

## 124. ACCIDENT REVIEW BOARD



### **RICHFIELD POLICE DEPARTMENT POLICY**

Effective Date: 07/15/91  
No. of Pages: 2  
Serial Number: 10-024  
Authority: Chief Jay Henthorne

*NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.*

### **I. PURPOSE**

The purpose of this Policy is to define the role of the Accident Review Board.

### **II. POLICY**

Officers are charged with the safe and proper operation of Department vehicles during the performance of their duties. The difference between the use and misuse of Department vehicles by an officer is often a fine line that demands the insight of experienced police officers when accidents with Department vehicles are examined.

In order to benefit from the experience of our officers in investigating accidents, it is the policy of the Richfield Police Department to have the Accident Review Board investigate all Departmental accidents.

### **III. PROCEDURE**

In order to get diverse experience and opinion in the investigation and deliberation process, the Accident Review Board is made up of one Sergeant, one Police Officer, and an Emergency Vehicle Operations Course Instructor who will serve for a period of three months. The Public Safety Administrative Assistant fills these positions utilizing a rotation system.

#### **INITIATION OF ACCIDENT REVIEW PROCESS**

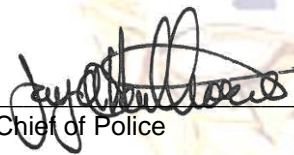
- 1) The Accident Review process will be initiated by a section lieutenant. The following administrative steps shall take place following an accident involving a department vehicle:
  - a) The officers involved shall notify the duty supervisor of the accident. As soon as possible following the accident, the officer should provide a memorandum to the duty supervisor stating the details of the accident.
  - b) The officer shall complete the insurance information form. The bottom portion of the form should be forwarded with the memorandum to the duty supervisor.
  - c) The duty supervisor shall investigate the accident (accidents involving the duty supervisor shall be investigated by the Minnesota State Patrol).
  - d) A Minnesota State Accident Report form shall be completed by the duty supervisor as part of their accident investigation.
  - e) The duty supervisor shall report all accidents to their section lieutenant. Their findings should be documented in a memorandum to their section lieutenant. The following documentation should also be submitted with their findings:
    - Officer's memorandum stating the facts of the accident.
    - The bottom portion of the insurance information form.
    - Minnesota State Accident Report form.

- First Report of Injury form
  - First Report of Accident form.
  - Accident/Injury Report Routing Schedule form.
- 2) The section lieutenant will initiate the request for accident review according to the routing schedule. The section lieutenant will forward this information packet to the Accident Review Board Supervisor. All Accident Review Board investigations should be completed in 30 days.
  - 3) Any accident involving significant damage to vehicles and/or property and/or significant injury, should be immediately reported to a Command Staff member. These accidents should be investigated by the appropriate agency.
  - 4) All motor vehicle accidents involving any City employee will be forwarded to the Police Chief immediately.

**RESPONSIBILITY OF THE REVIEW BOARD**

- 1) It is the responsibility of the Accident Review Board to investigate any accident involving the operation of, or the use of Department vehicles. This responsibility is not limited to the classic "automobile accident" but extends to all situations where the operation or use of Department vehicles results in injury to anyone, or damage to any public or private property.
- 2) The Review Board will have the discretion to use whatever investigative techniques they feel necessary and appropriate to the circumstances involved. It will be the responsibility of the board to submit a full report to the section lieutenant stating whether the accident was preventable or non-preventable.
- 3) The findings should not include any recommendations for disciplinary action or determination of compliance or non-compliance with Department policies.
- 4) Recommendations for discipline will be the responsibility of the section lieutenant and will be consistent with recognized progressive discipline standards. A preventable accident may warrant discipline. Subsequent preventable accidents within a two-year period may be grounds for additional progressive discipline. The Police Chief will review all accidents involving department members.

By Order Of:

  
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Chief of Police