

Policy and Procedure

Number: 1919

Subject: Responses to Traffic Accidents		
Date Issued: 05-23-03	Effective Date: 06-10-11	Revision Number: 2

POLICY:

One of the primary functions of our Department is to investigate traffic accidents. This procedure outlines the Department's policy as it relates to our response and handling of those accidents. The Shift Commander shall be the final authority on responding to traffic accidents.

PROCEDURE:

The Department will use the following guidelines to determine the appropriate response to traffic accidents:

1. The Department shall respond to all accidents as defined below:
 - a. Any hit and run accident whether the complainant remains at or leaves the scene (If the complainant lives outside the city limits, the shift commander shall decide whether we will respond to the complainant or whether the complainant shall have to return to the city).
 - b. Any accident that could be considered a reportable accident.
 - 1) One in which an injury has occurred or is claimed.
 - 2) One in which damage exceeding \$1000 to any one vehicle has occurred.
 - 3) One in which there is at least \$200 to any form of government property (other than a vehicle).
 - c. Any accident where the operator of one vehicle or another has gone to a safe place (home, nearby store, etc.) to call within a reasonable period of time. The reasonableness of time is discretionary and can be based on the location of the accident in relationship to where the person is calling from or other extenuating circumstances approved by a supervisor.
2. The Department shall not respond to accidents under the following circumstances:
 - a. When all parties have voluntarily left the scene after exchanging names, clearly not desiring law enforcement intervention.
 - b. When the Shift Commander has determined that manpower resources are going to be overtaxed, and the accidents do not involve personal injury, hit and runs, traffic hazards, city property, or other emergency conditions following procedure #1922.
3. If dispatched to, and/or you arrive at an accident where the circumstances would allow self-reporting under procedure #1922:

Using the squad MDC whenever possible:

 - a. Run the operators of all involved vehicles for drivers' licenses and warrants.
 - b. Run the license plate information and verify that the registrations match the vehicles before leaving the scene.
 - c. Enter the operator and vehicle information into PHOENIX.
 - d. Give all persons at the scene of minor accidents the assigned complaint number and direct them to the Public Service Counter.
 - 1) Provide the business hours for the Public Service Counter.
 - 2) Furnish the operators with a blank Wisconsin Driver Report of Accident (Form MV4002 – Wis. DOT).

RELATED PROCEDURE:

- [1920 – Accident Investigation](#)
- [1922 – Non-Response to Traffic Accidents](#)
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