

## 346 Crash Investigation and Reporting

### 346.6 CRASHES AND DAMAGE TO APD CITY VEHICLES; CRASHES INVOLVING CITY OF AUSTIN VEHICLES OPERATING AS AN EMERGENCY VEHICLE (EMS, FIRE, OTHER OPERATING CODE TWO OR THREE)

- (a) APD Vehicles are:
  - 1. Any vehicle owned, leased, or rented by the department
  - 2. Any vehicle loaned or granted to the department for use by an employee
- (b) A supervisor shall be notified of all crashes involving APD vehicles and vehicles operating in an emergency capacity.
  - 1. Supervisors will respond to the scene of APD involved crashes within the city limits or if directed by a Commander or above to conduct an investigation:
    - (a) The involved employee's immediate supervisor shall be contacted if they are on-duty.
    - (b) If the involved employee's supervisor is off-duty, another supervisor on-duty shall be notified.
- (c) In the event the crash involves an APD commander or above, the next-level supervisor in the involved employee's chain-of-command shall be notified and assume responsibility for follow-up of the incident.
- (d) In the event the crash occurs outside the city limits of Austin, the investigating supervisor shall determine what APD resources will be sent to the scene.
- (e) Supervisors will determine if the incident meets the criteria for a crash or "damage to city vehicle".
  - 1. "Damage to City Vehicle" is:
    - (a) Any physical contact between a city vehicle while being operated and another city vehicle, property, object, unoccupied and parked vehicle, or animal which results in visible damage to either the city vehicle(s) or another object with the following results:
      - 1. No injuries
      - 2. Damage to vehicle(s) and/or property is cosmetic
      - 3. Vehicle(s) can still be safely and legally operated and
      - 4. Damage to property is minor and there is no impairment to the property's intended function
    - (b) Any incident where an approved police tactic (PIT maneuvers, Vehicle Assaults, moving disabled cars w/ push bumpers) is used that causes damage to either the police unit or the vehicle subjected to the police tactic, shall not be designated as an "Officer Involved Crash". These incidents will be handled and documented as "Damage to City Vehicle".
  - 2. Reporting requirements for damage to city vehicle incidents:
    - (a) Involved officer(s) will notify their supervisor.
    - (b) Supervisors will inspect the damage and make a determination if the incident is a crash or damage to city vehicle.
    - (c) The involved officer will complete ~~the~~ [an incident report with title code 3832-1](#) Damage to City Vehicle [Info incident report](#) and [annotate the vehicle's damage on the Vehicle Damage List located on the Main APD SharePoint page.](#)
    - (d) Photographs of the scene, vehicle(s), and/or property will be taken and downloaded into the appropriate records management system.
    - (e) Vehicle damage will be documented and repair requests will be submitted (if necessary) in PCO.
    - (f) Reviewing supervisors shall:
      - 1. Send e-mail notifications with the incident report number prior to the end of the tour of duty to the:
        - (a) Involved employee's chain of command up to the lieutenant; and
        - (b) APD Risk Management
      - [2. Review the primary reporting employee's incident report.](#)
      - [3. Ensure the Vehicle Damage List has been updated in SharePoint,](#) and

2.4. a Add a Versadex case note to the report to document they were notified, if they responded to the scene, and whether they have reviewed the incident.

- (g) Lieutenants in the reporting officers' chain of command will review reports, photos, and any information related to the incident.
  1. If the reviewing lieutenant determines that the officer is not negligent, no further action is needed.
  2. If the reviewing lieutenant determines that the officer is negligent in the incident; the information is forwarded to the commander for further review and action if appropriate (documented in field notes, training, IAD, etc.).