

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

COLLISIONS INVOLVING CITY VEHICLES  
SUBJECT

DATE: March 1, 2005

NO: T-2

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Collisions Involving City  
Vehicles  
City Vehicle Collisions  
On the Job Injuries

I. POLICY

- A. Collisions occurring within the City of Stockton involving a vehicle (Private or City-Owned) operated by a city employee in the course of regular employment will be investigated by the Stockton Police Department.
- B. Collisions occurring on a freeway or on a highway in the unincorporated areas of the county involving a city vehicle will be investigated by the California Highway Patrol. (Note: If available, an E.I.T. from the Stockton Police Department will respond and take photographs.)

II. PROCEDURE

- A. Telecommunications Center.
  - 1. After receiving information that a city vehicle or one driven by a city employee in the course of regular employment is involved in an accident, the Telecommunications Center personnel shall:
    - a. Dispatch:
      - 1. An ambulance and paramedics, if necessary.
      - 2. An investigating officer.
        - (a) Traffic officers should handle collisions involving city equipment, when possible.
      - 3. A photographer.
      - 4. A Traffic Sergeant or Patrol Sergeant.
        - (a) The Sergeant should supervise the investigation and make any necessary notifications.
        - (b) The Watch Commander will make any necessary notifications.
- B. Investigating officer.
  - 1. Upon arrival at an accident scene involving a city vehicle, the investigating officer will handle the investigation as stated in "Accident Investigation, No. T-1," with the addition of:
    - a. The City vehicle will be taken to the Municipal Service Center, 1465 S. Lincoln, by the tow company if the vehicle is not drivable.

- b. When the city vehicle is drivable, the unit will be driven to the Service Center, or if practical, driven the remainder of the shift.

(1) NOTE: A "Vehicle Condition Report" must be filed.

- c. Officers involved in collisions while on-duty may use 22 East Market Street as their address on the "Traffic Collision Report."
- d. The unit number of a city vehicle involved will be placed in the "Special Conditions" box in the upper left corner of the "Traffic Collision Report."
- e. All collisions involving City of Stockton police units (marked/unmarked vehicles) will be typed. All other city vehicle collisions may be handwritten.

C. Police photographer.

- 1. The photographer, upon arrival at an accident scene, will take pictures of:

- a. Impact and damage of objects involved.
- b. Overall view of the area.
- c. Close-up photos of damaged areas.
- d. Any evidence that should be preserved in a photo.

D. Injury collisions.

- 1. An employee injured in an on-duty accident must provide a physician's authorization to be off work due to the injury.
  - a. A physician usually will indicate that the employee will be off work from one office visit until the next.
  - b. The off-duty employee must provide an off-work excuse from a physician for each such succeeding period of disability.
    - (1) Without the physician statement, the City will be unable to verify the need for Workers Compensation salary continuation.
  - c. The off-duty verification will be provided to the Chief of Police as soon as practical. (The obvious exception is when the employee is hospitalized for a serious injury).
- 2. The General Services Division will forward the physician's statement to the City Risk Manager's Officer for a disability verification and placement of the employee on salary continuation.
  - a. The statement also will be used to verify the CS-23 Form when the employee returns to work.
  - b. If verification that the employee must remain off work cannot be made, the employee will be placed on sick leave rather than salary continuation.

E. Minor injuries incurred by all employees.

- 1. An employee who receives minor injuries as a result of an on-duty vehicle accident will notify that person's immediate supervisor as soon as possible.

- F. Major injuries incurred by an employee.
  - 1. An employee who receives major injuries will be transported to the nearest hospital, and the investigating officer will see that the person's immediate supervisor is notified.
  
- G. Supervisor's accident and injury forms.
  - 1. The employee's immediate supervisor is responsible for completing the "Supervisor's Report of Vehicle Accident" (CS 69 Large Blue Form).
  - 2. See General Order S-1 regarding injury reports.
  
- H. Finance Department Notification.
  - 1. The City Finance Department must be notified of the involvement of a City Employee in a job-related vehicle accident, whether it involves a city-owned or a private vehicle being driven by the employee.
  - 2. Notification must be made as soon as possible if the accident involves serious injury or substantial vehicle damage.
    - a. If the accident occurs during non-business hours, the Finance Department will be contacted the next regular working day and a copy of the accident report will be forwarded by Traffic.
  - 3. If the vehicle accident is of a minor nature, the Finance Department will be sent a copy of the report the next working day.