401.01 Each member of the Department assigned to operate a City owned or leased vehicle shall be held responsible for the care and use of the vehicle, as well as all of its accessories and equipment.

401.02 Upon taking possession of a vehicle, a member of the Department shall inspect both its interior and exterior for damage and/or items left in it by other employees or by prisoners. If the member discovers damage or contraband, he/she shall immediately report it to his/her supervisor.

401.02 R Members of the Department shall make an Incident-Numbered case and take photographs in any occurrence of motor vehicle accidents involving City vehicles, regardless of the amount of damage.

401.04 The State of Kansas Motor Vehicle Accident Report form shall be used on all accidents involving City vehicles, with the exception of non-injury accidents, with damage under $1000.00. These accidents will be worked as Miscellaneous Reports, 6105's if they are on private property and 6150's if they are on a traffic-way. Private property injury accidents are to be worked as a Public Accident-Motor Vehicle (non-traffic).

401.05 In the event an accident involving a City vehicle occurs, the member involved shall immediately notify a supervisor, who will insure than an on-scene investigation of the accident occurs.

401.06 All supervisors shall:

A. In cases of City vehicle accidents, investigate the circumstances while at the scene;

B. In cases of damage discovered by a member, initiate an investigation to determine the origin of the damage;

C. Supervise the investigation, enter the accident into BlueTeam, and attach the Supervisory Police Vehicle Accident Form to the BlueTeam entry. The supervisor shall include his/her opinion on the cause of the accident and whether or not the Department member was negligent. The BlueTeam entry and attached Supervisory Police Vehicle Accident Form shall be forwarded through channels to the chairperson of the Accident Review Board within ten calendar days of the date of occurrence.

401.07 Accidents involving damage to City vehicles shall be reviewed by the Accident Review Board, which will be made up of all Division Commanders and two representatives appointed by the Chief or his/her designee. The Accident Review Board shall have the following responsibilities:

A. Review accidents involving City vehicles;

B. Consider investigative reports, statements, other documents, the testimony of witnesses, and the previous driving record of the Department member involved;

C. Make discipline decisions, in conjunction with The City of Wichita Disciplinary Guidelines for Vehicle Accidents and Vehicle Safety Violations and existing Departmental Policies and Regulations.

401.08 R Notification of the time, date and location of an Accident Review Board hearing shall be delivered to the involved Department member's immediate supervisor.

A. The Accident Review Board Hearing Notification Form shall be utilized, and shall contain all pertinent information.

B. The Receipt of Accident Review Board Hearing Notification Form shall accompany the notification form and shall be signed, by both the Department member and the supervisor serving the notice, at the time the service is made.

C. The notification form shall be retained by the involved Department member.

D. The completed Receipt of Accident Review Board Hearing Notification Form shall be forwarded, through the members Watch Commander or Bureau Commander, to the Deputy Chief of Support Services, who shall have the responsibility of maintaining a file of notification receipts.

401.09 R The Deputy Chief of Support Services or his/her designee shall:

A. Maintain a control-log of damaged vehicles;

B. Notify the involved Department member(s), in writing, five (5) days prior to the scheduled Accident Review Board hearings;

C. Maintain a file for acknowledged Receipt of Accident Review Board Hearing Notification Forms;

D. Present all cases, including all documents pertaining to each traffic accident, to the Accident Review Board;

E. Prepare a report detailing findings of the Accident Review Board, which will be forwarded to the members Bureau Commander.