Cobb County Police Department

Policy 3.04

DEPARTMENT VEHICLE TRAFFIC CRASHES

The words “he, his, him,” which may appear in this policy, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department.

The purpose of this policy is to establish guidelines and responsibilities for investigating and reporting traffic crashes involving vehicles from the Cobb County Police Department and the Department of Public Safety (excluding Fire Department). Personnel from these departments involved in traffic crashes will follow the procedures set forth in this policy.

I. REPORTING TRAFFIC CRASHES

All traffic crashes involving vehicles from the Police Department and Department of Public Safety (excluding Fire Department) shall be immediately reported to the proper authority for investigation.

II. TRAFFIC CRASH JURISDICTION

A. Normally, traffic crashes involving vehicles covered by this policy, occurring in the unincorporated area of Cobb County, will be investigated by the involved employee’s supervisor, or the supervisor’s designee.

B. The STEP Unit will investigate the traffic crash if:

1. Serious injury or death of civilian or police personnel has occurred.
2. The supervisor requests STEP’s involvement for technical assistance.

C. If the traffic crash occurs in an incorporated area of Cobb County, the shift or unit supervisor will summon either the local municipal police department or the STEP Unit to investigate the traffic crash.

D. If the traffic crash occurs outside of Cobb County, the local law enforcement agency will be notified to investigate the traffic crash. The employee will also notify his supervisor.

III. REPORTS

A. The involved employee shall complete a written statement on the traffic crash and attach the Accident Report.
B. The involved employee’s supervisor will complete a Supervisor’s Report on each traffic crash, even if another jurisdiction or STEP investigates.

C. Copies of all documentation will be sent through the chain of command to the appropriate Deputy Chief within three days for review. Copies of documentation involving Department of Public Safety traffic crashes (excluding Fire Department) will be sent to the Chairman of the Department Safety Review Board.

D. The Deputy Chief shall promptly forward all pertinent reports to the County Risk Management Department.