

	<b>Houston Independent School District Police Department Directives</b>	<b>DIRECTIVE: 450-010</b>
	<b>SUBJECT: Accident Reporting Procedures in a HISD Vehicle</b>	<b>EFFECTIVE DATE: July 24, 2019</b>  <b>REVISED DATE: February 5, 2022</b>

## **PURPOSE**

The purpose of this directive is to describe the vehicular accident reporting policies of the Houston Independent School District Police Department and ensure Board Policies DHE (LOCAL), (LEGAL), and (REGULATION) are provided to all employees. This directive applies to all Houston Independent School District Police department personnel.

## **REPORTING ACCIDENTS INVOLVING DISTRICT-OWNED POLICE DEPARTMENT VEHICLES**

Employees of the HISD Police department who are involved in an accident while driving a district-owned vehicle or whose vehicle sustains damage while under their care and/or control shall immediately report all such incidents in accordance with district policies and applicable procedures and submit themselves for drug and alcohol testing pursuant to DHE 2 POST-ACCIDENT TESTING.

When damage is sustained to a district-owned vehicle while it is under the control of a police department employee, the incident shall be reported immediately to the police dispatcher via the police radio, and the employee will notify their supervisor. If the employee's supervisor is not on duty, their Commander will be notified.

The on-duty supervisor is responsible for proceeding to the accident scene. This supervisor must remain on the scene to ensure photos of the damage(s), Police Accident Report (mandatory), and the Employee Injury and Treatment Form (if applicable) are completed in every instance, regardless of injury, and submitted to Risk Management within twenty-four (24) hours. Additionally, an employee who leaves the scene of an accident without a valid reason will be immediately prohibited from performing job functions and recommended for termination. (See DHE2 REGULATIONS Board Policy)

Damage to district-owned vehicles that occurs while not occupied shall be reported immediately to the employee's supervisor.

In all incidents, the dispatcher will notify the on-duty supervisor, who shall respond if there is no supervisor on duty at the time of the accident.

Employees who drive district-owned leased or rented vehicles are subject to alcohol/drug testing after an accident. Drug and alcohol testing shall be performed pursuant to DHE 2 POST-ACCIDENT TESTING. The responding supervisor will contact the Post Accident Testing Company and ensure the driver is transported to the facility specified by the drug and alcohol testing company and tested.

If the driver is transported to a hospital but released within six (6) hours, the supervisor on duty shall ensure that the driver is transported to the facility specified by the drug and alcohol testing company and tested.

If a driver is admitted to the hospital, the supervisor shall be responsible for ensuring that all necessary reports are completed and distributed and that all necessary notifications are performed in accordance with DHE 2 POST ACCIDENT TESTING.

It shall be the responsibility of the responding supervisor to notify or to ensure that the Chief or Assistant Chief is notified of any critical incident or accident requiring the officer's and involved citizens' hospitalization.

The supervisor on duty shall prepare a "command staff" e-mail to notify all members of the supervisory staff of the accident and all relevant information before the end of their shift.

Photographs should be taken, where possible, at every incident. In the event of critical injuries, an on-call investigator with photographic capabilities shall be called out.

All necessary police reports and forms shall be completed and turned in before the end of the shift. Note: Police reports relating to an accident or incident shall be completed by an officer or supervisor other than the individual involved.

Data from the computer system in any vehicle shall be downloaded only by a person specifically authorized by the Chief of Police so equipped or designee. If the Computer System is:

- a) Found to be missing from the vehicle;
- b) Has been disconnected;
- c) Has been physically damaged by anything other than the vehicle accident;  
or;
- d) Has been rendered inoperable by other means. This vehicle operator shall be subject to disciplinary procedures, including termination and possible criminal charges.

The Accident Review Committee will review all accidents. Reviews of serious accidents will be scheduled for the earliest possible.

### **INELIGIBLE DRIVERS**

Any driver found to be a high risk according to standards set forth by the district's and department's Accident Review Committee may be reassigned to a position not requiring the operation of a district vehicle. See DHE 2 POST-ACCIDENT TESTING for clarification.

Any person with specific restrictions assigned to their driver's license shall notify their immediate supervisor of the restriction(s) and not violate these restrictions on either public roads or District-owned property.

Any employee of the HISD Police department who, for any reason, has been suspended from operating a motor vehicle by the Texas Department of Public Safety must notify their immediate supervisor immediately. The supervisor shall notify the appropriate persons up the chain of command to the Assistant Chief of Police. If assigned to a position requiring they drive, the employee will immediately be reassigned to other duties when such duties are available. All district policies apply.

HISD Police employees may not drive an HISD vehicle until cleared by any applicable alcohol or drug testing.

### **TOWING VEHICLES**

HISD Police Department personnel may order vehicles that pose a safety hazard following an accident to be moved by the first available wrecker service. The dispatcher shall make every effort to arrange for department or district towing where available.

### **ACCIDENT REVIEW COMMITTEE GUIDELINES**

The committee will delegate to the Commander of Patrol the authority to make an initial review of each accident and to classify each accident as "Preventable," "Not-Preventable," and "Incidents." Those accidents deemed "Preventable" and those for which no clear category applies will be referred for review by the committee.

The committee will review each refereed accident, considering all available documents, reports, photographs, and other relevant evidence, such as body or dash cameras. As a result of that analysis, the committee will assign each referred accident to the appropriate category of "Preventable," "Not- Preventable," and "Incident." For accidents the committee deems "Preventable," the committee will determine whether some disciplinary action is appropriate. The committee will forward the information to the Chief of Police for review. The committee will notify the affected operator(s) within ten days of a final decision or approval.

If an operator disagrees with the findings, that operator may send an appeal to the Assistant Chief of Police.

### **DISCIPLINARY ACTION FOR AT-FAULT ACCIDENTS**

Disciplinary action for officers found at fault in an accident will be disciplined in accordance with the Corrective Action Manual.

Approved By

  
Pedro Lopez Jr., Chief of Police