


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Investigation of Fleet Accidents and Damages to Vehicles		
NUMBER	1104.08	EFFECTIVE DATE	December 08, 2010
Scheduled Review Date	August 30, 2018	ISSUE DATE	December 08, 2010
Date Reviewed	June 27, 2017	REVISION DATE	June 27, 2017
APPROVED BY		ALEAP Standards	4.10

I. Scope and Purpose

- A. The purpose of this policy is to address and further establish guidelines that govern the manner in which fleet accidents and damage to Department vehicles are managed and investigated.

II. Policy

- A. It shall be the policy of the Texarkana Police Department to develop and institute procedures by which fleet accidents and damage to Department vehicles are managed and investigated. All members of the Agency shall recognize and adhere to the following guidelines set forth within this policy.

III. Investigating Fleet Accidents and Damage to Department Vehicles ALEAP 4.10

- A. All employees are required to immediately notify their supervisor of any fleet accident or incident that results in damage to a vehicle owned by the Agency.
- B. All supervisors are responsible for ensuring compliance with the policy. Whenever a supervisor receives a report of an incident that results in damage to a vehicle owned by the Agency, the supervisor will notify the appropriate Division Commander of the incident in a timely manner.
- C. The Shift Commander or supervisor may assign the initial investigation of minor fleet accidents to a patrol officer.
 - 1. Whenever possible, major traffic crashes—or any accident deemed appropriate by the Shift Commander or his designee—will be investigated by an officer(s) possessing advanced crash investigation skills.
 - 2. If the Department’s Accident Reconstructionist Specialist is not available to immediately respond to and investigate the accident, this officer may be directed to complete a supplemental investigation at a later date to assist in evaluating and determining the elements that caused and/or contributed to the accident.
 - 3. The investigating officer will forward all information, documents and photographs to the supervisor assigned or appointed to oversee the completion of the investigation. Once received, the supervisor will evaluate the accident investigation file and forward a recommendation to the Shift Commander. The Shift Commander will evaluate the file, complete a findings and

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recommendation memorandum and forward the investigation file and the memorandum to the appropriate Division Commander.

4. The accident investigation file should contain the following elements as dictated by the circumstances of the incident:
 - (a) Accident or incident report;
 - (b) Photographs;
 - (c) Statements from those involved;
 - (d) Findings and recommendation memorandum; and
 - (e) Additional information or reports that relate to the accident or incident.

D. Division Commander Responsibilities:

1. The Department has established a Fleet Accident File which is maintained by the Uniform Patrol Division Commander. The Fleet Accident File contains investigation information on all accidents and incidents involving damage to Agency vehicles.
 2. The Division Commander will assign an Accident Control Number and enter the accident/incident into the Accident Control Log which is located within the Command Folder on the Department's server.
 3. The Division Commander will review the investigation file and determine whether disciplinary and/or corrective action is necessary.
 4. For those accidents/incidents that are serious in nature, the Division Commander may request an Internal Affairs Investigation.
 5. For those accidents/incidents that are minor in nature, the Division Commander may institute disciplinary or corrective action as deemed appropriate.
 6. The Division Commander will keep the Chief of Police informed concerning the progression of the investigation as well as final recommendations.
- E. Disciplinary actions subsequent to investigations of accidents/incidents involving substantial damage, injury or criminal violations by the employee will be managed in accordance with established disciplinary procedures.
- F. Upon completion of the review process—and following any subsequent disciplinary or corrective action—the Division Commander will forward the completed investigation file to the Services Division where the file will be stored.
- G. The Uniform Patrol Division Commander will annually review the fleet accidents that occurred within the previous twelve-month period. The review should include any recommendations for changes in policy, training, or equipment in an effort to reduce accidents and injuries.

H. Training [ALEAP 4.10](#)

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1. All commissioned personnel shall be properly trained regarding the elements of this General Order. This General Order shall be disseminated in the PMAM HCM module which shall include a multiple-choice test.

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