



CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT

Police Chief: John Fitzgerald

GENERAL ORDER: 5-21.1 COLLISIONS INVOLVING VILLAGE
VEHICLES

DATE: 3/7/2018 Pages: 2 ♦ New ♦ Amended ♦ Revised - 5-21.1

DISTRIBUTION: Sworn Personnel

I. POLICY

Whenever a Village vehicle is involved in a collision that results in damage to any property, personal injury, or fatality, a thorough investigation will be conducted and an ACRS Report will be completed. Unless the collision is extremely minor or the collision's location poses a threat to the parties involved and/or other motorists, the vehicle(s) involved in the collision will not be moved until the arrival of the investigating officer, who will make the decision to move the vehicles.

II. PROCEDURES

A. Village Police Vehicles

1. If a Village police supervisor is on duty, the supervisor shall be notified immediately.
2. The collision will be investigated by an on-duty Village officer if the collision occurs in the Village, however, the collision **will not** be investigated by any officer or employee operating or occupying the police vehicle involved in the accident.
3. If there is no Village officer available to conduct the investigation, the county police will be requested to conduct the investigation.
4. The on-duty Village supervisor, if available, will respond to the scene, coordinate with the investigating officer, and conduct a preliminary supervisory investigation to determine adherence to Department policies and procedures. The results of the supervisory investigation will be documented in memorandum format and along with a copy of the ACRS Report, forwarded to the Village Manager, via the chain-of-command.
5. If the officer requires hospitalization, the supervisor or any on-duty Village Officer, will respond to the scene and take possession of the officer's weapon and vehicle equipment for proper storage at the station.

6. Photographs will be taken to depict at least the following:
 - a. Actual and/or claimed damage to vehicle(s) or, property,
 - b. Positions of the vehicle(s),
 - c. The overall geographic location of the collision to show terrain, road characteristics, sight-distance, i.e. intersection, bad curve, etc.,
 - d. An overall photo of the vehicle(s) involved showing their respective tag numbers, and
 - e. Anything else that photographs would help explain.
7. The on-duty supervisor will ensure that the accident report and any other required reports are submitted in accord with policy.
 - a. No report will be delayed more than 72 hours after the collision was reported.
 - b. If a longer delay is anticipated, an initial written report will be submitted with the basic available information, and a Supplement Report with the delayed information will be completed at a later date.
8. The investigating officer will make reasonable effort to obtain the insurance information pertaining to all other vehicles involved in the collision.
9. Regardless of the severity of the collision, the Lieutenant and/or Chief of Police will be notified as soon as practical of the collision.
 - a. If the Lieutenant is not available, a request will be made of the CCV Dispatcher to notify the Chief of Police.
 - b. If the Chief of Police is not available, CCV Dispatch will notify the Village Manager.

10. Employees who were in a Village vehicle involved in a collision shall not make any statement at the scene in regard to liability or fault for any motor vehicle collision.
11. When completing the ACRS Report, the investigating officer should list the driver of the police vehicle's station address and phone number and not a home address.
12. If the collision results in a fatality, the investigating officer will ensure that a teletype is sent and the incident is handled by the MCP Collision Reconstruction Unit.
13. If a Village officer requires medical treatment and is transported to the hospital by ambulance or by another officer, the following procedures will be adhered to:
 - a. If a Village supervisor is not on duty, the dispatcher shall contact the Chief as soon as possible. The Chief will respond to the hospital if he is in the metro area. If the Chief is not in the region, he will give further instruction to the dispatcher in order to get a supervisor to respond.
 - b. The injured officer's duty firearms, duty belt and badge will be taken into custody by a Village police supervisor. If a supervisor is not yet on the scene, the firearms may be taken into custody by another Village officer.
 - c. The injured officer's badge should be taken to protect against theft.
14. The injured officer's name **will not** be released to any member of the media, on or off the record, until the officer's family is notified.
15. Towing of the police vehicle will be handled in this manner:
 - a. If the collision is fatal, the decision regarding towing shall be made by the MCP investigators.
 - b. If the collision is not fatal, the vehicle will be towed to the Seven Locks maintenance facility.
 - c. The highest-ranking on-duty Village officer shall be responsible for removing equipment and personal belongings from the towed vehicle.

B. Collisions Involving Other Village Vehicles

If a Village officer investigates a collision involving a Village vehicle that is not a police vehicle, the procedures listed in the preceding paragraphs will be followed, as well as those listed below:

1. If the Village vehicle needs to be towed, the towing will be handled as if the vehicle was a police vehicle.
2. The investigating officer should encourage all occupants of the Village vehicle to refrain from discussing liability issues, even if the driver of the Village-owned vehicle admits fault.
3. Every effort will be made by the investigating officer to get the other vehicle's insurance information, including the name of the carrier, policy number, the insurance agent's name, address, and phone number.
4. If the collision resulted in serious injuries and/or serious property damage, notifications will be made as if the vehicle was a police vehicle.

III. REPORT DISTRIBUTION

Certain pertinent information about the collision, especially if litigation is likely, must be forwarded to the Village Manager via the chain of command.

Regardless of fault, the Village Manager will need:

- A. Copy of the collision report.
- B. Insurance information pertaining to all vehicles, property, etc.
- C. Photographs.

This directive voids the previous version dated 10/30/2017.