



CITY OF AKRON, OHIO
POLICE DIVISION
STEPHEN L. MYLETT, CHIEF OF POLICE

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| NUMBER P-2022-025 | EFFECTIVE DATE June 27, 2022 | RESCINDS P-20-025 issued 2-20-20 |
| SUBJECT Police Vehicle Traffic Accident Procedure | | ISSUING AUTHORITY Chief Stephen L. Mylett |

I. POLICY

All drivers of City owned vehicles must comply with the City of Akron Vehicle Operators Manual. Any violation of that policy may result in discipline. This procedure does not apply when possible criminal charges could apply to an incident involving a city owned vehicle. For those incidents a Traffic Accident Reconstruction Unit officer shall respond to the scene. It is important that steps be taken to reduce the number and severity of accidents involving police vehicles. When an accident does occur, it must be properly documented.

II. PROCEDURE

A. DRIVER'S RESPONSIBILITIES

1. Notify the dispatcher and request a traffic officer to investigate the accident. If no traffic officer is available, a patrol officer will respond and conduct the investigation.
2. Notify immediate supervisor as soon as practical.
3. Secure all property and equipment, if necessary.
4. Complete a witness statement (OH-3).
5. Complete an injury report if needed.
6. Ensure the equipment control officer is notified via e-mail. Include the traffic crash report number, the six-digit vehicle city designated unit number, and if the vehicle is still in-service or not. If the vehicle is out of service, identify where it was taken.

B. INVESTIGATING OFFICER'S RESPONSIBILITIES

1. Whenever possible, a traffic officer will be assigned to take an accident report

involving a police vehicle. Any officer assigned will conduct a complete investigation of the accident and submit an APD 2019 OH-1 whether on public or private property.

2. Ensure photographs are taken at the scene of the accident. If no traffic officer is available, the investigating officer, supervisor, or CSU will take photographs. All photographs shall be downloaded into EVIDENCE.COM and categorized appropriately.
3. Use the police department address and telephone number on the accident report for the involved officer.
4. Add "Police Vehicle" in the Local Information line of the OH-1.
5. If a patrol vehicle, use the vehicle's six-digit city designated unit number in lieu of license plate. If the vehicle is plated, put the six-digit unit number in the remarks.
6. Complete a BlueTeam Vehicle Accident Report with appropriate clearance. Ensure a copy is forwarded to the Traffic Bureau Commander.

C. TOWING OF INOPERABLE POLICE VEHICLES

1. The driver or the investigating officer will cause the vehicle to be towed to City Garage at 850 E. Market Street.
2. If a police vehicle is unable to be secured, if possible, have it stored inside City Garage. If it is not possible, ensure the equipment control officer is notified.
3. Ensure all personal equipment and weapons are removed.

D. SUPERVISOR'S RESPONSIBILITIES

1. If an officer is incapacitated:
 - a. Secure equipment from the vehicle.
 - b. Notify the Shift Commander and Sub-Division Commander.
 - c. Make a determination whether an officer from the Traffic Accident Reconstruction Unit should respond. This determination shall be based on, but not limited to, the following criteria:
 - 1) Severity of injuries to officers or civilians.
 - 2) Severity of accident.
2. Submit a Supervisor's Report of Injury, if needed.

E. OUT OF CITY ACCIDENTS

1. Immediately notify the law enforcement agency having jurisdiction and cause a traffic accident report to be completed.
2. Notify a shift supervisor as soon as practical. The involved officer's supervisor shall complete a BlueTeam vehicle accident report.
3. Cause an inoperable vehicle to be towed and securely stored if it is not practical because of time or distance to have the vehicle towed to the City Garage. If an inoperable vehicle is stored outside the City of Akron, the officer shall notify the Safety Communications police supervisor as soon as possible and furnish them with the location of the vehicle and the name of the investigating agency.
4. The Safety Communications police supervisor receiving information of a police vehicle being stored outside the City of Akron shall notify the Equipment Control Officer.

F. TRAFFIC ACCIDENT REVIEW PROCESS

1. The traffic Lieutenant will review all police involved traffic accidents and make a determination whether or not the accident was preventable.
2. Accidents deemed preventable will be forwarded to the officer's unit commander for investigation.
3. A commander receiving such notice shall assign a supervisor to investigate the officer's actions to determine if any policy violation occurred. The investigation will be documented in a BlueTeam Supervisor Incident Report.
4. The BlueTeam Supervisor Incident Report will then be forwarded to the Subdivision Commander.
5. Nothing in this procedure will prevent a supervisor from coaching an officer on safe and defensive driving.

By Order Of,



Stephen L. Mylett, Chief of Police

Date 6/27/22