



Policy and Procedure

Number: 1922

Subject: Non-Response to Traffic Accidents		
Date Issued: 05-19-89	Effective Date: 06-10-11	Revision Number: 3

POLICY:

As a practice, the Department makes an effort to respond to all accidents. At times, there are additional considerations (such as weather, manpower limitations, etc.) that affect our ability to provide immediate response to accidents. The Shift Commander may consider these variables to determine when to use other reporting options.

PROCEDURE:

The following steps shall be taken to ensure that we minimize the periods of non-response to accidents.

**SHIFT
COMMANDER:**

1. When it appears that manpower resources are going to be overtaxed, you may consider eliminating our Department's response for minor accidents. These circumstances would include:
 - a. Long-term bad weather (duration of the shift or longer).
 - b. Series of high priority calls for service that appears to be exhausting manpower resources.
2. During this period, you will notify Communications that we will not respond to accidents of a minor nature. These are accidents that do not involve:
 - a. Personal Injury
 - b. Traffic Hazards
 - c. Other Emergency Conditions
3. Monitor the shift activity and rescind the directive to Communications and the officers as soon as manpower resources and the call for service load warrant it.
4. Complete a memorandum (PP27), or E-Mail to the Division Commander to document the need for the actions taken.

MEMBER:

1. If you are dispatched to, and/or arrive at an accident where the Shift Commander has approved self-reporting:

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 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)

COMMUNICATIONS:

1. Upon notification from the Shift Commander, notify all officers to refer persons involved in minor accidents to the Public Service Counter.
2. Ensure that if officers have responded to a scene and have directed persons to respond to the Public Service Counter, that:
 - a. The officer has provided you with the license plate and driver information of all vehicles involved, and the information has been verified with the officer prior to the officer leaving the scene.
 - b. All license plate and driver information is placed in Phoenix under that call for service.

**RELATED
PROCEDURE:**

- [1919 - Responses to Traffic Accidents](#)
- [1920 - Accident Investigation](#)
- [Table of Contents](#)