	Winchester City Sheriff's Office Manual of General Orders Operations 322	Effective Date: January 1, 2017 Accreditation Standards: OPR .07.05 OPR .07.06 OPR .07.07
		Original Policy: January 1, 2017 Review Date: May 1, 2017 Next Review: May 1, 2023
Subject: Accident Scene Management and Response		By Authority of: <hr/> Les R Taylor, Sheriff

I. PURPOSE

The purpose of this policy is to establish guidelines for the proper handling of accident scene management and response by Winchester City Sheriff's Office Deputies.

II. POLICY

The Winchester City Sheriff's Office does not investigate vehicle accidents, however, deputies may be asked to assist the Winchester Police Department with scene management, traffic direction, or other requested duties on occasion. Deputies may also happen upon an accident in the normal course of their respective duties and need to render aid or protect scene prior to the arrival of the Winchester Police Department or other responding agencies.

III. PROCEDURES

A. Accident Scene Management

1. Upon the receipt of a report of a motor vehicle accident, that involves death, injury, property damage, (private or public) hit and run or impairment of drugs or alcohol, the deputy assigned shall proceed quickly and safely to the scene. The cruiser should not be parked at the scene in a manner that will create a traffic hazard; however, the deputy should consider using the patrol vehicle as a barrier to protect the accident scene. Anytime a cruiser is parked blocking any portion of a traffic lane the emergency lights will be activated. It is recommended that emergency lights be activated at all accidents to alert motorists of the incident.
2. Flares are available in each vehicle for use in creating an illuminated warning pattern to alert other motorists. Traffic cones may be used as well. The objective is to protect the scene and participants and to temporarily detour traffic safely around the scene. If the deputy is directing traffic at the accident scene then a reflective safety vest shall be worn.
3. Fire and Rescue should be requested anytime there are reports of injuries, entrapped people, fire, etc. Also, Fire and Rescue should be requested when there is a danger of fire hazards from leaking/ruptured gases tanks or lines, when there is any major crash entanglement of vehicles, any downed power lines, or when there is any sign of hazardous materials being transported.

4. All Sheriff's Office vehicles are equipped with a copy of the current Emergency Response Guidebook. This guidebook permits both rapid identification of DOT placards for hazardous materials and gives information concerning the nature of the hazard, emergency procedures, evacuation guidelines, etc. Any deputy arriving at the scene of such an accident and seeing hazardous materials placards should immediately request Fire and Rescue. The deputy will then cordon off the accident scene. The Fire and Rescue's Haz-Mat team will be the only personnel allowed into the area. The deputy should be aware that further evacuation of the surrounding area, road closing, etc. might be required. In such cases the deputy will notify the shift supervisor and ECC of the situation. The on scene deputy/shift supervisor will direct other responding deputies to specific areas to assist with cordoning off the scene. Fire and Rescue is responsible for cleanup/removal of hazardous materials. Deputies may be utilized for traffic/scene/crowd control. Investigation of the traffic accident will occur after Fire and Rescue has released the scene to law enforcement.
5. The above listed procedures will also apply to vehicle fires. However, deputies may try to extinguish small vehicle fires with their fire extinguisher.
6. Any property belonging to accident victims will be protected from theft or pilferage. If accident victims are not present, the property (money, jewelry, and other expensive items) should be brought to the Sheriff's Office, properly tagged, and placed in a property/evidence locker. The investigating deputy or Evidence/Property Custodian will notify the person as soon as possible that the Sheriff's Office has their property, so the property may be returned to them.

B. Hit and Run

1. Although the Winchester City Sheriff's Office does investigate accidents, if asked to respond to a hit and run, the responding deputy shall make every attempt to obtain information of the suspect vehicle. Any information obtained shall immediately be broadcast to other law enforcement officers so that they may attempt to locate the suspect and the vehicle involved in the hit and run.
2. The responding deputy should also attempt to locate any witnesses of the hit and run so that they can be interviewed by the accident investigator.

C. Impaired Drivers

1. If a deputy is asked to respond to an accident and upon arrival realizes that the driver may be impaired by alcohol or drugs, the deputy shall maintain contact with the suspect so that he/she does not leave nor drink any alcoholic beverages while waiting for the accident investigator to arrive.

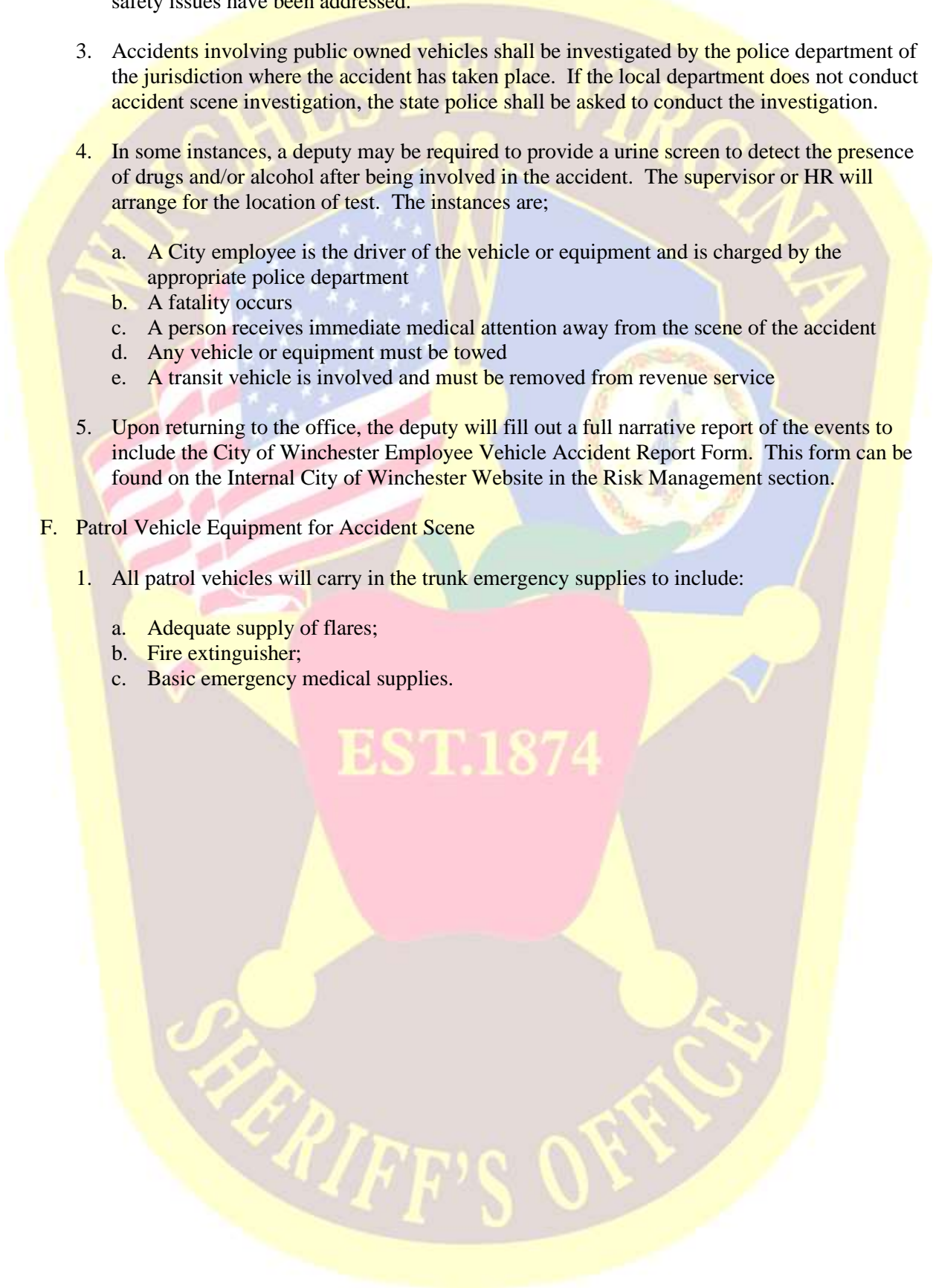
D. Disturbances Between Principles

1. If a deputy responds to an accident and the driver / passengers are arguing or fighting, the deputy shall address the situation in an appropriate manner without waiting for the accident investigator.

E. Damage to Public Property or vehicles

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1. Anytime a public owned vehicle is damaged or property, all procedures for accident scene management shall be followed.

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2. The deputy involved in the damage shall notify a supervisor as soon as all injures/public safety issues have been addressed.
 3. Accidents involving public owned vehicles shall be investigated by the police department of the jurisdiction where the accident has taken place. If the local department does not conduct accident scene investigation, the state police shall be asked to conduct the investigation.
 4. In some instances, a deputy may be required to provide a urine screen to detect the presence of drugs and/or alcohol after being involved in the accident. The supervisor or HR will arrange for the location of test. The instances are;
 - a. A City employee is the driver of the vehicle or equipment and is charged by the appropriate police department
 - b. A fatality occurs
 - c. A person receives immediate medical attention away from the scene of the accident
 - d. Any vehicle or equipment must be towed
 - e. A transit vehicle is involved and must be removed from revenue service
 5. Upon returning to the office, the deputy will fill out a full narrative report of the events to include the City of Winchester Employee Vehicle Accident Report Form. This form can be found on the Internal City of Winchester Website in the Risk Management section.

F. Patrol Vehicle Equipment for Accident Scene

1. All patrol vehicles will carry in the trunk emergency supplies to include:
 - a. Adequate supply of flares;
 - b. Fire extinguisher;
 - c. Basic emergency medical supplies.