



**Division 08**

**Health and Safety**

**Chapter 23– Vehicle Accident and Loss Damage Reporting**

January 2009

**POLICY**

This General Order shall establish procedures for reporting accidents involving Fire/EMS Department vehicles or the loss of property regardless of ownership and/or insurance coverage.

- A detailed narrative describing all pertinent aspects of the accident.
- The driver shall cooperate with all aspects of the Departmental Investigation.

**DEFINITIONS**

N/A

Crew personnel (each and every person on board the vehicle at the accident) will prepare a statement regarding the accident. The statement is to be in the form of an Inter-Office Memorandum, and headed “Confidential in Anticipation of Litigation.”

**PROCEDURES**

**Vehicle Accidents**

When a vehicle accident occurs, the driver or officer shall immediately notify Public Safety Communications (PSC).

Further the memorandum is to be addressed to the Associate County Attorney, and start “In response to your request, I am giving the following statement regarding...”

All accidents involving Fire/EMS Department vehicles shall be investigated by the appropriate police department.

All statements must be signed, dated, and submitted to Risk Management within 48 hours.

The vehicle will not be moved from the point of impact unless:

The supervisor will (next higher level of command not involved in the accident is the responsible supervisor to complete the supervisor portion of the investigation):

- Lives are being endangered by the vehicle remaining at the point of impact, and/or,
- Ordered by the Police Department.

- Notify the Operations Center and provide relative information for Flash Report to be emailed for notifications.
- Investigate the accident and complete a Supervisor’s Accident Investigation and Report for Vehicles (PGC Form #1385). Provide a narrative of any additional facts regarding the incident.
- Review the Driver’s Accident Report.
- Complete additional Vehicle Accident Information Report (PGC Form #3030).

The driver of the vehicle shall complete and sign the following reports immediately following the incident (unless incapacitated) and forward them to his/her supervisor within 24 hours:

- Vehicle Accident Report (PGC Form #555)



- Obtain copies or case numbers of the Police Department's investigation report.
- Complete a Notice of Loss or Damage Report (PGC Form #556) to include all Fire/EMS Department property damaged as a result of the accident.
- Complete an accident Review and/or theft Report (PGC Form #2842), providing as much detail as possible.
- Submit all the reports and any pictures to the Risk Management Office. (RMO) via the chain-of-command within two business days/48 hours.
- Apparatus Maintenance is to be contacted for instructions and procedures concerning body damage repairs.

**NOTE:** In the event the driver of the Fire/EMS Department vehicle involved is unable to complete any of the reports because of injury, the supervisor or officer-in-charge will complete the reports. Explanation of why the driver(s) were unable to complete the report should be noted.

The Risk Management office will review and forward the completed reports to the appropriate insurance carrier and Apparatus Maintenance. The appropriate Battalion Officer shall review the reports prior to submission to Risk Management.

Any person directed to appear before a court or Non-Departmental hearing relating to a Departmental accident shall notify the Office of the Fire Chief, in writing, prior to the hearing date. The notice shall contain date, time and location of the hearing, as well as a brief overview of the incident.

**Post Accident Testing**

Supervisors shall arrange for post accident testing in accordance with the guidelines

established in 08-20 (Substance Abuse Policy).

**Loss Damage Reporting**

Any Fire/EMS Department property that is lost, damaged, or stolen shall be reported via the chain-of-command to the Risk Management office within 48 hours.

The following forms will be used:

- A Notice of Loss or Damage Report (PGC Forms #556).
- An Accident Review and/or Theft Report (PGC Form #2842), providing as much detail as possible.

If the property is stolen, a police report is required.

The Risk Management office will forward the completed forms to the third party insurance administrator for Prince George's County.

**Compliance**

It is unlawful for any employee or member to make a false statement in connection with any of the matters covered by this General Order. If an employee or member makes a false statement in connection with any of the enumerated provisions, the employee or member shall be subjected to disciplinary action up to and including immediate dismissal. A false statement in connection with any of the matters covered by this General Order shall amount to the falsification of County reports or documents under Section 16-193(c)(1)(A)(iv) of the Prince George's County Code.

**REFERENCES**

N/A



**FORMS/ATTACHMENTS**

P.G.C. Form #555

P.G.C. Form #1385

P.G. G. Form # 556

P.G.C. Form # 2842

P.G.C. Form #0303

Inter –Office Memorandum/Office of Law,  
Associate County Attorney Instructions for  
Completing Vehicle Accident Reports