


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...honor, integrity, courage, respect, and compassion."</i>		<b>SUBJECT:</b> <b>"COLLISIONS INVOLVING POLICE VEHICLES"</b>	<b>ORDER NUMBER:</b> <b>30-2</b>
		<b>PLEAC STANDARD:</b> <b>NONE</b>	<b>PAGE 1 OF 3</b>
<b>RE-ISSUE DATE:</b> <b>10/13/2017</b>	<b>EFFECTIVE DATE:</b> <b>11/27/2006</b>	<b>ANNUAL REVIEW DATE:</b> <b>JUNE</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>
			<b>AMENDS:</b> <b>ALL PREVIOUS</b>

### 1.0 POLICY OR PURPOSE

- 1.1 To provide for the safety of members of the Bureau of Police while operating PBP vehicles and to ensure the serviceability and longevity of PBP vehicles by reducing the number of collisions.
- 1.2 Pittsburgh Bureau of Police is a professional law enforcement agency, which prides itself with the integrity to investigate all incidents in a professional and impartial manner.
- 1.3 When a PBP vehicle is vandalized or involved in a collision or incident, the vehicle's driver shall immediately notify Communications, who shall notify the supervisor and he/she shall respond to the scene.

### 2.0 DEFINITIONS

- 2.1 Collision – For the purpose of this policy, a police vehicle collision is any collision of a Bureau of Police vehicle with another vehicle, stationary object, person, or animal that results in any property damage or personal injury.
- 2.2 PBP Vehicles – PBP vehicles shall be defined as any vehicle such as a car, wagon, truck, motorcycle, or bicycle (*COP #03-672*), watercraft, etc., owned by the City of Pittsburgh Bureau of Police. Additionally, this may include any private vehicle authorized for official police duty, or any specialty vehicle, e.g. lease car, taxicab, other city vehicle or any vehicle used by the Bureau of Police for official police duty (this shall not include the use of an officer's personal vehicle).

### 3.0 DUTIES OF ON SCENE MEMBERS

- 3.1 Any member of the Bureau of Police involved in a collision while operating a Bureau of Police vehicle shall:
  - 3.1.1 Immediately notify communications and request a supervisor
  - 3.1.2 Render aid to the injured.
  - 3.1.3 Request another police vehicle be dispatched to the scene for reporting purposes (if appropriate).
  - 3.1.4 Request EMS personnel be dispatched (if necessary).
  - 3.1.5 If able the officer involved should activate the vehicle lights ASAP after the incident.
  - 3.1.6 Secure the scene from further damage, and preserve evidence.
  - 3.1.7 If able, a police officer involved in a collision shall perform any and all police actions necessary at the crash scene until additional units arrive.
  - 3.1.8 If the collision involving the police vehicle is not reportable, the involved officer and immediate supervisor dispatched to the scene of the collision shall be responsible for taking all appropriate actions on scene.
- 3.2 It shall be the responsibility of the responding shift supervisor to ensure a Commander is notified immediately.
  - 3.2.1 On weekdays, Monday through Friday on the AM shift, Commanders will be notified in the following order:
    - Duty location Commander of officer involved
    - Assistant Chief of respective branch (if Commander is not immediately contacted)
  - 3.2.2 At all other times:
    - City of Pittsburgh-wide Duty Commander
    - Duty-location Commander of involved officer
    - Assistant Chief of respective branch (if Commander is not immediately contacted)

3.3

3.4 If a member of the Bureau of Police is involved in a collision with a PBP vehicle, the officer shall not make any statement as to the liability of such a collision to any party involved, and shall provide only the following information:

- Name of Officer
- Operator License Information
- Registration Number of PBP vehicle
- Vehicle Number

3.5 The other party should be advised to contact the Claims Division of the City of Pittsburgh Law Department at [REDACTED] to obtain and file a claim.

#### **4.0 INVESTIGATION OF THE COLLISION**

4.1 Zone, unit, and bureau supervisor shall be responsible for the investigation of on-duty traffic collisions involving their personnel when no injuries are sustained by the involved parties and the collision is not Code-3 or pursuit related. This shall include Department vehicles and all vehicles being operated on official business.

4.2 Any collision involving employees' on-duty and/or driving a City vehicle will be reported to the on-duty Pittsburgh Bureau of Police Commander or Watch Commander as soon as possible

4.3 Involves non injuries and/or minimal property damage:

4.3.1. When minor damage is sustained only to the Department vehicle and/or involves minor property damage, an investigation shall be conducted by the supervisor of the involved unit.

4.4 On-Duty or Off-Duty Driving a Department Vehicle:

4.4.1 These collisions will be investigated by the involved officers supervisor unless fault of the employee is in question or circumstances dictate the need for another unit to investigate.

4.4.2 When a collision involves serious injury or multiple vehicle collision the Collision Investigation Unit will respond.

4.4.3 When a collision involves a supervisor the next ranking supervisor on-duty not involved in the Collision will investigate it.

4.5 Collisions Involving Employees Out of the City:

4.5.1 The involved employee will notify the appropriate jurisdiction in addition to a supervisor.

4.5.2 The decision to respond will be made after examining existing factors and conditions, for example, the actual distance, whether the time of day or night would permit a timely safe response to the scene, severity of injury to those involved, and damage the vehicle. When circumstances permit a supervisor to respond to an out-of-city accident, that supervisor will respect the jurisdictional authority of the investigative agency.

#### **5.0 REPORTING AND DISTRIBUTION**

5.1 An officer involved in a collision while operating a PBP vehicle shall be responsible for completing a form # 50 and any other relevant paperwork immediately following.

5.2 If, for any reason, the officer does not complete the required reports, the officer's immediate shift supervisor shall ensure that the reports are completed as accurately as possible by the officer dispatched to take the report or by the shift supervisor. The injured officer will submit his or her report as soon as possible thereafter.

5.3 The following reports shall be completed:

5.3.1 The Form #50 "City of Pittsburgh Bureau of Automotive Equipment Accident Report" must be completed *any time* damage results from a collision or incident that involves a PBP vehicle.

5.3.1.1 A copy of the Form #50 will be sent to Fleet Operations and the Office of Management and Budget Supervisor (OMB) at the City garage or his/her designee.

5.3.1.2 The Equipment Sergeant should contact Fleet operations to schedule the vehicle for an estimate.

5.3.2 If the collision involving the police vehicle is considered reportable as mandated by Pennsylvania State Law (i.e., injury or tow), a Pennsylvania AA-45 Accident Report must be completed and a 2.0 and 3.0 for documentation.

5.3.3 If the officer is injured, a City of Pittsburgh Incident Investigation Form and a City of Pittsburgh Police Officers' Work Injury Report Form must be completed.

#### 6.0 SUPERVISORY REVIEW AND RESPONSIBILITY

6.1 Respond to the scene.

6.2 Determine if the Collision involves serious personal injury, death, or substantial damage to the claimant, city vehicle before the scene is cleared.

6.3 Take photos of the involved vehicle (s), scene and any other pertinent information.

6.4 If the collision involving the police vehicle is reportable, a mandatory drug/alcohol test will be conducted in accordance with Section 4.0 of MPO #17-10 "Drug and Alcohol Policy."

6.5 The immediate shift supervisor of an officer involved in a collision will be responsible for initiating the completion of PBP Form #49.1 "Collisions Involving Bureau of Police Vehicles" prior to end of the supervisor's tour of duty. The immediate supervisor will complete Sections I through V of the report.

6.5.1 Additionally, the shift supervisor will be responsible for attaching all related, available documentation pertaining to the collision to the completed PBP Form #49.1.

6.5.2 The shift supervisor should check for video (if available) of the incident and tag the video if located.

6.5.3 The Shift Sergeant and/or Lieutenant will enter any applicable remarks in Section VI of the report, and will affix their signature in the appropriate section.

6.5.3.1 Applicable remarks should include (but are not limited to) a supervisory review of the collision, safety issues and training issues. A review of all applicable procedural orders should be done and officer compliance issues should be indicated.

6.5.4 The completed report will then be forwarded to the Commander who will enter any applicable remarks and will sign in the appropriate section.

6.5.5 The Commander will make recommendations regarding training, counseling and discipline. The Commander will consider the nature of the collision, the extent of vehicle(s) damaged, the injuries involved, the officer's driving history and the extent of the officer's responsibility in the collision in making his/her recommendations.

6.6 The completed report and attached documentation will then be forwarded to the Assistant Chief of Administration for presentation to the Police Vehicle Collision Review Board at the next scheduled meeting. (*Refer to MPO #30-3 "Police Vehicle Collision Review Board."*)

6.7 Copies of all accident reports involving an officer will be placed in the officer's Zone Personnel and Performance Files.

6.8 It shall be the responsibility of the Senior Supervisor notified to ensure the above tasks are completed without delay.

#### 7.0 POLICE VEHICLE COLLISION REVIEW BOARD

7.1 The Police Vehicle Collision Review Board shall be responsible for the review of collisions involving members of the Bureau of Police, and shall determine cause and make recommendations regarding to training, policy, discipline, safety or any other issues of importance that arise from the review as per MPO #30-3 "Police Vehicle Collision Review Board."

7.2 At the conclusion of each meeting, the Assistant Chief of Administration shall submit a summary of pertinent information, findings and recommendations of the Police Collision Review Board by completing Form # 49.3 "Collisions Involving Bureau of Police Vehicle Report - Collision Review Board Recommendations." This report shall then be forwarded to the Chief of Police for final review, determination and distribution.

Approved By:



\_\_\_\_\_  
Scott Schubert  
Chief of Police