



## 1.10 Motor Vehicle Incidents (MVI)

### 1.10.8(ii) Police Vehicles Involved in Motor Vehicle Collisions

(Effective: 2020.07.28)

#### **POLICY**

The Vancouver Police Department (VPD) recognizes that, in the course of their duties, members may become involved in a motor vehicle collision. The collision could be accidental on the part of the civilian and/or member or part of planned operational tactics (such as a box and pin technique). See [RPM Section 1.10.10: Boxing, Pinning, Ramming, and Other Methods of Stopping a Vehicle](#). The actions of investigating members will depend on the circumstances of the collision and the extent of damage and injuries.

#### **PROCEDURE**

1. Whenever a police vehicle is involved in any collision, it must be reported as soon as practicable regardless of the amount of damage or extent of injury.
2. Any member(s) involved in a collision shall make all reasonable efforts to secure the collision scene (ensure the vehicles involved are not moved from their final resting place), giving consideration to safety, the extent of the damage/injuries and the circumstances surrounding the collision.
3. Member(s) who are not injured shall ensure portable radios and laptops are removed from the vehicle and returned to the Kiosk.
4. The Collision Investigation Unit will investigate motor vehicle collisions involving police vehicles. A Patrol Unit will be assigned if the Collision Investigation Unit is unavailable.
5. The involved member's Supervisor shall attend at the scene. In circumstances where the member's Supervisor is unavailable another field Supervisor shall attend. The attending Supervisor shall ensure all injured members' portable radios and laptops are removed from the vehicle and returned to the Kiosk.
6. The investigating member shall submit the following reports:
  - a. A MV6020, when the combined damage total exceeds \$10,000.
  - b. A General Occurrence (GO) report including a diagram. The member shall submit the diagram as an attachment.
7. The member involved in the collision shall submit the following reports:
  - a. A Police Statement (PS) page in the investigating member's GO report outlining:
    - i. The circumstances of the collision;
    - ii. The damage if any to the police vehicle; and
    - iii. The location of the police vehicle.
  - b. If a member is injured, members shall comply with the reporting requirements as specified in [RPM Section 1.11.2: Injuries to Department Personnel](#).
  - c. If there is damage to clothing or equipment (non-automotive) members shall comply with the reporting requirements as specified in [RPM Section 5.2.1: Damage to Department or Private Property](#).
8. The attending Supervisor shall:
  - a. Report any injuries to the Duty Officer.
  - b. If a member is injured, the Supervisor shall comply with the reporting requirements as specified in [RPM Section 1.11.2: Injuries to Department Personnel](#).



- i. **Note:** Please refer to [RPM Section 1.16.7: BC Police Act - Reportable Incidents - Injuries or Death](#) for further reporting requirements.
  - c. Complete a City of Vancouver [Vehicle Accident Report \(VAR\)](#). The original shall be forwarded directly to the Fleet Kiosk Staff.
  - d. Send a copy of the VAR shall be sent to Risk Management within 48 hours and submitted as an attachment in the GO report.
  - e. Complete a NCO Report - Collision template in the member's GO report containing a summary of the collision and a statement of the Supervisor's findings and recommendations directed to the Supervisor i/c Collision Investigation Unit.
9. The Supervisor i/c Collision Investigation Unit will gather all reports relating to the collision and review the file. If the collision was a planned operational tactic resulting in no injury and damage of less than \$10,000, the Supervisor i/c Collision Investigation Unit will pass oversight of the file to the Supervisor i/c of Officer Safety Tactics Training Team (OSTTT). The Supervisor i/c Collision Investigation Unit will classify all other incidents as one of the following:
- a. No blame;
  - b. Calculated risk in the operation of a police vehicle;
  - c. Intended Action; or
  - d. Error in judgment on the part of the member.
10. This recommendation will be forwarded to the Inspector i/c Traffic Section for concurrence in accordance with the Collision Review Process.

## **Allegation of Police Involved Motor Vehicle Collisions**

11. A request for a VAR in response to an allegation of a police involved motor vehicle collision shall be reviewed and completed by the Supervisor of the member(s) identified in the request.



## 5.2 Damage, Loss or Theft of Property

### 5.2.1 Damage to Department or Private Property

(Effective: 2005.08.29)

When police equipment or a members private property is destroyed, damaged, lost, or stolen, the following procedures shall apply:

1. When police equipment, other than automotive, is destroyed, damaged, lost or stolen, the member having custody shall:
  - a. immediately notify their supervisor and shall submit a report on form VPD 68 on the same date the damage or loss was noted. The member's supervisor shall attach a confirmation report, which shall include the equipment date of issue. These reports are to be forwarded to the Senior Director, Financial Services Section. Articles of clothing or personal equipment that are damaged should accompany these reports.
  - b. Members shall bring a copy of the supervisor's VPD 68 to Police Stores to have lost, stolen or damaged Departmental equipment replaced.
  - c. Previously issued uniforms, shoes, ties, shirts, gloves, et cetera, shall be considered expendable on receipt of the current issue.
2. When a member's private property is destroyed, damaged, lost or stolen, the member having custody may:
  - a. Report the loss or damage of a member's private property as long as it is caused by a police duty. The report will contain a written estimate of the cost of repairs or replacement and statements of witnesses and the member's supervisor. All reports are to be submitted to the Senior Director, Financial Services Section. See also RPM Section 2.10.3: Loss and Damage Board.
  - b. Eyeglasses, dentures or hearing aids damaged while in the course of duty may be covered by the Workers' Compensation Board. If a member is not injured, and the Workers' Compensation Board will not honour the claim, damage claims may be handled as described above in 2(a).

If eyeglasses, dentures or hearing aids are damaged and the member suffers physical injury, albeit superficial, then the member shall:

    - i. notify a supervisor as soon as possible;
    - ii. have a departmental First Aid Attendant examine the injury (if minor) and/or attend the hospital and have a doctor examine the injury. (This examination is required by the Workers' Compensation Board to obtain compensation.);
    - iii. forward a VPD 68 to the Senior Director, Financial Services Section, outlining the circumstances of the damage. This report will also include names of any witnesses;
    - iv. complete a [VPD1353](#) and forward it to their immediate supervisor; and
    - v. the investigating supervisor shall write a confirmation VPD 68 to the Senior Director, Financial Services Section. This report shall contain any witness statements relating to the circumstances of the damage to the eyeglasses, dentures or hearing aids. The supervisor shall then complete the supervisor's portion of the HR 501 Report and forward it to the Inspector i/c Employee Services Section attaching copies of all reports (See also RPM Section 1.11.2: Injuries to Department Personnel).



- c. The Department recognizes the risk inherent in police duties and that member's personal property will sometimes be damaged during the execution of these duties. Members will be reimbursed in those circumstances for damaged or lost property through the Loss and Damage Board process. However, members should be aware that the Department does not accept responsibility for excessive claims as the result of members bringing to work property of a value that exceeds a functional use. Any inquires regarding the limits on reimbursement should be directed to the Loss and Damage Board.



## 5.2 Damage, Loss or Theft of Property

### 5.2.2 Damage to City Property

(Effective: 2000.05.22)

Members attending incidents involving City property, in which injury, damage, obstruction or other defects are evident, shall notify the City Department concerned. If necessary, the member shall remain until the situation is corrected. A copy of the GO report shall be submitted to the City Law Department, and to Risk Management, City Hall, if the circumstances warrant.



## 5.2 Damage, Loss or Theft of Property

### 5.2.3 Damage as a Result of Police Action

(Effective: 2021.02.05)

#### **POLICY**

Communication after incidents resulting in damage to private property is often difficult, both for the members involved and the citizens whose property has been damaged. Members shall ensure that the procedure for seeking compensation for damage is explained in a professional manner.

An explanation should be given that balances the owner, landlord or tenant's need for reassurance, with the Department's requirement to guard against unwarranted expenses being incurred.

#### **PROCEDURE**

1. When members attend a scene where damage to property has occurred or is alleged to have occurred as the result of police action they shall:
  - a. Provide the owner, landlord, tenant or representative, of the damaged property, with the relevant GO report number, the PIN and assignment area of the member(s) involved, and any other appropriate information;
  - b. Not assume liability on the part of the Vancouver Police Department or the City of Vancouver;
  - c. Direct inquiries about compensation to City of Vancouver Risk Management at 604-873-7700; and
  - d. Notify their Supervisor as soon as practicable after the damage has occurred or is noted.
2. In all cases where loss or damage to property results from police action, members shall submit a GO report. Prior to the end of shift, members shall route a copy of the report to their Supervisor.
3. The UCR code of "Financial Claim Against Agency" (8600-0) will be used as either the primary or secondary UCR code where applicable.
4. The GO report shall contain a Miscellaneous Notes Text Page with the subject heading of "Property Loss or Damage by Police" to detail the actual or alleged property loss or damage by police action. The text page shall include the following information:
  - a. the full particulars of the circumstances under which the loss or damage occurred;
  - b. a full description of the actual or alleged loss or damage;
  - c. the name, rank and PIN of VPD members or other witnesses present when the actual or alleged loss or damage occurred;
  - d. name, rank and assignment of the reporting member; and
  - e. what communication efforts have been made with the owner of the property.
5. Prior to the end of shift, the reporting member shall:
  - a. Ensure a copy of the entire report is sent to the Supervisor responsible for the event, either in hardcopy form or electronically to the handle of the Supervisor;
  - b. print a hardcopy of the entire report and deliver to their Section Manager; and
  - c. forward a copy of the Miscellaneous Notes Text Page describing the loss or damage, to the [Senior Director i/c VPD Financial Services Section](#), and to the [City of Vancouver Risk Management Office](#) at City Hall.



6. If communication efforts with the owner, landlord, tenant or representative are thought to have been unsuccessful, this shall be noted in the report for follow up as required by the investigating member's Supervisor.



## 5.2 Damage, Loss or Theft of Property

### 5.2.5 Damage to Department Vehicles

(Effective: 2015.10.09)

The member having custody shall report damage to police vehicles not resulting from a motor vehicle collision. (For damage resulting from a motor vehicle collision see [RPM Section 1.10.8\(ii\): Police Vehicles Involved in Motor Vehicle Collisions](#)).

1. Members shall submit a VPD 68 that includes a description of the damage, how the damage occurred, and the shop number to their Supervisor.
2. The member's Supervisor shall:
  - a. Complete a City of Vancouver Vehicle Accident Report (VAR);
  - b. Forward the VAR to the Fleet Kiosk Staff prior to the end of their shift and a copy of the VAR to Risk Management within 48 hours; and
  - c. Forward the member's VPD 68 with comments to the Fleet Manager.





## 5.2 Damage, Loss or Theft of Property

### 5.2.6 Lost or Stolen Radio

(Effective: 2006.06.29)

#### **POLICY**

All sensitive Departmental equipment must be cared for in a manner that will prevent its damage, loss or theft. Members shall remove such property from parked police vehicles whenever possible and store it in a secure location. If the equipment cannot be secured outside the vehicle, then it shall be locked in the trunk.

#### **PROCEDURE**

1. When police radio or Mobile Workstation (MWS) equipment is lost, damaged or stolen, in addition to the duties stated in Section: 5.2.1: Damage to Department or Private Property, the member shall include in their report the radio's Logical Identification Number (LID) or Mobile Work Station (MWS) asset number.
2. Where the police radio or mobile workstation equipment has been lost or stolen, the member shall immediately:
  - a. Contact ECOMM through 911 and make a loss of property or theft report
  - b. Provide the operator with the police radio's Logical Identification Number (LID) or MWS asset number; and
  - c. Include the ECOMM generated incident number in the VPD 68 report
3. An ECOMM member receiving a report of lost or stolen police radio or Mobile Workstation equipment shall:
  - a. Initiate a lost property or theft report
  - b. Obtain the radio's Logical Identification Number (LID) or MWS asset number; and
  - c. Include this information in the report; and
  - d. Immediately forward the report to CPIC; and
  - e. Immediately advise the Network Administrator to ensure the radio is removed from the radio system.