258.01 SUMMARY

This directive describes procedures governing response to traffic accidents involving City owned vehicles and other governmental vehicles within the jurisdiction of the City of Grand Junction, including those of the Police Department.

258.02 GENERAL PROCEDURES – CITY AND OTHER GOVERNMENTAL VEHICLES INVOLVED IN TRAFFIC CRASHES

When a non-Police Department city vehicle or other governmental vehicle is involved in a traffic accident, the following procedures will apply:

- The first Officer on scene should advise the City employee who was involved in a collision while driving a City-owned vehicle to notify his/her immediate Supervisor. Notification shall include the location of the collision, the extent of injuries to persons involved and the extent of property damage.

- The investigating Officer will conduct an accident investigation. In all instances where City vehicles or other governmental vehicles are involved in a traffic accident resulting in damage OR potential or observable injury, the investigating Officer shall complete an accident report including a diagram and photograph(s) of all damaged property.

- If the collision involves an unattended vehicle, the investigating Officer will obtain the description and license of the unattended vehicle. The Officer shall reasonably attempt to locate/notify the owner as soon as possible and if unsuccessful shall leave written information on the vehicle about the investigation, minimally his/her name and the assigned case number.

- The investigating Officer has the authority and responsibility to investigate and determine the cause of the collision. Upon determining that the action of the operator of the City, or other governmental vehicle, violated the traffic code and that violation was the proximate cause of the accident, then he/she shall take appropriate enforcement action including the issuance of a summons/citation and/or physical arrest if the circumstances require. The investigating Officer shall notify the on-duty Patrol Supervisor of the accident and any enforcement action taken.
GENERAL PROCEDURES – CITY EMPLOYEE (con’t)

- City vehicles that are unsafe to drive or cannot be driven due to damage shall be towed to the City shops and the City Fleet Manager shall be notified as soon as practical.

- The Supervisor of the investigating Officer will review the completed reports for accuracy and completeness.

- Upon approval, the Supervisor will forward a copy to the City Risk Manager (with respect to City vehicles), the Operations Deputy Chief and the City Attorney by the end of his/her shift.

- A Police Department employee who is involved in a motor vehicle collision, while driving a City-owned/leased vehicle, shall by the quickest means practical, notify the on-duty supervisor of the location of the collision, the extent of injuries to persons involved, and the extent of property damage.

- If the accident occurred outside the Grand Junction Police Department’s jurisdiction, the law enforcement agency having jurisdiction shall be notified and will be asked to conduct an investigation. The on-duty Patrol Supervisor (GJPD) shall also be immediately notified and will complete a City Supervisory Accident Investigation report.

- If the accident occurs within the jurisdiction of the Grand Junction Police Department, the On-Duty Patrol Supervisor shall be notified and the Supervisor or his/her designee will respond and conduct the subsequent investigation. The first Officer/Supervisor on scene shall take steps to ensure the scene is protected until the investigating Supervisor or assigned Patrol Officer(s) arrival.

- The Supervisor or assigned Officer shall conduct a complete traffic accident investigation including an accident report, a diagram and photograph(s) of all damaged property,

- The on-duty patrol Supervisor will complete an Accident Review Packet, to include a City Supervisory Accident Investigation Report.
ACCIDENTS WITH DEPARTMENT VEHICLES

258.04 ACCIDENTS INVOLVING SERIOUS BODILY INJURY OR DEATH

- For any accident which involves a department vehicle resulting in Serious Bodily Injury or Death, the on-duty GJPD Patrol Supervisor shall be notified. A Supervisor shall be assigned to the call and respond to the scene.

- The Supervisor upon determination of involved SBI injury or death will notify the on-duty Commander, and a Investigations Sergeant. The on-duty Patrol Supervisor shall take steps to ensure the scene is protected. The Chief or his designee will then make a determination to utilize either the Colorado State Patrol or the Critical Incident Response Team (CIRT) for the purpose of investigating the accident.

258.05 POST ACCIDENT TESTING

Supervisors are responsible for ensuring compliance with City Policy 6.500 (II) (g) pertaining to “Post Accident” testing. City Policy (in part) states that:

Employees will be subject to alcohol and/or drug(s) testing following a City vehicle accident. The City employee operating the vehicle must be sent to the City drug and alcohol facility for a Post-Accident Drug Screen if:

a. The employee is cited with a moving violation.

b. Any person or persons involved sustains serious injury or death from a vehicle, motorized equipment or from any other cause.

c. Any accident or incident where property damage of $5,000 or more is estimated to have occurred. (A responding supervisor and/or police officer’s reasonable estimate of damage will be deemed conclusive notwithstanding actual damages being different.)

An employee must remain available for testing after any accident or the employee will be considered as having refused to be tested. This does not mean that the employee cannot leave the scene of an accident to obtain emergency medical or other assistance, or that medical attention for an injured employee be delayed.

258.06 ENFORCEMENT ACTION

The investigating Supervisor has the authority and responsibility to investigate any motor vehicle accident, and to take enforcement action if it is determined that the action(s) of the operator of the Police Department vehicle (owned/leased) violated the traffic code and that violation was the proximate cause of the accident.
The supervisor shall notify the appropriate Commander of the enforcement actions they will be taking which could include the issuance of a summons/citation and/or physical arrest if the circumstances require.

- After a summons is issued or a decision is made by the Supervisor not to cite, the Supervisor shall forward the investigation to the appropriate Commander.

- The Commander shall also ensure copies of any reports generated are forwarded to the appropriate Deputy Chief by the end of his/her shift.

- If a summons is not issued, the Commander shall ensure that the investigation, accident reports and all other appropriate documentation is reviewed through the chain of command for concurrence with the decision not to cite the employee.

- If a summons is issued, the Commander shall ensure a copy of the investigation, accident reports and all other appropriate documentation is forwarded to the appropriate prosecuting attorney’s office.

- Upon completion of the accident investigation, AND if a citation is issued to a Department employee, the Supervisor shall initiate an administrative investigation as described in the “Commendation and Complaints” (ADM-144) directive. The Supervisor will make appropriate recommendations, if any, regarding disciplinary actions as described in the “Discipline, Appeals and Grievances” (ADM-147) directive.

- The accident report, administrative investigation, City property damage report and associated photographs (if available) will be forwarded via the chain of command to the appropriate Deputy Chief for scheduling of the Command Staff review (if necessary) as described in the “Discipline, Appeals and Grievances” (ADM-147) directive.

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