

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Employee Traffic Crashes		CHAPTER/SECTION NO.: 16.27	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES:		APPROVED: <u>**See Master File</u> Sheriff	
STANDARD NUMBER: N/A			

16.27 **Policy**

- 16.27.1 Each traffic crash involving a County vehicle, or personal vehicle used during County business, shall be reported to the Weber County Sheriff's Office. If the crash is a "Reportable" accident, it will be investigated by an outside law enforcement agency, in addition to the Sheriff's Office investigation. The immediate supervisor should make every effort to have photographs of the crash made sufficient to visualize the scene of the crash, all damages and potential contributing factors.
- 16.27.2 In all traffic crashes, the following procedures will also be followed:
- A. If the Office member requires medical aid for a life threatening injury, he/she shall be transported to the nearest medical facility for treatment.
 - B. If the Office member requires medical aid for non-life threatening injuries, he/she should go to WorkMed, 1355 W. 3400 S. Ogden, Utah, during work hours. After hours he/she will seek medical treatment from an after hours IHC Urgent Care facility or hospital emergency room. Refer to Weber County Personnel Policies and Procedures Manual Chapter 6, for specific information under the Workers' Compensation section.

- C. If there is damage to a County owned vehicle or the property of a third party, a County "Motor Vehicle Accident Report" form will be filed by the operator of the vehicle if he/she is capable. If the operator is not capable of filing this report, then the immediate supervisor shall do so. Any injury, no matter how slight, sustained by an Office member, will require the employee or supervisor to complete the "Employer's First Report of Injury" form. Failure to do so may result in disciplinary action and/or personal liability for damages.
- D. The operator's supervisor, or the operator, if directed by the supervisor, must submit all of the following items:
1. One original, typed or printed, County "Motor Vehicle Accident" Report.
 2. One copy of the investigating officers crash report.
 3. Copies of witness statements.
 4. Photographs of the crash, regardless of amount of damage.
 5. Three repair bids, if directed by the Fleet Manager.
 6. Upon repair completion, one copy of the repair invoice.
- E. The supervisor will conduct a thorough review of the cause of the crash, and submit his/her findings in writing, with the completed County "Motor Vehicle Accident" Report.
- F. The supervisor, after assuring the accuracy and completion of all reports, including the outside investigating agency report, will submit the completed report to the Bureau Commander prior to the end of the shift that the crash/injury occurred.

- G. The supervisor shall also follow the procedures in the Weber County Personnel Policies and Procedures Manual, Chapter 6, for requiring drug and/or alcohol tests, and attach the documentation that is required, to the crash report.
- H. The Bureau Commander, after review, will send the completed reports to the Chief Deputy.
- I. The Chief Deputy will:
 - 1. Verify the completion of the crash report and other documentation.
 - 2. Have the Sheriff sign the report.
 - 3. Forward the completed report to the Fleet Manager.
- J. The Fleet Manager shall:
 - 1. Notify the County Attorney's claims manager of the crash by the quickest means possible.
 - 2. Assure that the original report copy, and supporting documents, is given to the County Attorney's claims manager.
 - 3. After consulting the claims manager, direct the involved vehicle operator and/or supervisor to obtain three written bids or to make the vehicle available for an insurance adjustors review.

16.27.3 Employees shall submit any bills relative to work related crashes to their supervisors within 5 (five) days of receipt.

16.27.4 Crash Review

- A. Each traffic crash will be reviewed as outlined by the Weber County Risk Management Committee Policy and Procedure (adopted January 30, 2002 by the County Board of Commissioners).

- B. The employees supervisor should advise the employee of the disciplinary policy and potential disciplinary actions. Employees to be disciplined should be provided an opportunity to explain the reasons for the crash. For discipline and grievance guidelines see Chapters 17 and 18 of this manual.
- C. Department heads should review and comment on the County "Motor Vehicle Accident" Report form. All correspondence, reports, findings, and recommendations regarding any crash or incident should be sent to the risk management office by the department head or the fleet manager.
- D. The risk management committee will review the appropriateness of the action taken to ensure consistency between departments. Refer to the Risk Management Committee Policy and Procedures, January 30, 2001.