

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

INJURIES ON CITY PROPERTY
SUBJECT

DATE: March 10, 2009

NO: S-2

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Sidewalk Injuries
Accidents on City Property
Injuries on City Property

I. POLICY

- A. The Field Services Division will conduct the preliminary investigation of all reports of injuries that occur on City property, which includes sidewalks within the City of Stockton.

II. PROCEDURE

- A. Whenever an incident occurs on City property and injuries are involved, Telecommunications Center personnel, after becoming aware of the situation, will:

1. Advise Fire Department Dispatch.
2. Dispatch a unit for investigation.
3. If the investigating officer informs the Telecommunications Center that major injuries are involved, the Telecommunications Center will:
 - a. Notify the Watch Commander
 - b. Notify the City Attorney

- B. The investigating officer at the scene shall:

1. Render the necessary first-aid.
2. Assure that an ambulance is en route if needed.
3. Determine whether major injuries are involved. Major injuries may be defined as injuries requiring treatment in which the patient is not immediately released from the hospital.
4. A thorough investigation will be made, keeping in mind the City of Stockton may be liable for civil claims. Investigating officers shall:
 - a. Interview witnesses
 - b. Interview the injured person when possible
 - c. Obtain photographs
5. A Significant Incident Report will be completed.
 - a. The injured person's information will be noted
 - b. The S.I.R. will be routed to Risk Services and the City Attorneys Office.

- C. The investigating officer must complete additional steps in the investigation of injuries on City property when sidewalk injuries are involved:

1. Photos will be taken at all times and will show:
 - a. The exact location and exact point of impact.
 - b. The direction of travel by the injured party.
 - c. A close-up picture of the sidewalk or pavement, even if not defective.

- d. As many photos as necessary to bring out the defective area.
 - e. Injuries or lack of injuries.
2. Photos must be identified by house numbers, street signs, business places, etc. Document on the report that photos were taken.