



DEPARTMENTAL ACCIDENTS

Directive: 7 – 103

Date of Issue: July 2013 Amends/Cancel: N/A

I. PURPOSE

The purpose of this Directive is to establish specific guidelines within the Department of General Services Maryland Capitol Police (DGS-MCP) regarding motor vehicle accidents involving DGS-MCP vehicles.

II. POLICY

- A. When a DGS-MCP motor vehicle is involved in an accident, the driver of the vehicle and the driver's immediate supervisor are required to complete the "DGS Motor Vehicle Accident Procedures" Form FS-1 within 48 hours of the accident.
- B. The Form FS-1 will be placed in all DGS-MCP patrol vehicles and on the DGS website will also be available at the both Detachments and on the DGS website.

III. PROCEDURES

- A. The DGS-MCP Support Services Fleet Manager will be notified of the accident via email or telephone. The following information will be included in the notification:
 - 1. Name of driver involved in the accident
 - 2. Date of the accident
 - 3. DGS-MCP vehicle tag number involved in the accident
 - 4. Drivability status of the involved vehicle
- B. A "MAARS" report will be completed and a copy of that "MAARS" Report will accompany the original completed form FS-1.
- C. The completed original form FS-1 and a copy of the "MAARS" Report will be sent to the DGS-MCP Support Services Fleet Manager immediately after completion.
- D. The DGS-MCP Support Services Fleet Manager will copy the "MAARS" Report and form FS-1 for file and submit the originals to DGS FLEET located at 301 W. Preston Street, Room 1009, Baltimore Maryland 21201.

IV. INVESTIGATION

The following procedures apply to any situation where a DGS-MCP vehicle is involved in an accident.

- A. Detachment Commanders will designate a supervisor to investigate all Departmental accidents.
- B. Shift Commanders will immediately respond to all Departmental accidents.
- C. DGS-MCP CID may be assigned by the Chief of Police (or his designee) to accidents more complex in nature.
- D. Generally, Departmental accidents including death, serious personal injury or substantial property damage will be investigated by allied law enforcement.

V. INVESTIGATORS RESPONSIBILITIES

- A. Police employees assigned to a Departmental accident will conduct the investigation in the same manner as any other investigation.
- B. Police employees assigned to a Departmental accident should remember disciplinary action might be based on information contained within their report.
- C. Photographs are often the sole means of documenting physical evidence at accident scenes. Evidence such as roadway marks, vehicle damage, property damage, and roadway conditions cannot be collected and preserved without photographs. It is highly recommended that photographs of all Departmental accidents be taken with a digital camera; however 35mm color print film is acceptable if a digital camera is not available.
The following minimum photographic aspects should be documented at Departmental accident scenes:

1. Overall view of the accident scene from four (4) sides
2. Overall view of all involved vehicles from four (4) sides
3. Overall view of involved vehicles from all (4) corners at approximate 45 degree angle
4. Overall view of damage profiles for every vehicle involved in the accident including progressive close-up views to highlight detail
5. Overall view of all roadway evidence at the accident scene including , but not limited to skid marks, yaw/tire scuffmark, debris or fluid trails, scrapes, gouges, scars, damaged property, etc.
6. Overall view of the interior compartment and/or safety equipment of involved vehicles if applicable

7. Polaroid photographs are not acceptable

D. Police Officers assigned to an accident investigation will be responsible for completing the following:

1. MAARS Report (on all Departmental accidents)
2. Driver's statements
3. Witness statements (if applicable)
4. Vehicle Inventory Reports (if applicable).

VI. DRIVERS RESPONSIBILITIES

Members of the Department who are involved in an accident have the following responsibilities:

- A. If possible, report by radio immediately that he/she has been involved in an accident.
- B. When directed by a supervisor, submit to a physical examination even when no apparent injury has been sustained.
- C. Complete and submit, to the supervisor, all appropriate paperwork within 48 hours.
- D. Provide a statement to the investigator.

VII. SUPERVISOR'S RESPONSIBILITIES

- A. Respond to and take control of the scene.
- B. Check the well being of all parties and ensure that medical aid is being provided if necessary.
- C. Notify the Detachment Commander who in turn will notify Headquarters.
- D. Notify Allied Law Enforcement if necessary.
- E. Ensure all appropriate paperwork had been submitted to Support Services within 48 hours.

VIII. DISCIPLINARY PROCESS FOR PREVENTABLE ACCIDENTS

Preventable accidents are considered disciplinary matters and fall under the guidelines set forth in the Department's progressive disciplinary Directive.

IX. REMEDIAL DRIVER TRAINING

- A. Members of the Department who operate State owned vehicles may be referred to the Training Division for remedial driver training if their skills and/or Departmental accident record reveal a need for driver improvement training.
- B. The employee is responsible for attending the training session on the date and time specified.
- C. The Training Division is responsible for notifying the Detachment Commander that the employee has successfully completed the remedial training.