinic. After normal hours of operation the driver shall be transported to Occupational Health Group (OHG). In the event neither of these facilities are available, the driver shall be transported to Huntsville Hospital Emergency Room for testing.

- E. Records personnel **SHALL NOT** submit Uniform Accident Reports marked “**FOR HPD USE ONLY**” and “**NON-TRAFFIC**” to the State.
- F. If the accident involves personal injury; the investigating supervisor will complete an Alabama Uniform Traffic Accident report pursuant to Huntsville Police Department Written Directive 202.5.5 DEPARTMENTAL PROPERTY, section 9.
- G. The investigating supervisor shall notify his immediate supervisor of the accident as soon as practical, and will prepare a recommendation, via chain of command, regarding determination of policy and potential disciplinary action.
- H. The investigating supervisor shall also ensure that all other required city, state, and department reports are completed when applicable. (e.g., city vehicle accident report, first report of injury, etc.)