STOCKTON POLICE DEPARTMENT

GENERAL ORDER

COLLISIONS INVOLVING CITY VEHICLES

SUBJECT

DATE: March 1, 2005

NO: T-2

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Collisions Involving City Vehicles
       City Vehicle Collisions
       On the Job Injuries

I. POLICY

   A. Collisions occurring within the City of Stockton involving a vehicle (Private or City-Owned) operated by a city employee in the course of regular employment will be investigated by the Stockton Police Department.

   B. Collisions occurring on a freeway or on a highway in the unincorporated areas of the county involving a city vehicle will be investigated by the California Highway Patrol. (Note: If available, an E.I.T. from the Stockton Police Department will respond and take photographs.)

II. PROCEDURE

   A. Telecommunications Center.

      1. After receiving information that a city vehicle or one driven by a city employee in the course of regular employment is involved in an accident, the Telecommunications Center personnel shall:

         a. Dispatch:

            1. An ambulance and paramedics, if necessary.

            2. An investigating officer.

               (a) Traffic officers should handle collisions involving city equipment, when possible.

            3. A photographer.

            4. A Traffic Sergeant or Patrol Sergeant.

               (a) The Sergeant should supervise the investigation and make any necessary notifications.

               (b) The Watch Commander will make any necessary notifications.

   B. Investigating officer.

      1. Upon arrival at an accident scene involving a city vehicle, the investigating officer will handle the investigation as stated in "Accident Investigation, No. T-1," with the addition of:

         a. The City vehicle will be taken to the Municipal Service Center, 1465 S. Lincoln, by the tow company if the vehicle is not drivable.
b. When the city vehicle is drivable, the unit will be driven to the Service Center, or if practical, driven the remainder of the shift.

   (1) NOTE: A "Vehicle Condition Report" must be filed.

c. Officers involved in collisions while on-duty may use 22 East Market Street as their address on the "Traffic Collision Report."

d. The unit number of a city vehicle involved will be placed in the "Special Conditions" box in the upper left corner of the "Traffic Collision Report."

e. All collisions involving City of Stockton police units (marked/unmarked vehicles) will be typed. All other city vehicle collisions may be handwritten.

C. Police photographer.

   1. The photographer, upon arrival at an accident scene, will take pictures of:

      a. Impact and damage of objects involved.
      b. Overall view of the area.
      c. Close-up photos of damaged areas.
      d. Any evidence that should be preserved in a photo.

D. Injury collisions.

   1. An employee injured in an on-duty accident must provide a physician's authorization to be off work due to the injury.

      a. A physician usually will indicate that the employee will be off work from one office visit until the next.

      b. The off-duty employee must provide an off-work excuse from a physician for each such succeeding period of disability.

         (1) Without the physician statement, the City will be unable to verify the need for Workers Compensation salary continuation.

      c. The off-duty verification will be provided to the Chief of Police as soon as practical. (The obvious exception is when the employee is hospitalized for a serious injury).

   2. The General Services Division will forward the physician's statement to the City Risk Manager's Officer for a disability verification and placement of the employee on salary continuation.

       a. The statement also will be used to verify the CS-23 Form when the employee returns to work.

       b. If verification that the employee must remain off work cannot be made, the employee will be placed on sick leave rather than salary continuation.

E. Minor injuries incurred by all employees.

   1. An employee who receives minor injuries as a result of an on-duty vehicle accident will notify that person's immediate supervisor as soon as possible.
F. Major injuries incurred by an employee.

1. An employee who receives major injuries will be transported to the nearest hospital, and the investigating officer will see that the person's immediate supervisor is notified.

G. Supervisor's accident and injury forms.

1. The employee's immediate supervisor is responsible for completing the "Supervisor's Report of Vehicle Accident" (CS 69 Large Blue Form).

2. See General Order S-1 regarding injury reports.

H. Finance Department Notification.

1. The City Finance Department must be notified of the involvement of a City Employee in a job-related vehicle accident, whether it involves a city-owned or a private vehicle being driven by the employee.

2. Notification must be made as soon as possible if the accident involves serious injury or substantial vehicle damage.
   a. If the accident occurs during non-business hours, the Finance Department will be contacted the next regular working day and a copy of the accident report will be forwarded by Traffic.

3. If the vehicle accident is of a minor nature, the Finance Department will be sent a copy of the report the next working day.