

<b>TRAFFIC CASUALTIES INVOLVING MEMBERS, COUNTY OWNED AND SUBSIDIZED VEHICLES</b>	Document Number	GO 513
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1. PURPOSE

The purpose of this policy is to establish the responsibilities of members in the event of a traffic casualty.

2. PERSONS AFFECTED

All members

3. POLICY

It shall be the policy of the Hawai'i Police Department that its members adhere to the standards prescribed in this General Order in the event of a traffic casualty with a subsidized or county-owned vehicle.

4. DEFINITIONS

4.1. Patrol Supervisor – For the purpose of this General Order, a patrol supervisor shall mean the on-duty supervisor within the district the traffic casualty occurred.

4.2. Commanding Officer – For the purpose of this General Order, a commanding officer shall mean a superior officer assigned in command over the division, bureau, district, platoon, or other organic unit of which the member involved is assigned.

5. PROCEDURES

5.1. Duty of Members Involved in Traffic Casualties

5.1.1. Members involved in a traffic casualty, while operating their subsidized or a county-owned vehicle while either on official duty or off duty, or any other traffic casualty involving their subsidized vehicle, regardless of the operator shall immediately or as soon as practicable thereafter, notify or cause their office to be notified of the following:

- a. Place of occurrence.
- b. Extent of injuries to persons involved.

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c. Extent of property damage.

5.1.2. Members shall be responsible for obtaining the following information in connection with the traffic casualty:

a. Name, address, driver's license number and insurance agent of operator of other involved vehicle.

b. Names and addresses of all witnesses.

5.1.3. Notwithstanding any other provisions of the General Order, members shall make immediate arrangements to have the damaged vehicle removed from public view.

5.1.4. Members should not attempt to drive a damaged vehicle to a garage unless the damage is only of a very minor nature.

5.1.5. Details and circumstances of the traffic casualty shall be reported in memorandum form to the Chief's Office by the member involved, prior to the end of their shift or as soon as practicable.

5.1.6. A vehicle that has been damaged in a traffic casualty and has not yet been repaired shall not be operated on duty except with the written permission of the bureau or district commander.

5.1.7. Any member, who as a passenger or pedestrian is involved in a traffic casualty and receives injury shall as soon as practicable notify his/her commanding officer as to the extent of their injury which may hamper the performance of official duties.

5.2. Duties of the Investigating Officer

5.2.1. Upon responding to a traffic casualty involving a county owned vehicle, or a subsidized vehicle, regardless of the operator, shall notify their immediate supervisor of the following:

a. Place of occurrence.

b. Extent of injuries to persons involved.

c. Extent of property damage.

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5.2.2. If a supervisor is not available, e.g., no supervisor on-duty, the responding officer shall contact the on-duty supervisor in the nearest district and provide the circumstances of the traffic casualty.

5.2.3. The investigating officer shall be guided by Procedures Manual 6.16, section 4.14. and submit all applicable reports including narratives.

5.3. Duties of the Patrol Supervisor

5.3.1. When available, the on-duty patrol supervisor shall respond to traffic casualties as described in section 5.1.1. or at a minimum determine if his/her response is necessary based on the circumstances provided by the investigating officer.

5.3.2. If the traffic casualty involves a member, the responding on-duty patrol supervisor shall submit a memorandum to the Chief's Office prior to the end of their shift.

5.4. Commanding Officer's Responsibilities – Commanding officers shall have the following duties whenever one of their subordinates is involved in a traffic casualty:

5.4.1. Cause the traffic casualty to be investigated and prefer charges according to existing laws, policies and procedures.

5.4.2. Report the traffic casualty via memorandum to the Chief's Office.

5.4.3. Ensure that the *Hawai'i County Vehicle/Equipment/Property Damage Report* is completed.

5.4.4. When a member is injured in a traffic casualty while in the performance of duty, the commanding officer shall complete or cause to be completed the *Hawai'i County Incident/Accident Report*.