I. POLICY

Traffic collisions involving Police Department vehicles and/or on-duty members must be
investigated and/or documented in a consistent manner.

All collisions covered under this policy shall be immediately reported to the Watch Commander.
The Division Commander of any involved member, or another Commander if they are unavailable,
shall be immediately notified of any collision that results in any injury and may respond as
appropriate.

Collisions involving a private passenger vehicle operated by a sworn member, when the vehicle use
is at the request or direction of a supervisor and is in the performance of the member’s duties, shall
be a liability of the Davis Police Department, not the vehicle owner. Therefore, all Department
Rules and Regulations apply to the sworn member while they are using their private passenger
vehicle under the provisions of this policy. Collisions covered under this provision will be
investigated in the same manner as a collision involving a Department owned vehicle. Private
passenger vehicle use for the purposes of reporting to or from the sworn member’s regularly
assigned work location is excluded from coverage (Insurance Code §§ 557.5 and 488.5).

II. PROCEDURE

A. Collisions that Result in Serious Injury or Death

Collisions occurring within the city limits that result in serious injury or death will normally be
investigated and documented by the California Highway Patrol (CHP). A Division Commander or
the Deputy Police Chief will be responsible for contacting the CHP and requesting the
investigation. For the purpose of this procedure, a serious injury is one that includes one or more of
the following: broken bones, major bleeding, unconsciousness, or perceived internal injuries.

Collisions resulting in serious injury or death, not investigated by the California Highway Patrol,
will be investigated by the Davis PD Major Collision Investigation Team. The report will be
documented using the CHP 555 and related forms.

B. Collisions that DO NOT result in Serious Injury or Death

All Traffic collisions without significant injury or death occurring in the city will be investigated by
a supervisor or a member of the Major Collision Investigation Team, at the request of the Watch
Commander.
Injury traffic collisions will be reported on the CHP report forms and the City’s Vehicle Accident and Damage Report form.

Non-Injury traffic collisions will be documented on the City’s Vehicle Accident and Damage Report form. A narrative may be included to adequately explain how the collision occurred.

C. Traffic Collisions Outside Davis City Limits

All collisions occurring outside the city will be investigated by the agency that has jurisdiction for traffic enforcement in that area, if they are willing to take a report (some agencies will not investigate non-injury collisions). In all cases, the Division Commander is responsible for filing the City’s Vehicle Accident and Damage Report Form.

D. Determination of Fault

Members who either cause or contribute to the cause of a traffic collision may be subject to remedial training or disciplinary action.

Darren Pytel
Police Chief
10/99

Revised:

4/08 Patrol Commander notification required for injury collision.
03/10 clarification to reporting procedures
2/13 Insurance Code §§ 557.5 and 488.5 provisions added
07/19 reporting changes involving Division Commanders.

Reviewed:
10/11
5/17
12/17
5/19