

GENERAL ORDER

VEHICLE COLLISIONS INVOLVING MEMBERS

This order outlines the responsibilities of members involved in vehicle collisions occurring either on or off duty.

I. NOTIFICATION. A member involved in a vehicle collision while operating a Department vehicle (i.e., a vehicle owned, leased or rented by the City) or while on duty and operating a privately owned vehicle that has been authorized for official Department use shall follow these procedures:

A. WITHIN THE CITY AND COUNTY OF SAN FRANCISCO. If the collision occurs within the City and County of San Francisco:

1. Remain at the collision scene except in cases of extreme emergency, e.g., a violent felony in progress.
2. Notify the Communications Division as soon as practicable. If the member is incapacitated, the senior ranking officer at the scene is responsible for notifying the Communications Division.
 - a. The Communications Division shall ensure that the member's supervisor and a collision investigator respond to the scene. If the member's unit or division is closed, or the member's supervisor is unavailable, the supervisor of the district of occurrence shall respond and conduct the investigation.

B. OUTSIDE THE CITY AND COUNTY OF SAN FRANCISCO. If the collision occurs outside the City and County of San Francisco:

1. Remain at the collision scene except in cases of extreme emergency, e.g., a violent felony in progress.
2. Request that the appropriate jurisdiction respond to the scene (if possible), investigate and complete a collision report.

3. Notify your commanding officer or officer-in-charge, describing the circumstances and the severity of the collision. If your unit is closed, notify the Operations Center.
 - a. In the event that the collision is serious (i.e., involving injuries and/or extensive property damage) the Operations Center shall notify the member's commanding officer or officer-in-charge.
4. Upon returning to San Francisco, submit a memorandum to your commanding officer by the conclusion of the next business day describing the circumstances of the collision. Include the name, address, phone number, driver license number and insurance company of the other party(s) to the collision, the extent of damage to property and describing any injuries. Also include the name of the agency preparing the collision report (case number, name and star number of the investigating officer, and the telephone number of the agency). If the agency did not complete a collision report, the reason shall be stated in the memorandum.

II. OFF-DUTY MEMBERS. An off-duty member involved in a vehicle collision while not operating a Department vehicle shall be governed by the same California Vehicle Code provisions that apply to a private person.

III. RECRUIT OFFICERS. Recruit officers assigned to the Police Academy or the Field Training Program, shall immediately notify the Academy or the Field Training Staff when involved in a collision. This notification is required whenever a recruit is involved in a vehicle collision while either on or off duty. During non-business hours, the Operations Center shall be notified. In all cases, a collision report shall be made.

IV. INVESTIGATION OF MEMBER-INVOLVED COLLISIONS.

Procedures for the investigation of member-involved collisions are contained in Department Manual 14, Administrative Investigations of Member-Involved Vehicle Collisions.

References

Injury and Illness Prevention Program, DM-01
DGO 5.05, Response and Pursuit Driving, DGO 9.04, Seat Belt Policy