
**ADMINISTRATIVE DIRECTIVE – 107.005
ACCIDENT REVIEW PROCESS**

EFFECTIVE DATE: December 22, 1985

REVISION DATE: June 23, 2008

REVIEW DATE:

AFFECTS: All Personnel

I. PURPOSE

This directive outlines the process for reporting duty related motor vehicle accidents and the department review process.

II. POLICY

In an effort to reduce the number of motor vehicle incidents/accidents involving departmental members, the Plano Police Department has established an Accident Review Process. This process is designed to identify the preventable factors involved in an incident on or off-duty in a city vehicle and to emphasize the importance the Department places on motor vehicle safety.

The Department will make every reasonable effort to deal fairly and impartially in identifying those accidents which were preventable by the employee involved.

III. DEFINITIONS

- A. Chargeable – An incident will be chargeable: If the employee violates a traffic law and that violation caused or contributed to the cause of the accident/incident; violates a safety rule or department procedure and that violation caused or contributed to the cause of the accident; or if the employee's act was one of negligence or omission which the employee could have reasonably been expected to avoid thus preventing the incident.
- B. Non-chargeable – An accident/incident will be non-chargeable if the employee has not: Violated a traffic law; safety rule or department procedure; and did reasonably attempt to avoid the accident.

IV. PROCEDURES

A. Documentation and Review of Accidents

Supervisory Review and Findings

The involved employee's chain of command will review all documentation of the accident. If it appears the accident is clearly chargeable or non-chargeable, the Supervisors will recommend as such. The Division Commander will rule and provide a written notice of the ruling to the affected individual and the City's Risk Manager.

B. Employee Challenge to Supervisory Findings

The employee may challenge the ruling by submitting a written grievance (refer to Administrative Directive 102.002).

C. Disciplinary Recommendations

- 1. All recommendations will be per Civil Service Regulations and Department Policy outlined otherwise in these directives.
- 2. The Chief of Police has final determination regarding discipline.

D. Reporting Vehicle Accidents

- 1. It is imperative that accidents involving injury to departmental personnel or damage to police vehicles be reported as soon as practical in order to satisfy Risk Management requirements.
- 2. Notification to the Chief

Accidents must be reported on appropriate forms and forwarded through the chain of command to the Chief. In the event an employee is seriously injured, immediate notification should be made to the employee's bureau commander and to the Office of the Chief.

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3. Notification to Risk Management

- a. Notification to the city office of Risk Management will be made by the Chief or a member of his staff within 24 hours of the incident. Notification is usually accomplished by forwarding the appropriate forms as soon as practical. However, in the event of a serious injury to an employee, the Chief will report the incident immediately to the Risk Manager.
- b. Exception – Injury
 - (1) Any injury shall be immediately reported to the Risk Manager.
 - (2) The first line supervisor shall fax the report to the Risk Manager prior to obtaining approval signatures.
 - (3) The report will be routed through the chain of command to the Chief.

4. Documentation Required

All Risk Management forms are available to supervisors on the City network and at police facilities.

- a. A police report, or a statement of why report was not made. (Accidents occurring in Plano must be investigated by the police; local police must be notified and a report made if possible, if the accident occurs outside the City of Plano.)
- b. Any supporting photographs, etc.

5. Report Routing

- a. All documentation must be routed through the appropriate chain of command to the office of the Chief, who will then forward the information to the City Risk Manager within 24 hours of receipt of the damage incident report.
- b. Copies of documentation will also be sent to the Administrative Services Bureau and if needed to the appropriate City Department for repairs or replacement of equipment.
- c. Copies of documentation will be noted and maintained in the employee's personnel file.

6. Review MVR or MDVR tapes/recordings related to the incident

V. SPECIAL CONSIDERATIONS

Use of Personal Vehicles for Department Business

- A. Accidents involving personal vehicles used for department business are reported in the same manner as city owned vehicles.
- B. The involved employee or owner of the personal vehicle is responsible for any deductible or property claims not paid for by the primary insurance carrier for the vehicle. The City of Plano is not considered the primary carrier of the vehicle insurance.