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## 12.0 OPERATION OF VEHICLES

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**12.01 COMPLIANCE OF LAWS**

- A. Members are expected to comply with all state statutes and Town ordinances when operating Department vehicles.

**12.02 SAFETY BELT USE**

- A. Safety belt use is mandatory for all persons riding in a Department vehicle, except prisoners who cannot be safely restrained due to their violent behavior or when circumstances require a member to transport more persons than available safety belts will allow, such as the need to transport several family members at one time when additional units are not available.

**12.03 OPERATION OF EXTRANEous EQUIPMENT WHILE DRIVING**

- A. Members are to use due regard when operating other equipment, such as cell phones, radars, radios, and mobile data terminals while a vehicle is in motion, taking into account the member's limitations and traffic conditions.

**12.04 VEHICLE IDLING**

- A. Members should avoid unnecessary idling of vehicles.

**12.05 RESPOND TO CALLS FOR SERVICE**

- A. Members are expected to respond to calls for service and emergency situations in a safe and reasonable manner.

**12.06 CHOOSING LEVEL OF RESPONSE**

- A. Upon receiving a request for service, individual members have the responsibility of choosing an appropriate level of response.
- B. Field supervisors are charged with monitoring levels of response and may change that level based upon their discretion.

**12.07 LEVEL OF RESPONSE OPTIONS**

- A. Level of response options shall be dictated by the nature of the call, seriousness of the offense, danger to the public, and totality of the circumstances. The level of response options is the following:
  1. Code One: Driving within the speed limit with no emergency equipment activated or disregard for traffic devices.
  2. Code Two: Driving with only emergency lights activated at or above the speed limit with due regard for public safety. Members are not authorized to disregard traffic control devices while driving code two.
  3. Code Three: Driving with emergency lights and audible signals activated. Members are authorized to disregard traffic control devices and exceed posted speed limits with due regard to public safety. Code three response is authorized only when the member believes there is an imminent threat to human life or serious bodily injury.
  4. Tactical responses and approaches: When the totality of the circumstances dictate that a member should not use emergency equipment due to a unique emergent situation that exists that would compromise the apprehension of a suspect who

poses an imminent threat to the public, or may endanger the responding officers. Tactical responses require a supervisor approval if possible.

5. Rear amber lights may be utilized in any capacity that increases the safety of the public or the member.

#### **12.08 EMERGENCY LIGHTS AND SIRENS**

- A. During an emergency response, members will use overhead emergency lights and sound the siren when reasonably necessary to warn pedestrians and other drivers of their approach.
- B. Members proceeding through a controlled intersection against the traffic control device will slow to a safe speed or stop, if necessary, to determine if opposing traffic will yield to the emergency vehicle.

#### **12.09 ADJUST RESPONSE PER CHANGING NATURE OF CALL**

- A. Members should bear in mind that these situations are fluid and what may have begun as a non-emergency may escalate into an emergency and vice versa, where a call begins as an emergency and changes to a non-emergency response. Consequently, members are expected to adjust their response based upon the changing nature of a call.

#### **12.10 OFFICER RESPONSIBILITY WHILE DRIVING IN RESPONSE TO AN EMERGENCY**

- A. Under specified conditions, Wyo. Stat. Ann. § 31-5-106 exempts an drivers of an authorized emergency vehicle from obeying certain motor vehicle laws when responding to an emergency call, when in pursuit of an actual or suspected violator of the law, or when responding to but not returning from a fire alarm. Members must still drive with due regard for the safety of all persons under these circumstances. Neither state statute nor this policy relieves members from this duty, nor shall it protect the member from the consequences of their reckless disregard for the safety of others.

#### **12.11 PERSONALLY ASSIGNED VEHICLE (PAV) GUIDELINES**

- A. Personally assigned vehicles are designated to members of this Department in order to enhance public safety through increased visibility of police vehicles in the community, permit rapid response of off-duty members to designated emergencies, and enhance the ability of officer subject to frequent callback to do so more effectively.
- B. In the event the Department has the resources to provide members with a Personally Assigned Vehicle (PAV) the following guidelines shall be followed for their use.
  1. *Personally Assigned police Vehicle (PAV):* A marked or unmarked police vehicle for use by one member that, when not in use, is parked at the assigned member's primary place of residence.
  2. When the Department does not have sufficient PAVs to issue to individual members, it may be necessary to issue a PAV to more than one (1) member and require members to share that vehicle until additional vehicle(s) can be acquired.
  3. Effective April 15, 2017, all sworn members are eligible to take their PAV to and from their residence within a restricted zone- as defined by the Chief of Police.
    - a. Members having a residence outside of Teton County, Wyoming shall park their vehicles at their primary place of residence only, or at a fellow member's residence in the area (if approved by the Operations Lieutenant). No other locations are authorized for storage.
    - b. Members living south of the Town of Thayne, Wyoming shall not be permitted to drive their vehicle home unless approved by the Chief of Police.

- c. Members living north of the Town of Tetonia, Idaho shall not be permitted to drive their vehicle home unless approved by the Chief of Police.
  - d. Members living south of the Town of Daniel, Wyoming shall not be permitted to drive their vehicle home unless approved by the Chief of Police.
  - e. Members, sworn or non-sworn, living in Teton County, Wyoming are not restricted geographically where they can take their car home.
4. All safety and use provisions applicable to the use of marked fleet vehicles are applicable to the operation of PAVs unless otherwise stated in this policy.
5. Only the assigned member, or under reasonable circumstances, another Department member, or Town Employee, may operate a PAV.
6. Whenever operating a PAV, members shall carry their badge and identification card, an authorized sidearm, and handcuffs, and either wear or have ready access to soft body armor and marked attire that will allow them to be identified and function as a police officer.
7. Off-duty members operating PAVs shall routinely monitor assigned police radio channels. Members must notify communications whenever responding to a call for service while off-duty.
8. Vehicles may be used for off-duty travel (non-commuter travel) in the Teton County jurisdiction only. However, members are encouraged to use common sense and only use the vehicle for reasonable activities when doing so, such as traveling to the gym to work out. Operation of a Department vehicle outside the Teton County jurisdiction shall be for commuting to and from work related activities only. No personal or off-duty use of the vehicle is authorized outside of the Teton County jurisdiction for any purpose unrelated to their commuter route to Teton County, Wyoming.
9. Except for commuting to and from work from out of Teton County, long-distance travel using PAVs is prohibited unless connected with official Departmental business, such as training or prisoner transportation, and authorized in advance by a supervisor.
10. Officers using a PAV to commute from outside the Teton County, Wyoming jurisdiction are permitted to allow other Town of Jackson and Teton County, Wyoming employees to ride with them when pre-approved by the Operations Lieutenant.
11. Though discouraged from doing so on a regular basis, members from time to time may use PAVs for off-duty transportation of civilians, to include but not necessarily limited to, family members or motorists in need of assistance out of Teton County that members may happen upon while on their commuter route, and members shall ensure that civilians abide by the following rules:
  - a. Passengers shall be appropriately attired when being transported in a PAV.
  - b. Passengers shall use seat belts or other legal restraints.
  - c. Passengers shall comply with appropriate Departmental regulations while in the vehicle, including appropriate behavior and conduct for children and the nonintervention of adults in instances involving official police business.
  - d. Passengers shall abide by instructions on actions that must be taken in the case of emergency response. If an off-duty member must respond to a call for service, for instance, then civilians being transported in the vehicle shall first be dropped off at a safe location.

12. While off-duty, in civilian attire, members operating PAVs should not take traffic enforcement action unless the violation is hazardous.
  - a. Pending arrival of other jurisdictionally appropriate marked units, members should stop and lend assistance at accident scenes where personal injury is apparent or reasonably likely. In other motor vehicle collisions, members may engage in traffic control management at an accident scene. Members commuting from out of Teton County in a PAV should offer assistance to disabled motorists as practicable upon their commuter route.
  - b. Members should request an on-duty officer in the appropriate jurisdiction to handle vehicular violations by providing information on the nature and location of the offense, direction of travel, the vehicle description, and the offender description if the offense is egregious enough to justify notification of the proper agency, but common sense should rule.
13. While off-duty in civilian attire, members operating PAVs shall render assistance when observing or summoned to a violent or other incident that reasonable represents a threat of serious bodily harm or death.
14. Unless authorized, members shall not leave unsecured firearms or ammunition in PAVs when they are off-duty and the vehicle is not in use.
15. No alterations, unauthorized equipment, or accessories shall be installed on PAVs without prior approval, to include but not limited to decals, stickers, or political advertising and like items.
16. Members assigned a PAV retain no expectation of privacy in those vehicles. The Department retains the right to enter and inspect PAVs at any time without prior notice, with or without cause.
17. PAVs shall be kept clean at all times and shall be made available for scheduled maintenance and inspections.
18. All members using a PAV to commute to and from work shall have their in-dash video camera power turned on for the duration of the trip (when so equipped).
19. All off-duty PAV use shall comply with applicable traffic laws. Members are expected to act as a role model for other motorists to follow.
20. In accordance with Departmental procedures, disciplinary action may be taken for violations of these guidelines for use of PAVs. The Chief of Police at their discretion, may revoke the privilege and use of an assigned PAV of any member who violates any of these policies.
21. Members using a PAV to commute outside of Teton County shall be required to reimburse the TOJ for all fuel utilized from the Teton County line to their driveway, and back. Members will complete a "*vehicle utilization form*" monthly to report their number of round trips to the finance department. Members will then have the determined reimbursement deducted from their second paycheck each month.

## 12.12 UNMARKED POLICE VEHICLES TRAFFIC STOPS

- A. Non-uniformed members operating unmarked police vehicles with concealed emergency lights and siren should not normally make vehicle stops for traffic violations (See Wyo. Stat. Ann. § 31-5-928 (e)). In situations where failure to act would create unreasonable risks of injury, death, or significant property damage, such members may use emergency lights and siren to make a traffic stop.
- B. Non-uniformed members assigned to the Investigations Division may utilize lights and sirens to make traffic stops where subjects who have outstanding warrants may be apprehended,

or for which the detectives have probable cause to believe subject has committed a crime other than a traffic offense.

#### 12.13 IN-CAR VIDEO CAMERAS

- A. All marked patrol vehicles shall have an installed and operable in-car video system with no less than one camera facing the front of the vehicle.
- B. Video cameras shall be equipped with wireless microphones capable of recording conversation outside of the police vehicle for the purposes of evidence collection and liability mitigation.
- C. Members shall use due diligence to utilize the camera system and wear the wireless microphone at all times when conducting routine patrols and vehicle stop operations.
- D. In the event any part of the in-car camera system fails to function properly, the member responsible for that unit must immediately notify his supervisor as well as the supervisor responsible for the police fleet.
- E. Members using a PAV to commute to and from work shall have their in-dash video camera power turned on, but not in record mode, for the duration of the trip (when so equipped).

#### 12.14 PURSUITS

- A. Vehicular pursuits of suspected or known violators expose innocent citizens, law enforcement officers, and fleeing violators to the potential danger of serious injury or death. Consequently, members must exercise a high degree of professionalism, common sense, and sound judgment before deciding to pursue suspected or known violators. A member's conduct during the course of a pursuit must be objectively reasonable.
- B. In recognizing the potential danger to public safety created by vehicular pursuits, no member or supervisor shall be criticized or disciplined for deciding not to engage in a vehicular pursuit because of the risk involved. This includes circumstances where Department policy would permit the initiation or continuation of the pursuit.
- C. Definitions:
  1. **Boxing in:** A technique designed to stop a moving vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.
  2. **Caravanning:** The presence of law enforcement vehicles other than the primary and secondary units, actively involved in the pursuit on the same roadway.
  3. **Due Regard:** Taking into consideration existing circumstances to determine the reasonableness of one's actions as they relate to the totality of the circumstances.
  4. **Paralleling:** Participating in a pursuit by proceeding in the same general direction as the fleeing vehicle and maintaining approximately the same speed while traveling on an alternate roadway that is adjacent to the pursuit route.
  5. **Pursuit:** The actions of a law enforcement officer to apprehend an offender operating a motor vehicle who is attempting to avoid arrest as demonstrated by speeding and/or evasive driving.
  6. **Ramming:** The contact between a law enforcement vehicle and the pursued vehicle with the intent to disable the pursued vehicle.
  7. **Channeling:** A technique where objects or vehicles are positioned in a manner intended to direct or redirect the path of a fleeing vehicle, but does not include utilization of a roadblock.
  8. **Temporary Roadblock:** Establishing an impediment to traffic as a means of stopping a fleeing vehicle by using actual physical obstructions or stationary barricades. (Refer to Wyo. Stat. Ann. §§ 7-17-101 - 103 for statutory requirements.)

- D. A member may initiate a pursuit when the member has reason to believe a crime has been committed and when the suspect of that crime is in a vehicle that is failing to stop for the member's emergency lights and sirens.
- E. When in a pursuit, members shall activate emergency lights and sirens.
- F. The following factors, individually and collectively, shall be considered when deciding whether to initiate pursuit:
  - 1. Seriousness of the offense and its relationship to community safety.
  - 2. Apparent nature of the fleeing suspect and whether they represent a serious threat to public safety.
  - 3. Whether the identity of the suspect is known such that they can be apprehended at a later time under safer conditions.
  - 4. Safety of the public in the area of the pursuit, including the terrain, the amount of vehicular and pedestrian traffic in the area, and the speed of the pursuit relative to public safety.
  - 5. Weather, traffic, and road conditions that substantially increase the danger of pursuit beyond the worth of apprehending the suspect.
  - 6. The training, capabilities, and condition of the member.
  - 7. Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
  - 8. The presence of others in the member's vehicle (such as citizen ride-along, prisoners, etc.)
  - 9. The availability of other resources.
  - 10. Other persons in or on the pursued vehicle.
  - 11. The age of suspect and/or occupants (if known).
- G. Nothing in this policy is designed to prevent a member from continuing to follow a vehicle that is merely failing to yield.
- H. Pursuit units shall be limited to two (2) law enforcement vehicles: the primary pursuit unit and the secondary pursuit unit. The only exception will be if a supervisor authorizes the use of additional units.
  - 1. Only fully marked patrol vehicles will participate in a pursuit, except in extraordinary circumstances.
  - 2. The primary pursuit unit will be responsible for conducting the pursuit. The primary unit will:
    - a. Advise dispatch that a pursuit is in progress and its location, direction of travel, speed, the specific reason for the pursuit including known laws violated, vehicle description including license plate number if known, and the number and description of occupants in the fleeing vehicle, and provide updated information as the pursuit progresses.
    - b. Insure where applicable, that a supervisor is notified.
    - c. Terminate or turn over the primary unit responsibility to another unit when the member is not able to remain close enough to the violator's vehicle to prevent losing contact.
  - 3. The secondary pursuit unit will:
    - a. Notify dispatch of their involvement in the pursuit as a secondary unit.
    - b. Remain a safe distance behind the primary unit unless directed to assume the role of primary unit by the primary member or supervisor or if the primary unit is unable to continue the pursuit.

- c. Broadcast the continuing pursuit progress upon joining the pursuit where practical.
- I. A vehicle pursuit will be immediately discontinued:
  - 1. When the level of danger created by the pursuit outweighs the risk to the community or the pursuing officer(s).
  - 2. When instructed to terminate by a supervisor.
  - 3. At the discretion of the pursuing member.
- J. When a pursuit is discontinued, the members involved in the pursuit will turn off all emergency equipment, and the dispatch center will be advised that the pursuit has been terminated. If the member chooses to continue following the vehicle, it shall be done without emergency lighting and at a reasonable speed. Dispatch and the supervisor shall be kept informed of the ongoing situation.
- K. Supervisory Responsibilities
  - 1. The supervisor shall monitor the pursuit and continually assess the situation and ensure the pursuit is conducted within established department guidelines.
  - 2. If necessary, the supervisor shall assert control by directing specific units out of the pursuit, reassigning the primary or secondary units, or canceling the pursuit.
  - 3. The supervisor may also authorize forcible stop procedures, if circumstances warrant them.
  - 4. If the pursued vehicle is stopped, a supervisor shall designate the incident commander and respond to the scene.
- L. When it is imminent that a pursuit will be entering another agency's jurisdiction, the dispatcher will notify that agency. The primary member or the supervisor should advise the dispatcher as to what assistance is needed.
- M. Idaho law permits Wyoming peace officers to continue a fresh pursuit into Idaho when the officer is in pursuit of a person who has committed a felony or who is reasonably suspected of having committed a felony. In cases of a misdemeanor offense, officers shall discontinue the pursuit and must obey all traffic laws once crossing the state line.
- N. When another agency's pursuit extends into this Department's jurisdiction:
  - 1. The jurisdiction that initiates a pursuit shall be responsible for the progress of the pursuit. Units from this Department should not join a pursuit unless specifically requested to do so by the agency whose officers are in pursuit or a Department supervisor.
  - 2. This Department's assistance to a pursuing agency will terminate at the Town's jurisdiction line, provided that pursuing officers have sufficient assistance from their own agency. If not, assistance from this Department may continue only until sufficient assistance is present.
  - 3. If two (2) or more vehicles are already in pursuit, members will not become involved unless special circumstances dictate otherwise (e.g., forced vehicle stops, spike strips, number of suspects versus officers, etc.) or unless directed to do so by a Department supervisor.
  - 4. When a request is made for this Department to assist or take over a pursuit from another agency that has entered the Town's jurisdiction, the supervisor should consider the following individually and collectively:
    - a. The reason for the pursuit and if it meets the requirements of this policy.
    - b. Whether circumstances are serious enough to warrant continuation of the pursuit.
    - c. Availability of adequate staffing to continue the pursuit.

d. The needs for the Department to participate in the pursuit.

O. Procedures for units not involved in the pursuit:

1. Members should monitor and maintain awareness of the progress and circumstances of the pursuit.
2. While obeying applicable traffic laws, members may maneuver on routes parallel to and in advance of the pursuit in order to provide advance warning and traffic control to increase the probability of safe passage of the pursuit and safety for the pursuing officers and the public. This does not allow members to parallel the pursuit itself.
3. Trailing or caravanning a pursuit, even while obeying rules of the road, is in most circumstances not a useful tactic and is, therefore, discouraged unless directed to do so by a supervisor.
4. Members, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicles.

P. Pursuit intervention

1. Use of pursuit intervention tactics should be employed only after approval of a supervisor. In deciding whether to use intervention tactics, members and supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the suspect, public, and the officers.
2. A police unit may be used to block a suspect's vehicle that has been stopped, as long as the danger of injury or potential damage would be minimal. However, members should consider the potential for exposure to weapons fire in the event firearms are utilized by suspects or officers.
3. Channeling may be used to redirect or stop a pursued vehicle. The selection of the best method and area in each circumstance should be preceded by an evaluation of all factors surrounding the pursuit. It is allowable to use stationary objects such as traffic cones, barricades, and vehicles to channel the suspect vehicle toward a specific goal, such as across a tire deflation device, and/or away from specific areas, such as those with pedestrians or heavy vehicle traffic, as long as a roadblock is not utilized.
4. Tire deflation devices such as spike strips and stop sticks are approved for use in pursuits when:
  - a. The vehicle is one for which the device is designed to be used, and
  - b. The member using the device has been trained in its deployment.
5. Boxing-in is strongly discouraged due to potential exposure to firearms from suspects and other officers and the potential of being pushed into other objects, oncoming vehicles, or pedestrians. It is only to be used at slow speeds or where the obvious risk can be eliminated or appreciably reduced. Boxing-in a suspect vehicle will not be used at high speeds or when the suspect has demonstrated the willingness to assault officers or for motorcycles.
6. Ramming is prohibited unless:
  - a. The circumstances would warrant the use of deadly force.
  - b. There does not appear to be another reasonable alternative method, and
  - c. The suspect is driving in willful or wanton disregard for the safety of persons.
7. Temporary Roadblocks with no escape route are prohibited unless the circumstances would warrant the use of deadly force. Temporary Roadblocks should

only be established with a supervisor's approval and must comply with Wyo. Stat. Ann. §§ 7-17-101 - 103. Spike strips are not considered roadblocks.

8. Shooting at, or from a moving vehicle, is generally prohibited and is considered the use of deadly force. Firearms are not to be used in an attempt to disable or stop a vehicle unless deadly force is authorized.

Q. Pursuit Review

1. Members shall report the pursuit to the shift Sergeant immediately after the incident occurs, or as soon as practical (assuming the shift Sergeant is not already aware). Sergeant notification shall be made while still at the scene, assuming it is safe to do so. While waiting for the Sergeant (or his designee) to respond, members shall maintain the scene, protect any evidence, and hold any witnesses.
2. Upon receiving notification that a pursuit has occurred, the supervisor shall immediately respond to the scene and commence a policy review investigation. In the event the supervisor is off-duty and unable to respond, the supervisor shall cause an available supervisor to respond to the scene. An immediate supervisor response is imperative as a pursuit review is a priority situation that cannot be left for a later time.
3. A pursuit review can be done by either a Sergeant or a Corporal with preference being on the Sergeant. In the event both shift supervisors are involved in the pursuit, an off-duty supervisor will be called out to complete the review.
4. In ALL cases of the pursuit where officer(s) or suspect(s) are injured, regardless of the severity of injuries, the supervisor investigating the incident shall notify the Operations Lieutenant and/or the Chief of Police as soon as practical after receiving notification of the incident.
5. The Pursuit Review investigation report shall be documented on a JPD Memorandum, addressed to the Chief of Police through the Operations Lieutenant. The subject of the report shall be titled "Pursuit Review" with the event number following. Do not add names of the involved officers or suspects, or any other information in this section.
6. Supervisors investigating a Pursuit Review are responsible for conducting a thorough investigation and should NOT delegate any portion of the investigation without first conferring with the Operations Lieutenant.
7. Upon arrival at the scene, the supervisor shall personally contact the involved members, and witnesses, and ascertain what happened. The supervisor shall ensure that any medical assistance for members, other officers, or suspects has been summoned. Any member or supervisor deciding that medical attention is necessary for a suspect shall call for an ambulance to respond to the scene. Members and supervisors should generally avoid transporting the suspect to the hospital, unless extenuating circumstances warrant otherwise.
8. The supervisor shall interview and take a detailed written statement separate from the CR-1 crime report, from each member who was directly involved in the pursuit, and from any members who was present when the pursuit occurred. Members who were not involved or did not witness the pursuit are not required to write a statement, however the supervisor will record their names in the report and indicate what their involvement was. The supervisor shall pay particular attention to the proper documentation regarding which members witnessed and/or participated in the pursuit.

9. The supervisor shall personally contact all witnesses to the pursuit and take, or cause to be taken, a detailed written statement from each witness, if they can be located. Prior to releasing the witness, the supervisor shall review the statement and pose questions to the witness to clarify any portion of the statement.
10. Supervisors conducting a Pursuit Review investigation shall include the following information in their report:
  - a. Date, time, and circumstances surrounding how the supervisor was notified of the incident and the time the supervisor arrived at the scene.
  - b. A detailed summary of all statements taken from members and witnesses, with the original written statements attached to the report.
  - c. Photographs and/or video and audio recording taken at the scene; detailed photographs of the suspects to include photographs of any injuries as well as photographs to show a lack of injuries. If a suspect refuses to cooperate with the taking of photographs, the supervisor shall video record the suspect's refusal and any other pertinent actions by the suspect, i.e., the suspect yelling obscenities, acting irrational, etc. Photographs of injuries sustained by members and any damage to the member's uniform and/or equipment. Detailed photographs and/or video of the scene where the pursuit ended. Supervisors should proceed under the theory that it is better to take too many photographs than not enough. Photographs and video shall be downloaded to a disc with the original attached to the report. Do not make copies of the disc. Additionally, all video from in-dash cameras, contour cameras, etc. shall be included in the report compiled by the supervisor conducting the investigation and submitted as part of the final report.
  - d. Supervisors shall obtain a statement from any responding medical personnel who may have treated members and/or suspects. The supervisor shall record the information in the report.
11. The investigating supervisor will conclude the report with facts obtained in the investigation. Except in cases of deadly force, a summary regarding tactics employed by the involved members and whether or not the members acted reasonably under the circumstances and within policy shall be included.

## 12.15 CRASHES INVOLVING TOWN VEHICLES

- A. All collisions or damage to Department or Town vehicles are to be reported to the member's supervisor as soon as possible.
- B. The member driving the vehicle shall write a signed memorandum addressed to their supervisor detailing the circumstances resulting in the collision or damage. The supervisor shall view the damage as soon as possible and ascertain what happened. The supervisor shall take photographs of the damage to include identifying characteristics (License plate and unit number if applicable). The supervisor shall prepare a separate memorandum addressed to the Operations Lieutenant detailing the incident. The memorandum shall include the supervisor's observations and a recommendation as to whether the damage was preventable or non-preventable. The member's memorandum will be attached to the supervisor's memorandum along with the photographs, and forwarded to the Operations Lieutenant.
- C. For crashes resulting in total damages less than \$1,000:
  1. A police report (event) shall be made.

2. Unless extenuating circumstances exist, the collision is to be investigated by a Department member.
3. A copy of the event shall be forwarded to the Chief of Police.

D. For crashes resulting in total damages exceeding \$1,000:

1. A police traffic investigation shall be conducted and a police traffic collision report shall be completed. A Copy of the report shall be submitted to the Chief of Police.
2. Unless extenuating circumstances exist, the collision is to be investigated by a Department member.

E. For crashes resulting in real or potential injuries to or the death of any person:

1. A police traffic investigation shall be conducted and a police traffic collision report shall be completed. A copy of the report shall be submitted to the Chief of Police.
2. The collision should be investigated by an outside agency, if possible.