



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: **FATAL TRAFFIC ACCIDENTS**

NUMBER: 3.8

SCOPE: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

REVIEWED: 02/23/2017

PURPOSE

To establish a procedure to be used at the scene of a fatal accident.

METHOD

1. The investigating officer will inform the dispatcher of the severity of the accident and of the possible or confirmed fatality and have the dispatcher notify:
 - a. Supervisor, if one is not already on location;
 - i. A Supervisor will respond to the scene unless there are extenuating circumstances.
 - ii. If no Supervisor is working dispatch will call the Chief or Lieutenant.
 - b. Support personnel, if needed;
 - i. include: officers with specialized training, Wisconsin State Patrol, investigators, highway department and fire department, power utilities, etc.
 - a. Medical Examiner or his Deputy.
2. Protect the scene, take required measurements, statements and photographs and preserve evidence as needed.
3. Allow no person to search the body except the officer in charge, his designee, the medical examiner or his deputy.
4. The investigating officer or his supervisor shall cause the next of kin to be notified. Whenever practicable, the notification shall be made in person with Police Chaplains if available. If the deceased persons next of kin lives outside La Crosse County, the appropriate law enforcement agency shall be requested to make the notification in person.
 - a. If religious affiliation can be determined, notification of clergy is recommended.
5. Follow-Up
 - a. Complete **MOTOR VEHICLE FATAL SUPPLEMENT FORM**.
 - b. Get information to dispatch so they can send a Time Administration message to Madison before the end of the shift in which the fatal occurs, **MOTOR VEHICLE TRAFFIC FATALITY REPORTING PROCEDURE**.
 - c. Complete **NEWS RELEASE FORM** and leave one in the main office, one in dispatch and one with the reports. This must be done by investigating officer or his/her supervisor ASAP but no later than the end of the shift in which the fatal occurred.
 - i. Name of deceased may be held from news release until next of kin have been notified unless next of kin live out of area or locations are unknown or cleared by the Chief or Lieutenant.
 - d. Any additional follow-up requests should be put into a comprehensive list and attached to the **REPORT**. This form is to log activities only, not report writing.

Chief of Police
Shane Collins