



# ORONO POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

Protect with Vigilance & Serve with Compassion and Excellence

<b>Subject:</b>	<b>Employee Crash/Injury Reporting &amp; Prevention</b>	<b>Policy #</b>	<b>A-34</b>
<b>Effective Date:</b>	<b>September 11, 2023</b>	<b>Review Cycle:</b>	<b>Annual</b>
<b>Distribution:</b>	<b>All Personnel</b>	<b># of pages:</b>	<b>2</b>
<b>MLEAP:</b>	<b>4.10.A.B.C</b>		
	<i><b>Rescinds All Previous Policies Related to This Current Policy</b></i>		
<b>Issuing Authority:</b>	<b>Chief of Police Daniel Merrill</b>		

### I. POLICY:

It is the policy of the Orono Police Department to maintain an Accident Investigation Program to develop a positive safety culture, help provide a safe and healthy workplace, and reduce or eliminate the direct and indirect financial impacts of incidents/accidents.

### II. PURPOSE:

The purpose of this policy is to provide Orono Police Department employees with guidelines for when to report injuries and accidents and the review and recommendations of such incidents. **MLEAP 4.10**

### III. DEFINITIONS

**Accident Investigation:** The process of determining the causes of incidents/accidents and implementing corrective actions to prevent their recurrence.

**Incident or Accident (crash):** An incident/accident is an unplanned, undesirable event that happens in the workplace and results in personal injury, illness and/or property damage.

**Non-Preventable Accident/Incident:** Any occurrence involving an accident/incident in which everything that could have been reasonably done to prevent it was done and the accident/incident still occurred

**Preventable Accident/Incident:** Is one in which the employee failed to exercise every reasonable precaution to prevent the accident/incident.

### IV. PROCEDURES

**MLEAP 4.10.A**

A. Any Orono Police Department employee will immediately report any injury or accident to a supervisor.

- B. The effected employee will seek medical attention if needed.
- C. Employees will complete a town of Orono Accident Investigation report as soon as practical and submit it for review to a supervisor.
- D. If a department vehicle is involved in any kind of crash an outside agency will be called to investigate the crash. A supervisor shall be assigned to the crash to investigate on behalf of the department and take photographs of the scene. The supervisor will draw an incident card for reporting purposes.
- E. Employees involved in any type of crash or damage to any town equipment will submit a memorandum to the Chief of Police, via the chain of command, outlining the incident details and any relevant information about why the incident occurred.

**V. Administrative Investigation & Reporting**

- A. All injury or accident reports (Town of Orono Accident Investigation Report) will have a hard copy retained in the police department. The reports will be filed by year.
- B. Once the investigation is complete the report filed by the investigating supervisor and employee will be reviewed by the Chief of Police or designee and one member of the Town of Orono Safety Committee.
- C. A determination of preventable or non-preventable will be made. The effected employee will be notified via a memo of the determination and any recommendations if the incident was preventable. Any employee with two or more preventable incidents may be required to attend some form of prevention training.
- D. Annually the Captain will formulate a report documenting each Investigated Incident by crashes and injuries, with findings and recommendations for changes in policy, training needed, or change in equipment to reduce crashes or injuries. The report will be submitted to the Chief of Police for review and sign-off and date.

**MLEAP 4.10.B**

**VI. Training**

**MLEAP 4.10.C**

- A. Employees will annually take a departmental safety training course to help reduce or minimize workplace accidents and injuries in accordance with Bureau of Labor Standards. The following training includes, but is not limited to:
  - 1. Fire Extinguisher
  - 2. HazMat Awareness
  - 3. Hazard Communication
  - 4. Bloodborne Pathogen: Exposure
  - 5. Bloodborne Pathogen: Exposure & Clean Up
  - 6. Maine Video Display Terminal (VDT)
  - 7. Basic First Aid Review
  - 8. N95 Respirators: Use and Limitations