



Policy Revision Request

Requestor Name Lieutenant Michael McCarter Emp # 3951

This revision applies to Existing Policy 03-19-24

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$0

Brief reason for the revision:

Policy has not been updated since the addition of the Axon Standards reporting system. The current policy still references methods not utilized by APD in years, such as the Incident Review Packet (IRP) on Share Point. This revision would also remove the requirement for a large, not-to-scale diagram which is unnecessary with the larger diagram area on the CR-3.

Document the changes or additions to the policy below. Please include the specific policy number. ~~Red-strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to APDPolicy@austintexas.gov. Use this email for any related questions or issues for policy.

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)

346.6.2 INVESTIGATIVE SUPERVISOR RESPONSIBILITY FOR CRASHES INVOLVING APD VEHICLES

A supervisor shall be notified of all crashes involving APD vehicles and respond to the scene if within the city limits or if directed by a Commander or above. Additionally the supervisor will:

- (a) Conduct an assessment of the situation and determine the appropriate reporting parameters.
- (b) Complete all required Workers' Compensation forms as outlined in General Order 956 (On Duty Injury and Illness) for each APD employee who was an occupant in the APD vehicle AND has an injury, suspected injury, or any complaint or statement of pain or injury, regardless of the level of complaint or statement. Supervisors will submit the completed forms to the APD Workers' Compensation Office no later than 24 hours from the crash.
 - 1. During the supervisory investigation of the crash, if there are no reports of injury, complaint/statement of pain; but the supervisor believes the totality of the incident or the mechanism of the crash could have resulted in injury to any occupant, the supervisor should complete all necessary Workers Compensation forms.

- (c) Initiate an IA investigation if they reasonably believe there is credible evidence a violation of law or general order may have occurred concerning the officer's operation of an APD vehicle.
- (d) Ensure an Equipment Repair Request form is completed and turned into PCO.
- (e) Send e-mail notifications with the incident report number, prior to the end of the tour of duty, to the involved employee's chain of command up to the commander.
- (f) Review the primary reporting employees' incident report for accuracy and completeness.
- (g) Ensure that any DMAV associated with the crash is properly categorized as Veh Hom Crash Investigation - 3 yrs.
- (h) ~~Complete an Incident Review Packet on SharePoint~~ Complete an Axon Standards entry by creating a "New Event" to document the "IRP – No Use of Force" and filling in all applicable fields to include:
 - ~~1. All pertinent information relating to the crash,~~
 - ~~2. The findings of the supervisor investigation, and~~
 - ~~3. Any training issues or general order violations on the part of the involved officer(s), if applicable.~~
- ~~(i) Create an electronic folder with the case number in the folder G:\Digital Incident Review Folder containing all supporting documentation. Supporting documentation includes but is not limited to:~~
 - ~~1. Digital photographs of any injuries suffered by any party and any property damage.~~
 - ~~2. Copies of the incident and supplemental reports from all involved officers,~~
 - ~~3. CAD call history if the involved officer was on a call,~~
 - ~~4. An electronic copy of the CR-3, if required,~~
 - ~~5. An electronic copy of a large not-to-scale diagram of the crash, and~~
 - ~~6. Copies of all audio and/or video media of the crash. Supervisors shall identify the applicable MAV information in Share Point IRP. Supervisors are not required to provide a digital copy of audio/video media from a DMAV in car system.~~
 - 1. The Incident ID (APD Case Number),
 - 2. Date of Incident,

3. Date Review Initiated,
4. Assigned Bureau,
5. Incident Sector,
6. Evidence Submitted,
7. Incident Summary,
8. Incident Referrals,
9. Events Reviewed,
10. Entities; such as citizens, officers, and vehicles involved,
11. A Case Narrative to describe the incident,
12. Add applicable attachments, which include but are not limited to:

- (a) Digital photographs of any injuries suffered by any party and any property damage,
- (b) ~~Copies of the incident and supplemental reports from all involved officers,~~ CAD call history if the involved officer was on a call,
- (c) An electronic copy of the CR-3, if required,
- ~~(d) An electronic copy of a large not-to-scale diagram of the crash, and~~
- ~~(e)~~(d) Copies of any digital evidence (e.g. audio/video) of the crash if not included elsewhere in Axon Evidence. Supervisors are not required to provide a digital copy of audio/video media from a DMAV in car system.

- (i) ~~Forward the electronic link(s) to the SharePoint IRP and the digital incident review folder~~ Review the entry for accuracy and completeness and submit the Axon Standards "IRP – No Use of Force" to the involved employee's lieutenant for review within eight (8) working days from the date of the crash. as follows If the reviewing lieutenant believes the collision needs further review or was the result of a possible policy violation, the lieutenant will submit the Axon Standards Event to the commander for review. Absent the need for further review, the reviewing lieutenant will finalize the Axon Standards Event.

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- ~~1. Risk Management at APDRiskManagement@austintexas.gov, and~~
- ~~2. The involved employee's chain-of-command, up to the lieutenant, for review. If the reviewing lieutenant believes the collision is an at-fault collision, the lieutenant will forward the link(s) to the SharePoint IRP and digital incident review folder to the commander.~~