

Agency Owned/Leased Vehicle Collisions

509.1 PURPOSE AND SCOPE

This policy establishes the responsibilities and reporting requirements for traffic collisions involving agency-owned/leased vehicles.

For procedures related to Agency Owned/Leased Vehicle Collisions, see the St. Mary's County Sheriff's Office LE Procedure Manual: Agency-Owned/Leased Vehicle Collision

509.2 POLICY

It is the policy of the St. Mary's County Sheriff's Office that all collisions involving agency-owned or leased vehicles be promptly reported, properly investigated, documented, and reviewed to identify contributing circumstances, promote accountability, improve employee safety, and protect the interests of the Office and St. Mary's County.

509.3 SUPERVISOR RESPONSE

- (a) A supervisor shall respond to all collisions involving an agency-owned or leased vehicle, which occurs in St. Mary's County.
- (b) For agency vehicle accidents occurring outside of St. Mary's County, a supervisor should respond when reasonably available. When an agency vehicle collision occurs outside of St. Mary's County, a designated supervisor shall coordinate with the law enforcement agency responsible for conducting the collision investigation and ensure that all applicable reports, documents, photographs, and other evidentiary materials are obtained from the investigating agency and incorporated into the Sheriff's Office Agency Vehicle Accident Investigation. The designated supervisor shall further ensure that all remaining required documentation and investigative steps are completed in accordance with Sheriff's Office Procedure 506.4.

509.4 REPORTING REQUIREMENTS

- (a) Employees involved in, or having knowledge of, a collision involving an agency-owned or leased vehicle shall promptly notify the Emergency Communications Center and an on-duty supervisor. Required reports shall be completed in accordance with Procedure 506.
 - 1. An ACRS report shall be completed whenever required by Maryland law or Office policy.
 - 2. A BlueTeam Agency Vehicle Accident Report shall be completed for every collision involving an agency-owned or leased vehicle.
 - 3. A Local Government Insurance Trust (LGIT) Vehicle Accident Report shall be completed for every collision involving an agency-owned or leased vehicle, regardless of fault.
 - 4. All collisions shall be reported immediately per Procedures 506.2.

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509.5 INVESTIGATION

Agency-owned or leased vehicle collisions shall be investigated in accordance with Procedure 506. Investigations shall be conducted in an objective and impartial manner and shall determine the facts, contributing circumstances, and whether violations of law or Office policy occurred.

509.6 REVIEW

Agency vehicle collision investigations shall be reviewed through the established chain of command. When appropriate, the Office of Professional Responsibilities (OPR) shall review the incident in accordance with applicable Office policy.

509.7 RECORDS

Records associated with agency-owned or leased vehicle collisions shall be maintained in accordance with Office records retention requirements and applicable law.