



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: ACCIDENT INVESTIGATION, FLEET ACCIDENT NUMBER: 3.7

SCOPE: ALL DEPARTMENT PERSONEL ISSUED: 03/01/2012

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PURPOSE

The purpose of this document is to establish a policy for the investigation of traffic crashes occurring within the Village of Holmen. Guidelines establishing which crashes require an investigation and which forms are required will be addressed in this policy.

POLICY

It is the policy of the Holmen Police Department that officers shall investigate all crashes as required by state statutes or as directed in this policy. Officers responding to the scene of a crash shall secure the scene, provide medical assistance, if needed, investigate the crash and clear the scene of damaged vehicles, debris or hazardous materials as soon as practical to reopen the roadway for continued use.

DEFINITIONS

1. *Hit and Run Crash:* Even if the reporting party does not immediately notify the department, officers will complete an accident report for all Hit and Run crashes. Officers will complete a State of Wisconsin MV4000.
2. *Reportable Crash:* For the purposes of this policy, a reportable crash shall be all crashes required by Wisconsin Statutes to be reported to police, as well as all traffic crashes involving Village of Holmen property or motor vehicles regardless of whether the crash would be reportable under Wisconsin Statutes.
3. *Fatal Crash:* A traffic crash resulting in a fatality or injuries so serious that a death may result within 30 days.
4. *Fleet Accident:* a motor vehicle accident on public or private property involving one or more fleet vehicles. All fleet accidents, whether statutorily reportable or not, will be reported to the department.

PROCEDURE

- A. Reportable Crash Investigations
 1. Upon personal knowledge of, or notification from the dispatch center, officers shall respond to and thoroughly investigate all reportable crashes and use the Department of Transportation Traffic Crash Report, MV4000, to record all pertinent data.
 2. An officer shall respond to, and conduct at least an initial investigation of, all traffic crashes reported to involve the use of alcohol and/or drugs. If the initial investigation

reveals enforcement action is required for the use of alcohol and/or drugs, or the crash is reportable, the incident shall be investigated and documented in accordance with this policy.

3. An officer shall respond to, and conduct at least an initial investigation of, all traffic crashes reported to involve a hazardous material spill. Traffic crashes resulting in hazardous materials spills shall be investigated and documented in accordance with our HazMat policy and this policy.
4. Officers shall also respond to any traffic crash in which the following conditions are present.
 - a. Crashes, however minor, resulting in a confrontation between the parties involved or bystanders; OR
 - b. Major traffic congestion as a result of the crash, however minor.
5. Officers may photograph crashes that they believe will be useful in their investigation.

B. Non-Reportable Crashes

1. Traffic crashes that do not meet the minimum criteria for a reportable crash do require the completion of the MV4000 report.

D. Crashes Involving Departmental Vehicles or Personnel

1. Duty of officer Involved
 - a. Notify supervisor immediately of location, injuries, if any, and extent of damage as soon as possible
 - i. If there are no supervisor on duty the Chief or Lieutenant shall be contacted
2. The supervisor shall request an outside agency to investigate the crash. The department request an MV4000 be completed in all cases, regardless of the amount of damage.
3. Photographs shall be taken of all crashes of department owned vehicles.
4. All accidents will be reviewed by Chief

E. Fatal Crash Investigation

1. See Policy 3.8

F. Traffic Crash Enforcement Procedures

1. Officers shall take appropriate enforcement action if their investigation clearly indicates that a violation of the traffic regulations has occurred.

G. Reflective Safety Vests

1. Any time an officer directs traffic, he/she shall wear a protective/reflective vest.
2. Traffic vests shall be put on as soon as possible when at an accident scene.

Chief of Police
Shane Collins