

Victoria Police Manual – Procedures and Guidelines

Police vehicle collisions

Source Policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPMP Police vehicles

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and Guidelines

1. Police vehicle incidents and collisions

- A police vehicle incident is a collision involving a police vehicle where:
 - no person is injured
 - no third party or third party property is involved
 - there is no apparent breach of traffic laws
 - the damage to the police vehicle/s is of a minor nature (less than \$2000 or an amount determined by Transport Branch)
 - the collision is with wildlife and the reporting of the collision as a police vehicle incident is agreed to by Police Collisions Office, Transport Branch.
- Very minor damage to police vehicles or bicycles (e.g. broken rear view mirrors due to contact with car park walls etc) should be treated as a mechanical repair and not as a police vehicle incident.
- A police collision is a collision in which any person is injured or property is damaged or destroyed due to the presence of a police vehicle.

2. Sub-officer investigation of a police collision or vehicle incident

2.1 *Independent sub-officer*

An independent sub-officer is a sub-officer who is not:

- directly involved in the collision
- an occupant of the police vehicle involved in the collision
- the pursuit controller
- in a primary or secondary pursuit vehicle involved in a pursuit incident.

2.2 *General responsibilities*

VPMP Police vehicles requires the independent sub-officer notified of a police collision or vehicle incident to conduct an investigation into the collision or incident. This involves:

- ensuring all parties and witness have been spoken to
- obtaining statements as required:
 - police collisions – statements required
 - police vehicle incident – statements only required where directed by Professional Standards Command (PSC) or Major Collision Investigation Group (MCIG)
- completing the necessary forms and reports, as detailed below.

2.3 *Police collisions*

Before the completion of the shift –

- Except for a police bicycle collision:
 - notify Transport Branch to obtain a police collision file number
 - if a mechanical fault is suspected or alleged, advise Transport Branch so that arrangements can be made for a full vehicle inspection.
- Create a TIS Police Collision Report (Level 1P, 2P or 3P) and complete the following three report tabs
 - Incident
 - Involved
 - Notification

Those subscribing to be notified of these type of collisions will require this information as a minimum.

- Create a TIS Police Collision Report (Level 1P, 2P or 3P).

At the earliest opportunity –

- Electronically attach statements from all parties to the Police Collisions Report in TIS.

- Complete the investigation and input all relevant information.
- Submit the TIS Police Collision Report as “Ready for Review”, recording any recommendations in the submission.
- Notify the member involved in the collision of any decision regarding their police driver’s ADA and also notify their work unit manager.

2.4 Police vehicle incidents

Before completion of the shift:

- Create a TIS Police Collision Report (Level 4P).
- If mechanical fault is suspected or alleged, advise Transport Branch for arrangements to be made for a full inspection of the police vehicle.
- Notify the nominated divisional patrol supervisor and the involved police driver’s work unit manager of the TIS report number.

At the earliest opportunity:

- Input all available information into the Police Collision Report in TIS and await quotes.
- If the returned quote exceeds \$2000 report the incident as a police collision unless otherwise approved by the Police Collisions Office.
- If the, quote is less than \$2000:
 - submit the TIS Police Collision Report for ‘Ready for Review’, recording your recommendations in the submission
 - notify the nominated divisional patrol supervisor of the report’s readiness for review.

2.5 Police bicycle collisions

- All process regarding repairs to police bicycles and third party property is to be directed through the line management of the member involved.
- Ensure that the following documents are completed and attached to the report in TIS as required:
 - Third Party Property Ex-Gratia Incident Report [Form 63]
 - Employee Incident Report on HR Assist
 - WorkCover Report (this report is a hard copy type and is to be forwarded through the nominated divisional patrol supervisor to the member/s involved in the collision).

3. Divisional Patrol Supervisor responsibilities

3.1 *Withdrawal of an employee's ADA*

- **VPMG Police Vehicles** outlines the factors to be considered when deciding whether to withdraw an employee's ADA.
- Indicate whether or not the employee's ADA was withdrawn and the reasons for this decision on the Patrol Duty Return and Police Collision Report in TIS.
- If an employee's ADA is withdrawn:
 - notify Driver Training Unit through their PBEA, including a reference to the Police Collision Report number in TIS
 - advise the sub-officer to update the report in TIS to reflect the withdrawal

3.2 *Other recommendations and action available*

- In addition to considering a withdrawal of an employee's ADA, the divisional patrol supervisor may recommend any of the following:
 - employee to attend a defensive driving course or a divisional level driver education program
 - Penalty Notice to be issued to one of the parties involved, including police members
 - disciplinary action or court action against to be instigated against one of the parties involved, including police members
 - no further action to be taken
- Notify all parties involved of the result of the investigation and action taken in all cases. Send a courtesy letter to non-Victoria Police employees in accordance with **VPMG Vehicle collisions**.

3.3 *TIS reporting*

- Complete the Police Collision Report by:
 - marking the report as 'Approved'
 - including in the narrative, any recommendations made and action taken. Notify the relevant senior manager of the relevant TIS Report number and any recommendations made or action taken.
- Where the incident/collision involves multiple police employees and more than one senior manager is responsible, liaise with all senior manager to identify which senior manager will make the final decision on the file.

4. Driver Training Unit responsibilities

Upon receipt of notification from a divisional patrol supervisor of a member's ADA being withdrawn, the Manager, Driver Training Unit, or their representative, is to utilise the NOTE function to input their comments, if any, onto the Police Collision Report in TIS, including any recommendations.

5. Senior manager responsibilities

- Endorse or reject the recommendations of the divisional patrol supervisor on the Police Collision Report and:
 - record the endorsement/rejections as a note on the Police Collision report.
 - this procedure may be delegated to the relevant Local Area Commander.
- If the recommendations are rejected, change the approval status and include a descriptive narrative regarding that change, including directives.
- If the recommendations are endorsed, take action as detailed in the table below:

Action required after endorsing a Divisional Patrol Supervisor's recommendations	
Action recommended	Action required by Senior Manager
Defensive driving course	• Notify The Driver Training Unit to arrange employee's attendance • Decide whether employee's ADA should be withdrawn prior to attending the course, if it has not already been withdrawn.
Action against police driver	• Send notification, including Police Collision Report number to Assistant Commissioner (PSC) for approval to take action in accordance with VPMP Complaints and discipline. • If recommendations arise from a police vehicle incident or police bicycle collision, have the reporting sub-officer obtain statements and reassess the recommendations.
Other action	• Advise the divisional patrol supervisor of any decisions and instruct the involved member's manager to ensure your directives are complied with.

- If the police vehicle or employee involved is from the Covert Services Division, Intelligence and Covert Services Department, send the file to the Manager, Covert Services Division for comment before endorsing any recommendations for action.

6. Work Unit Manager responsible for a vehicle involved in a police vehicle incident

Upon notification of the police vehicle incident by the reporting sub-officer (see above):

- obtain quotes for repair within seven days
- notify the sub-officer of the amount for quotes to ensure appropriate action is taken in accordance with the sub-officer's responsibilities, detailed

above. Record details of the quote on the Level 4P TIS Police Collision Report

- send copy of quotes with reference to the TIS report number to Police Collisions Office, Transport Branch who will authorise repairs.
- upon authorisation of repairs by Police Collisions Office:
 - send quotes with a reference to the TIS report number to the station or unit's budget centre to obtain a purchase order
 - arrange for repairs.

7. Special reporting requirements

7.1 *Operations Support Unit, PSC*

Major collisions –

- Report collisions involving Operations Support Unit (Surveillance and/or Technical) and Integrity Testing Unit vehicles involving a third person or damage to property to the on-call superintendent.
- The notified superintendent will arrange for the attendance of an independent PSC duty team to investigate the collision.

Minor collisions –

- Report minor collisions of Operations Support Unit (Surveillance and/or Technical) and Integrity Testing Unit vehicles to the on-call superintendent in any of the following situations:
 - no third person is involved or
 - no damage to property is sustained or
 - collision is assessed as police vehicle incident.
- The notified superintendent will arrange for an independent supervisor within the unit to investigate the collision.

7.2 *Chief Commissioner, commanders, superintendents and executive officers*

In the event of a collision involving a vehicle allocated to a commissioner, commander, superintendent or executive officer Commissioners, Commanders or Executive Officers as part of their employment conditions, the employee responsible for the vehicle should contact Police Collisions Office, Transport Branch, for insurance and repair purposes.

- If the collision occurs while the employee is on duty, report as for a normal police collision

- If the collision occurs while the vehicle is being driven by the employee in a private capacity or by their approved alternate drivers and the collision is reported to police, record as a normal Traffic Incident Report in TIS.

7.3 *Police collisions occurring interstate*

- Report the collision to the nearest police station.
- Obtain the name, number and station of the police member taking the reports and a copy of any relevant reports.
- Contact Transport Branch to obtain a police collision number and seek advice from the Police Collisions Office as to repairs, recovery or storage of the police vehicle.
- On return to Victoria:
 - complete a general report of the circumstances including details of police station to which the collision was reported. A collision report in TIS is not to be completed
 - follow any other applicable sections of this policy.

8. Collision towing

- A police vehicle that has been extensively damaged in a collision should be towed to the following locations:
 - metropolitan areas – Transport Branch
 - country areas – the nearest 24 hour police station for storage until the next business day. Storage location details to be included on the Incident Fact Sheet.
- Moderately damaged vehicles may be towed to an authorised repairer after consultation with Police Collisions Office.
- The driver of the vehicle is to sign the Authority to Tow.
- All radio and data terminal devices should be deactivated before the vehicle is towed.

9. Non-vehicular accidents and collisions

9.1 *Police Air Wing aircraft collisions*

- Comply with instructions in the **Specialist Response Guide** and treat the collision as any other civil aircraft accident.
- The pilot in command or first police member at the scene is to advise Police Communications that the accident involves a police air wing aircraft. Police Communications will:

- arrange for attendance at the scene of the regional duty officer notify Commander, Transit and Public Safety Command
- notify OICs, Specialist Response Division and Police Air Wing.

9.2 *Police boat collisions*

- Comply with instructions in the **Specialist Response Guide** and treat the collision as any other boating accident.
- Managed and investigate the accident according to Water Police instructions.
- The Manager, Specialist Response Division, OSD is to approve any briefs of evidence resulting from a police boat accident where a member of the public is the defendant.

10. Completed files

- All data collected as part of a police collision is retained in TIS.
- All processes not directly related to the collision input data are to be added as notes to the report in TIS.
- The following documentation can be electronically added as an attachment:
 - documents that are more extensive than a note
 - repair quotes and the like – scanned and attached to the report electronically.
- All hard copy documentation is to be retained by the originating, or reporting member.

Further Advice and Information

For further advice and assistance regarding these Procedures and Guidelines, contact TIS Business Support Unit or the Police Collisions Office, Transport Branch.

Update history

Date of first issue	22/2/10	
Date updated	Summary of change	Force File number
15/03/11	Update of outdated OHS form reference to Employee Incident Report on HR Assist to reflect current practice (Section 2)	066163/11

05/12/11	As part of OIC Driver Training Unit's VPM review, "Centre for Driver Training" has been changed to reflect updated terminology and is now referred to as "Driver Training Unit".	069842/11
10/04/12	Changes to the repair value that determines an incident from a collision; inclusion of the independent sub officer definition; and towing of police vehicles in country areas.	063029/10
23/04/12	Amendments made that remove all references to members completing Form 514 when a police vehicle collision occurs as this function has been absorbed by TIS.	071401/12
15/01/13	Updated to reflect organisational governance and structural changes.	FF-074790
02/06/14	Removal of requirement to complete IFS. Inclusion of information to be completed in a TIS Police Collision report.	FF-077000
16/03/15	Removal of reference to Traffic Caution Notice at section 3.2.	FF-092467