



COLLISION OF *DEPARTMENT* VEHICLES
GENERAL ORDER #13.03

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Pages: 5

Persons Affected: All personnel

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IACLEA Standards: 10.2.1

Revision History

Replaces SUDPS General Order #13.03 (08/04/06)

PURPOSE

The purpose of this Order is to define the responsibilities of Stanford University Department of Public Safety personnel in the event of a traffic collision or legal intervention involving an on-duty employee or when a Stanford University owned vehicle is involved.

POLICY

The *Stanford University Department of Public Safety (SUDPS)* will ensure the thorough and proper investigation of all traffic collisions and legal interventions involving on-duty personnel *operating any vehicle, including bicycles; any SUDPS vehicle, including a parked vehicle;* and, off-duty personnel when driving a *Stanford University owned vehicle, including bicycles.* Traffic collisions shown to have been preventable will be reviewed to determine if corrective or disciplinary action is appropriate.



DEFINITIONS

TERM	DEFINITION
<i>Courtesy Report</i>	<i>A courtesy report is the documentation of a traffic collision by an officer of a law enforcement agency or CHP Area other than the law enforcement agency or CHP Area having jurisdiction where the collision occurred.</i>
<i>Designee</i>	<i>A sworn SUDPS deputy with the rank of Sergeant, Lieutenant, Captain or Assistant Chief.</i>
<i>Reasonable Suspicion</i>	<i>The quantity of proof or evidence that is more than a hunch, but less than probable cause and must be based on objective and articulable fact(s) sufficient to lead a reasonable, prudent person to suspect that an employee has used drugs or alcohol.</i>
<i>Serious Bodily Injury</i>	<i>A serious impairment of physical condition, considerably beyond a complaint of pain or minor injury that requires immediate professional medical treatment at a hospital or similar facility.</i>

PROCEDURE

A. TRAFFIC COLLISION INVOLVING SUDPS PERSONNEL (IACLEA 10.2.1)

Employees of the *Stanford University Department of Public Safety* who are involved in a collision while *operating* a SUDPS vehicle on or off duty, or are involved in a collision while *operating* any vehicle while on duty, or who have been assigned a vehicle that is involved in a collision while it is parked, will follow the procedure established by this Order.

1. The *employee* shall immediately notify *Palo Alto Communications* that he or she has been involved in a collision. If the *employee* is not incapacitated, he or she shall request that an *officer from the law enforcement agency of investigative jurisdiction* and a SUDPS patrol supervisor respond to the scene. The *employee* shall remain at the scene except in cases of extreme emergency, such as a violent felony in progress.



- a. *The California Highway Patrol will be called to investigate and document a traffic collision report on all vehicle accidents involving SUDPS personnel/vehicles that occur on the Stanford campus or in any other unincorporated area adjacent to the campus. Should the CHP be unavailable, the Sheriff's Office of the County or Police Department of the City where the collision occurred will be requested to take a courtesy report.*
 - b. *If the collision takes place off campus in another agency's jurisdiction, the employee shall contact the appropriate law enforcement jurisdiction to investigate and complete a collision report.*
2. *Per Stanford Administrative Guide Article 8.4.1, the employee shall not make any statements, oral or written, to any of the involved drivers or witnesses which describe the employee's involvement in the incident. This does not preclude the employee from providing a statement to the investigating agency/officer responsible for the accident report.*
 3. *The employee shall complete an employee's report (ER) and shall forward the report to their supervisor by the end of their shift, unless incapacitated. If the employee is incapacitated, their supervisor shall take and document the driver's statement.*

B. OTHER INVOLVED EMPLOYEES (IACLEA 10.2.1)

Employees riding as passengers in any department vehicle or witnessing a collision as outlined in section "A" above shall submit an employee's report. *The report will state his or her personal observations regarding the incident and will be submitted to their supervisor prior to the end of the shift. They shall not make any statements, oral or written, to any of the involved drivers or witnesses which describe the other employee's involvement in the incident. Non-employee passengers should be encouraged not to make any statements, oral or written, to any of the involved drivers or witnesses which describes the employee's involvement in the incident. This does not preclude a witness from providing a statement of observation to the investigating officer/deputy responsible for completing the accident report.*

C. RESPONSIBILITY OF THE ASSIGNED SUPERVISOR (IACLEA 10.2.1)

1. *If a collision occurs on-campus or in an unincorporated area adjacent to the campus, the patrol supervisor shall respond to the scene and ensure that the Californian Highway Patrol is called to complete the investigation. The Patrol Sergeant or Shift Coordinator shall also document the collision and the Highway Patrol's case number in the Watch Commander's Shift Log.*

If the collision occurs on campus or in an unincorporated area adjacent to campus and results in minor property damage only, and the law enforcement agency with traffic collision investigation jurisdiction is unavailable, the Patrol Sergeant or Shift Coordinator may approve the investigation to be conducted by SUDPS personnel. An involved deputy



shall not conduct or direct the investigation. The collision will also be documented by the supervisor in the Watch Commander's Shift Log.

2. *If a collision occurs off campus in another law enforcement agency's jurisdiction, the patrol supervisor must ensure that the law enforcement agency, that has investigative jurisdiction where the collision occurred, is contacted and shall request that an independent investigation be conducted by that agency.*

*If the collision occurs outside of Santa Clara County, and it is practical, the supervisor of the driver should respond to the scene. In either case, the supervisor shall document the collision using the **Watch Commander's Shift Log** and request that a copy of the investigating agency's traffic collision report be made available to SUDPS. The **Watch Commander's Shift Log** entry will include the name of the investigating agency and the agency's case number.*

3. *In all collisions involving SUDPS vehicles or department personnel where the Patrol Sergeant or Shift Coordinator has responded to the collision scene, he or she shall take photographs to document the collision scene, the vehicles involved, any injured parties, property damaged, roadway and weather conditions. He or she shall also monitor the investigation and, provide additional help to the officer from the investigating agency. If the collision involves the closure of a roadway on campus, the supervisor should consider issuing an AlertSU Emergency Notification.*
4. *If the collision resulted in an injury to a member of the department, per Stanford University Administrative Guide Article 7.6.1, a Stanford University Incident Investigation Report form SU-17 must be completed. Additionally, a State of California, Department of Industrial Relations Worker's Compensation Claim Form DWC 1 must be completed. The Sergeant and or Shift Coordinator shall ensure both of these forms are completed.*
5. *The Patrol Sergeant or Shift Coordinator shall submit all available incident reports, employee reports, supervisor's report, investigating agency reports and supporting documentation, via the chain of command, to the Captain as soon as practical.*
6. *The Patrol Sergeant or Shift Coordinator shall immediately notify the Division Commander of the driver, the Captain and the Director of Public Safety in all cases where the collision results in a serious bodily injury or fatality.*

D. CHEMICAL TESTING

1. *Per the Stanford Deputy Sheriffs' Association Collective Bargaining Agreement Article 22, Section B, any traffic collision resulting in a fatality or serious bodily injury where the employee appears to be the proximate cause shall result in the employee complying with an order to submit a blood or urine sample for chemical testing. A breath test may be conducted only if alcohol is suspected. The verbal order to comply shall come from the Director of Public Safety or his/her designee. The verbal order shall set forth the reason for the test and be followed up with a written statement of the order at the time the test is administered.*



- a. *Chemical testing will be conducted in compliance with the Collective Bargaining Agreement between the Stanford Deputy Sheriffs' Association and Stanford University.*
2. *A Department member shall be required to provide a blood or urine sample for testing in all other collisions involving an SUDPS vehicle where the Director of Public Safety or his/her designee has a reasonable suspicion, based upon objective symptoms, that the employee is in violation of the General Order 11.00 Standards of Conduct as it pertains to drug or alcohol use.*
3. *All chemical testing shall be administered in a medically approved manner as soon as practical after being ordered and no later than six (6) hours after the incident. Consistent with Santa Clara County Protocol titled Officer-Involved Incident Guidelines, administrative action including the collecting of a chemical sample should not interfere with the incident investigation.*

D. COMMAND OFFICER RESPONSIBILITIES (IACLEA 10.2.1)

1. *The Captain shall review the reports and documentation of any collision which involves an SUDPS employee and/or a department vehicle prior to submitting them to the Director of Public Safety. The purpose of this preliminary review is to ensure a proper investigation was conducted and the documentation is complete. The Captain should determine if photographs and any other special reports are necessary to assist in making a finding.*
2. *After all documentation is compiled and reviewed, the Captain shall forward the entire packet to the Director of Public Safety. After review, the packet will be forwarded to the Accident Review Board Chairman, as defined in the General Order 26.01, so that an examination by the Accident Review Board can be scheduled.*
3. *A copy of the Accident/Incident Report will be forwarded to the University's Risk Management Department immediately upon completion of a review by the Director of Public Safety.*