



**MIDDLETON POLICE
DEPARTMENT**

DATE
July 12, 1993

POLICY
13.1.1.09

SUBJECT: **Employee Involved Traffic Accidents**

REVIEWED
July 3, 2018

Refer to:

History: 1993; Update 03/2015; 06/2016, 07/2018

[WILEAG \(5th Ed.\) Standards](#): 13.1.1.6

This policy provides the procedures for employee involved accidents. For the purpose of this policy, accidents are defined as:

A collision of an owned, assigned or utilized department vehicle, used in an emergency or non-emergency situation, with another vehicle, person, or object, or the collision of motor vehicle with an on-duty employee pedestrian or bicyclist, resulting in death, injury, or property damage of any nature.

Unless incapacitated, employees are responsible for promptly notifying the Communications Center of an accident. The Communications Center shall promptly notify the OIC. If practical, the OIC shall respond to the scene and, in any case, insure that a proper investigation is done. An outside agency shall investigate all employee involved accidents if any of the following conditions exist; accidents involving injuries of any kind, accidents involving pedestrians, reportable accidents involving more than one vehicle and accidents that the OIC is unable to respond to the scene of. Employees should not investigate their own accidents. The employee involved shall cooperate with the investigation, promptly verbally report the circumstances to the OIC, file a written report, and complete critical incident (required), insurance (required), and worker's compensation (if applicable) report forms as soon as practical. The OIC shall insure that the necessary reports and forms are completed and, if the employee is incapacitated, complete the forms him/herself, to the extent possible.

Accidents involving department vehicles present serious risks to agency personnel and the public as well as considerable financial loss due to injury, loss of manpower, vehicle damage and possible tort liability. Therefore, an accident review process has been established for evaluating accidents in order to determine cause and to institute corrective and preventive actions where possible. Administrative reviews concerning all accidents shall be done by the Critical Incident Review Board.