The purpose of this order is to establish policy and outline procedures for the operation and care of departmental vehicles and assigned equipment. This order consists of the following parts:

**PART I** Responsibilities and Procedures for Members of the Department

A. Use.
B. Inspection.
C. Maintenance.
D. Damage.
E. Activity Reports.
F. Civilian Operators.

**PART II** Responsibilities and Procedures for Special Assignment Personnel

A. Station Clerks.
B. Vehicle Maintenance Coordinators.

**PART III** Responsibilities and Procedures for Supervisory and Command Personnel

A. Supervisors.
B. Commanding Officers.
C. Director, Office of Finance and Management.
D. Director, Fleet Management Division.
E. Technical Services Officer.

**PART I**

A. Use.

1. General Operating Responsibilities.

   a. Each member shall have in his/her possession, when operating a departmental vehicle a valid operator's permit or license issued by the jurisdiction in which he/she resides. Members shall report any change in status of their issued operator's license such as suspension or revocation immediately to their commanding officer. Under no circumstances shall a departmental vehicle be operated by a member who does not possess a valid operator's permit.

   (Revised 11/3/86)
b. Members operating departmental vehicles shall give their full time and attention to the operation of that vehicle and shall comply with all applicable traffic regulations.

c. Every person riding in the front or rear seat of any motor vehicle authorized by the Mayor or his designated agent to be utilized by this department, shall fasten about himself/herself protection and shall keep such belt or safety harness fastened while the vehicle is being operated.

d. Only personnel assigned to the vehicle are authorized to ride in it, except that:

   (1) Members, not assigned to the vehicle, may ride in same:

      (a) When authorized by an official of higher rank;

      (b) In case of an emergency; or

      (c) If they are on official police business.

   (2) Civilians may ride:

      (a) When authorized by general order;

      (b) In case of an emergency; or

      (c) If they are on official police business.

2. Members assigned to a departmental vehicle shall be held accountable for the vehicle’s care and operation, to include:

   a. The manner in which it is operated;

   b. Daily inspection;

   c. Refueling the vehicle upon completion of their tour of duty;

   d. Cleanliness;

   e. The safeguarding of the vehicle as well as its assigned equipment; and

   f. Routine preventive maintenance (i.e., ensuring that fluid levels are maintained, that tires are properly inflated, and that the various safety devices are in working order). The following is a list of fluid levels that shall be checked: (Most of the parts that house the fluids are marked in red).

General Order No. 301.1
(Revised 11/3/86)
(1) Battery water;
(2) Oil;
(3) Power steering fluid;
(4) Transmission fluid;
(5) The fluid in the recovery tank; and
(6) Windshield washer fluid.

3. Patrol wagons shall be utilized primarily for the transportation of prisoners; however, when not engaged in such transportation, members operating patrol wagons shall maintain constant patrol within their assigned area and shall be subject to calls from the radio dispatcher or other competent authority for police service.

   a. The member(s) assigned to the patrol wagon shall not permit persons, other than members of the force and those in custody, to ride in the patrol wagon and shall permit no one to ride on the steps thereof.

   b. No more than ten persons shall be transported at any one time in the carrier portion of a patrol wagon.

   c. When two (2) or more members are present and it is practicable, a member who is operating a patrol wagon in reverse shall only do so with the assistance of the other member who shall be positioned outside of the patrol wagon to direct the driver.

4. Members assigned to radio equipped units shall maintain constant patrol within their assigned area.

5. Miscellaneous Operating Procedures.

   a. Use of Battery Booster Cables.

      (1) Heavy-duty battery booster cables are assigned to each departmental vehicle designated in Attachment "A" of this order. The use of these cables shall be governed by the following policy:

         (a) The cables shall be used to start departmental vehicles.

         (b) The cables may be used to assist motorists in restarting vehicles stalled in traffic lanes or intersections when such vehicles create traffic hazards or congestion.

         (c) The cables may also be used to assist motorists in other type situations (not creating traffic hazards or congestion), provided that a vehicle with cables

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is readily available and provided that such assistance will not interfere with or hamper other primary police functions.

(d) When using cables, units shall place themselves out of service for a period not to exceed 10 minutes and vehicle’s radio shall be turned off.

(2) The following procedures shall be employed when using battery booster cables:

(a) Remove the vent caps from both batteries and check the fluid levels. Leave the caps off while jump-starting the vehicle.

(b) Place a cloth over the batteries vent holes, if one is available.

(c) Connect the red clamp to the positive terminal (+) on each vehicle.

(d) Connect the black clamp to the negative terminal (-) of the starting vehicle and to the frame of the stalled vehicle.

(3) Additional safety points:

(a) Only jump-start four-wheel vehicles which have batteries of equal voltage. All police vehicles, other than scooters, are equipped with 12-volt electrical systems. The 6 and 12-volt systems can be distinguished by looking at the battery. The 6-volt system has 3 openings which are covered by caps. The 12-volt system has 6 openings. Failure to properly connect the battery booster cables will damage the alternator and may cause the battery to explode; therefore, if you cannot distinguish the positive terminal (+) from the negative terminal (-) on either battery, do not use the battery booster cables.

(b) Four-wheel vehicles shall not be used to jump-start two-wheel vehicles.

b. Pushing Disabled Vehicles.

(1) Only vehicles equipped with push bumpers shall be used to push stalled or disabled sedans and station wagons which are creating either traffic congestion or potentially dangerous conditions.
(a) Such assistance shall be rendered only to the extent necessary to alleviate the congestion or condition.

(b) Scout cars and cruisers shall not be used to push any vehicles.

(2) Before a disabled vehicle is pushed, the departmental driver shall ensure that:

(a) The disabled vehicle is not equipped with an emergency absorbing bumper (i.e., the spring type bumpers on later models). If it is or there is uncertainty as to whether or not it is so equipped, the disabled vehicle shall not be pushed;

(b) The disabled vehicle's gearshift is in the neutral position;

(c) The emergency brake is not engaged;

(d) A licensed driver is in the disabled vehicle; and

(e) The gearshift of the departmental vehicle is in the lowest forward gear position.

c. Parking Vehicles.

(1) When parking a departmental vehicle for routine reasons, members shall:

(a) Turn off the radio or if portable, remove it and place it in its carrying case;

(b) Place the gearshift in the park position;

(c) Remove the ignition key;

(d) Set the emergency brake;

(e) Close the windows; and

(f) Lock the vehicle.

(2) In other than routine cases, where the vehicle is not equipped with a portable radio, the ignition key shall be removed, windows closed, and the vehicle may be left unlocked.

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(Revised 11/3/86)
(3) All vehicles shall be parked in conformity with the traffic regulations. In emergency cases, departmental vehicles may be parked in violation of the traffic regulations. However, once the emergency ceases, vehicles shall be parked properly.

d. Refueling Vehicles.

Under certain conditions, it is possible for gasoline fumes to seep into a vehicle's trunk. If such an event occurs and the radio transmitter is activated, the possibility of an explosion exists. Therefore, the following procedures shall be followed whenever a department vehicle is refueled:

(1) Place the vehicle out of service (not to exceed 15 minutes unless authorized by an official).

(2) Turn the radio off.

(3) Turn the motor off.

(4) Persons equipped with portable radios shall abstain from transmitting in the immediate area of a gasoline pump.

(5) Members shall not smoke or carry any open flame near gasoline pumps.

(6) Members shall not place gas caps, newspapers, etc. or other devices, behind the nozzle handle control lever to allow fuel to be dispensed without benefit or automatic shut off.

e. Washing Vehicles.

(1) Departmental vehicles shall be washed according to the following schedule:

(a) All marked vehicles, except trucks and buses, once every two weeks.

(b) Patrol wagons, truck, buses and all other departmental vehicles, once a month.

(c) Any deviation from this schedule shall be specifically authorized by the unit watch commander after an evaluation of need on a case by case basis. Administrative lieutenants are charged with the responsibility of closely monitoring the washing of vehicles within their respective organizational units.
(2) Operators of marked units equipped with bar lights, using car wash facilities that utilize overhead brushes shall:

(a) Advise the car-wash management to raise or adjust the brushes as the vehicle passes through this phase of the car wash, to prevent bracket damage to the bar lights.

(b) In the event of damage to the vehicle submit a PD Form 43 (Report of Damage to or Loss of Uniform or Equipment) explaining such damage or deficiencies to the vehicle, to his/her commanding officer prior to the end of his/her tour of duty.

(3) A supply of PD Forms 188 (Car Wash Contract Form) shall be kept in all department vehicles for use by members of the department when they utilize car wash facilities. Members using such facilities shall:

(a) Initiate PD Form 188 in triplicate;

(b) Leave only the original and one copy with the car wash facility; and

(c) Affix the cash register receipt to the third copy of the PD Form 188 and submit to the administrative lieutenant of their organizational element, who shall forward it to the Office of Finance and Resources Management for payment.

B. Inspection.

1. Policy.

   Members assigned to a departmental vehicle shall conduct a vehicular inspection upon assuming control of the unit. Unrecorded damage or deficiencies shall be reported immediately to an official who shall investigate the matter and where appropriate, affix responsibility for such damage or deficits. Unless investigation reveals otherwise or detection or recorded damage or deficiencies is noted during vehicular inspection at the beginning of a tour of duty, damage or deficiencies shall be deemed as having occurred at the time of detection.

   a. Members discovering damage to departmental vehicles shall complete the "Damage Notification" section of the PD Form 775 (Daily Vehicle Inspection and Activity Report) and provide the name of the official notified of the damage, date, time and complaint number.
b. Complaint numbers shall only be entered when reports are required according to departmental directives.

2. Acceptance of New or Reassigned Vehicles.

a. When a new or reassigned vehicle is transferred to an organizational element, a member from the Fleet Management Division (FMD) and a member from the affected element shall conduct a thorough inspection of the vehicle. The results of the inspection shall be noted on PD Form 775-A (Weekly Vehicle Inspection Check List) which shall be prepared in duplicate (see Attachment "C" of this order).

b. In the "Remarks" section of PD Form 775-A, the following shall be listed:

   (1) Deficiencies for which specific spaces have been provided.

   (2) The Vehicle Identification Number.

   (3) Name of the FMD employee who prepared the form.

c. If any of the items listed on the PD Form 775-A are damaged or malfunctioning, the official then in charge of the FMD shall be notified before delivery of the vehicle is made. Thereupon, it shall become his/her responsibility to decide whether the repairs should be performed before or after issuance of the vehicle.

3. Daily Inspection.

a. At the beginning of each tour of duty, members assigned to mobile units and scooters shall initiate PD Form 775 (Daily Vehicle Inspection and Activity Report) by completing sections A, B, and C.

b. The PD Form 775-B (Vehicle Equipment List) identifies the equipment and supplies normally assigned to the vehicle. All items recorded on the form shall be carried in the vehicle at all times. Except when an extra car is used, equipment may not be interchanged.

c. A vehicle inspection shall be conducted by each member whenever he/she assumes control of a vehicle. When two members are assigned to a vehicle, the driver is primarily responsible for the vehicle. The second officer’s responsibility is to assist the driver in complying with all applicable requirements.
d. While assigned to, or operating a departmental vehicle, members shall be held accountable for the equipment assigned to the unit. If the vehicle is found to be damaged or unfit for service, a notation shall be entered on the PD Form 775, and an official immediately notified.

e. Vehicles shall be equipped with disposable blankets which are available through normal supply channels.

f. A used fire extinguisher shall be taken to the Property Division Warehouse and exchange for a charged extinguisher.

g. Expended equipment or supplies shall be replaced before the member is relieved from duty, whenever possible.

h. Any loss of equipment or damage to the vehicle or its equipment shall be reported on PD Form 43. When the investigation reveals that the loss or damage occurred as a result of negligence, carelessness or neglect, repairs or replacement may be affected at the member’s expense. This shall not preclude commanders from taking appropriate disciplinary action.

C. Maintenance.

1. Preventive Maintenance.

a. The FMD established the mileage and/or time increments at which vehicles shall be presented for preventive maintenance and inspections. Once such notification is published, commanding officers shall be responsible for ensuring that the vehicles are presented for such inspections.

b. An annual lubrication schedule designating allotted times for the lubrication of vehicles of various organizational elements in the department shall be prepared by the Fleet Management Division.

2. Request for Maintenance.

a. A vehicle maintenance coordinator shall be designated by the element commander to handle and coordinate inspections and repair requests to vehicles assigned to his/her commands.

b. Whenever a member believes that the vehicle he/she is operating needs repairs or service, he/she shall immediately contact the element’s vehicle maintenance coordinator or an official who will evaluate the repair request.
c. The vehicle maintenance coordinator or the official evaluating the request for repairs shall consider, but not be limited to the:

   (1) Nature and urgency of the request;

   (2) Possible hazards if repairs are delayed;

   (3) Feasibility of having repairs effected by an outside contractor, as prescribed in Part IC3; or

   (4) Immediate requirements or his/her organizational element.

d. If the vehicle maintenance coordinator or the evaluating official decides that the repairs cannot be performed by an outside contractor or that the required repairs should be affected immediately for safety reasons, he/she shall sign PD Form 415 (Vehicle Repair Request) certifying that he/she has inspected the vehicle and authorized the repair request.

e. Unless the FMD has ordered or scheduled a vehicle for service or repairs, the vehicle shall not be presented to a repair facility without the approval of the certifying official or the organizational element's vehicle maintenance coordinator.

f. When the Vehicle Maintenance Shop is closed, vehicles needing repairs shall not be brought or left there.

g. When a canine cruiser is delivered to the FMD or a repair facility for repairs or service, the dog handler shall leave his/her animal at the district’s kennel facility.

h. When a supervisory cruiser, equipped with a shotgun, is to be left at the Vehicle Maintenance Shop for repairs, the shotgun shall be removed prior to responding, and stored in a secure place at the facility to which the vehicle is assigned until such time as the vehicle is returned.

3. Commercial Repair Services for Vehicles.

a. During hours when the Vehicle Maintenance Shop is open, authorization for services and repairs must be obtained from the official in charge of the Fleet Management Division. During other times, the authorization for service and repairs must be obtained from an official of the organizational element to which the operator is assigned.
b. Operators of vehicles requiring emergency services or repairs, upon proper authorization, may use approved commercial facilities located in the district in which the emergency occurs, provided that the total cost of the service performed does not exceed $75.00. Some examples of repairs and services which may be obtained at commercial facilities are:

(1) Replacement of radiator hoses and fan belts;

(2) Purchase of engine and transmission oil. This does not include a complete oil change or lubrication;

(3) Replacement of light bulbs and fuses;

(4) Repair of flat tires, but not the changing of tires;

(5) Mounting and removal of snow chains.

**NOTE:** The FMD shall issue a teletype message, as the need arises, announcing the maximum fee for these services. No repairs to chains are authorized.

c. It shall be the responsibility of the member contracting for emergency repairs or services to initiate a PD Form 211 (Motor Vehicle Maintenance Work Order-Outside Contractor).

d. Contractor repairs must be performed at those facilities which have been approved by the FMD. Under unusual or emergency conditions, repairs may be affected at other facilities, provided the commanding officer specifically approves such repairs.

e. Vehicles shall not be left unattended any of these facilities and the driver shall observe the entire repair process.

f. Contractors who desire to participate in this program must apply to the commanding officer of the district in which their business is located. The application shall provide at least the following information.

(1) Name and address of the business,

(2) Days and hours of operation,

(3) Type of repairs (mechanical, accident, or both), and

(4) Owner's/manager's name and telephone number.
g. District commanders can recommend approval, disapproval and/or removal from selection or active participation on the contractors list. All such requests with recommendations shall be forwarded to the Director, Fleet Management Division, for appropriate action.

h. Requests shall be forward with recommendations to the FMD who shall have the responsibility making a detailed inspection of the facility and making the determination as to whether such applications shall be approved or disapproved.

i. If the facility meets departmental requirements, upon approval of a request to participate, a file will be established at the FMD. The file shall contain all pertinent information relative to the business and shall be used to document complaints of inadequate service.

j. Information on approved facilities including the information needed to complete the PD Form 213 (Authorized Contract Repair Facilities) shall be forwarded by the Director, FMD to the Safety Management Unit, Planning and Development Division to ensure appropriate revisions to the PD Form 213.

k. A list of approved contractors is available in the WALES computer system and may be retrieved from the system by using the "ADM/REPR" entry code.

4. Transportation of Disabled Motor Scooters/Motorcycles.

a. When a motor scooter/motorcycle becomes disabled on the street, the operator shall notify his/her supervisor who shall arrange for the element's motor scooter/motorcycle trailer to be dispatched to the scene. Motor scooter/motorcycles shall not be transported in patrol wagons.

b. If the motor scooter/motorcycle is to be transported to the FMD, the operator shall complete a PD Form 415 (Vehicle Re-pair Request) to accompany the vehicle and notify his/her unit's vehicle maintenance coordinator or an official who shall proceed as outlined in Part IC2 of this order.

D. Damage.

1. Traffic Accidents.

a. When a member is involved in an accident while operating his/her assigned vehicle regardless of the damage, he/she shall immediately request an official to respond to the scene.
If directed by an official, the member shall report the incident to a member of the Accident Investigation Unit, Special Operations Division, and

Notify the Administrative Branch, Fleet Management Division as soon as possible, but no later than 0900 hours on the next business day.

b. In addition to the foregoing notifications, the following reports shall be prepared and submitted as a package to the Fleet Management Division, within fifteen (15) days.

1. PD Form 43 (Report of Damage to or Loss of Uniform or Equipment).
   (a) PD Form 43 shall be prepared for all accidents, whether damage was sustained to a departmental vehicle or not.
   (b) It shall serve as the reporting medium by which the commanding officer recommends whether the accident was preventable or non-preventable.

2. PD Form 119 (Complainant/Witness Statement), if any.

3. PD Form 10 (Traffic Accident Report), prepared by member of the Accident Investigation Unit, Special Operations Division.


5. PD Form 42 (Stick or Injury Report), if applicable.

6. PD Form 839 (Supervisor's Report of Accident). (See Attachments "D" and "E" of this order).

7. DPW Form 40-1 (Safety Responsibility Form). The words "GOVERNMENT VEHICLE" shall be entered in the section entitles "Information About Your Automobile Insurance."

c. When vehicles are involved in accidents while on emergency runs, every effort shall be made to obtain the names and addresses of uninvolved witnesses who could testify to the fact that emergency warning signals were in use prior to the accident.
2. Damage not the result of a Traffic Accident.
   a. Damage sustained to vehicles, other than traffic accident shall immediately be brought to the attention of an official and the FMD shall be notified as soon as possible but no later than 0900 on the next business day.
   b. A PD Form 43 shall be prepared and submitted to the FMD within 15 days.

3. Estimate Procedures.
   a. If a departmental vehicle has sustained accident or other damage, it shall be the responsibility of the investigating official to obtain three written estimates of reported damage from authorized contract facilities. Vehicles that are not driveable, shall be towed to the Vehicle maintenance Shop, at that time it becomes the responsibility of the FMD to obtain the required estimates.
   b. Estimates and repairs may only be obtained from facilities previously approved to repair departmental vehicles and located within the confines of the reporting district unless none is available, in which case the closest authorized facility shall be utilized.
   c. All estimates shall accompany the damage vehicle to the FMD within five days of occurrence for evaluation and repair authorization.
      (1) If adjustments in repair estimates are required, it shall be responsibility of the FMD to adjust the charges and bring them into conformity with industry standards.
      (2) If the repair estimates are deemed to be excessive and adjustments cannot be made, the FMD shall the authority to order or obtain new estimates.

4. Repair Procedures.
   a. A vehicle which has been damaged shall not be repaired until specific authority for such repairs has been granted by the Fleet Management Division.
      (1) Upon receipt of such authorization, a member from the organizational element to which the vehicle is assigned shall drive it to the specified repair facility.
      (2) If the vehicle cannot be driven, the FMD shall be responsible for transporting the vehicle to the designated facility.

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b. The person transporting the vehicle to the repair facility shall be responsible for having the microphone transmitter and other equipment assigned to the vehicle removed from the vehicle before it is left with the contractor.

c. When the vehicle has been repaired, a member from the organizational element to which the vehicle is assigned shall retrieve the vehicle, unless prior arrangements have been made with the repair facility to deliver the vehicle to the FMD.

(1) The vehicle shall then be driven to the FMD for a post mechanical inspection and an examination of the effected repairs.

(2) The original of the repair invoice shall be brought with the vehicle.

(3) The inspection shall be conducted before the unit is placed in-service.

(4) The microphone transmitter and equipment shall then be replaced.

d. The foregoing procedures shall not apply when a vehicle is sent to a repair shop by the FMD.

E. Activity Reports.

1. The PD Form 775 shall be used by all members below the rank of Inspector for reporting vehicle activities.

2. No information shall be entered on the PD Form 775 which, if divulged, would adversely affect the successful completion of an investigation, or would in any manner endanger or disclose a confidential source.

F. Civilian Operators

Each civilian employee of this department who operates a District Government vehicle as either a requirement for employment or incidental to their duties shall obtain a D.C. Government Employee Motor Vehicle Driver’s License, issued by the Bureau of Motor Vehicles Services. Civilian employees applying for this license shall be guided by the following:
1. Requirements.

   a. Applicants shall be at least 18 years of age; 21 years of age if operating a bus.

   b. Applicants shall possess a motor vehicle operator’s license/permit from the jurisdiction in which they reside (e.g., Maryland, Virginia or the District of Columbia).

2. Issuing and obtaining an OOSH Form 131 "Driver Identification Card."

   a. Applicants shall obtain the form "Application For A License To Operate Government Owned or Leased Vehicles" from the Vehicle Skills Training Section, Training Division, who will certify that the applicant has completed the required training course. The Vehicle Skills Training Section will maintain a supply of the application form at their facility at 2001 East Capitol Street, S.E., Room 15. Applicants must possess proper identification to enter the facility. (Note: Applicants who have not received the required training should contact Vehicle Skills Training Section to schedule the 8 hour class.)

   b. Applicants shall have their supervisor execute the portion of the application requesting that the applicant be examined and issued a license.

   c. Applicants shall obtain a copy of their traffic record from their state (licensed jurisdiction) and submit the application and traffic record for approval to the Chief, Bureau of Motor Vehicle Services (BMVS), 301 C Street, N.W., room #1157, window #7.

   d. Applicants must be able to present a valid driver’s license from the jurisdiction in which they live.

   e. Applicants must certify that they do not have a driver’s license from more than one jurisdiction.

   f. Applicants must also certify that their driver’s license and driving privileges are not suspended, revoked, canceled, or refused by any jurisdiction.

   g. When it has been determined that the applicant has satisfied all requirements, the Chief (BMVS) shall indicate on the license the type or general class of vehicle(s) the licensee shall be permitted to drive.
3. Employees shall be responsible for immediately notifying their supervisor of the following:

a. When a "Driver’s License" is lost, stolen or defaced.

b. All accidents and/or moving violations in which they are involved while on duty or while operating a vehicle while off duty that is owned or leased by the city.

c. Any medical problem that may affect the ability of the employee to operate departmental vehicles in a safe manner.

d. Any change in the status of their jurisdictional permit/license such as a suspension, revocation, cancellation, or any action that may result in the loss of their driving privileges.


a. An employee’s driver’s license shall be canceled upon:

   (1) Termination or transfer to non-driving position.

   (2) When an employee suffers a permanent disability that affects their ability to drive safely.

b. An employee’s driver’s license shall be suspended upon:

   (1) Suspension or revocation of their jurisdictional motor vehicle operator’s license/permit.

   (2) When an employee suffers a permanent disability that affects their ability to drive safely.

c. An employee’s driver’s license shall be revoked upon:

   (1) Involvement in fatal accident in which the employee is found to be at fault.

   (2) Conviction of driving under the influence of alcohol or narcotics.

   (3) A determination by the Chief of Police or the D.C. Safety Officer that the employee has failed to demonstrate reasonable competence for safe driving.
PART II

A. **Station Clerks.**

Station Clerks shall:

1. When working the 0800-1600 hours tour of duty, make the required notifications prior to 0900 hours of accidents involving departmental vehicles which occurred during the 1600-0800 hours tours of duty to the FDM.

2. Retain a copy of the PD Form 211 (Motor Vehicle Maintenance Work Order—Outside Contractor) and forward three copies to the FMD with the morning papers.

B. **Vehicle Maintenance Coordinators.**

The Vehicle Maintenance Coordinators shall:

1. Coordinate all inspections, repairs and service requests with the Fleet Management Division.

2. Evaluate all inspections, repairs and service requests by members of their organizational elements.

3. In accordance with Attachment "B" of this order arrange for all four-wheel vehicles assigned to their organizational element (to include confidential or undercover units) to be presented for safety and exhaust emission inspection.

4. Maintain the Organizational Vehicle File.

   a. The organizational Vehicle File shall be a 2-part file and shall be arranged as follows:

      (1) Part I:

         (a) Shall contain the original PD Form 775-A, received when the vehicle was assigned; PD Forms 775-B; PD Forms 43; and other related documents concerning the history of the vehicle while assigned to the element. Part I shall be maintained in a folder for each vehicle in numerical order by unit call number.

         (b) Shall be separated in sections for scout cars, cruisers, patrol wagons, etc.
(2) Part II:

(a) Shall contain PD Forms 775 and 775-A, and shall be maintained in a folder for each vehicle in numerical order by unit call number.

(b) Shall be filed by month in chronological order.

(c) Shall be separated into sections for scout cars, cruisers, patrol wagons, etc.

PART III

A. **Supervisors.**

Supervisors shall be responsible for:

1. Promptly investigating and affixing responsibility for all reports of defects, damage, missing equipment or vehicles found to be unfit for service, resulting from the daily inspection by the assigned operators.

2. Submitting a detailed written report, with recommendations, to his/her commanding officer of all incidents regarding damage to vehicles or missing equipment from vehicles assigned to their organizational element.

3. Conducting weekly inspections of every vehicle (and its equipment assigned to their organizational element and submitting a PD Form 775-A to his commanding officer for each vehicle inspected. If discrepancies are noted, supervisory officials shall review prior daily inspection reports if necessary, to affix responsibility and initiate appropriate action.

4. Supervisors shall make periodic checks to prevent officers from making unnecessary out-of-service requests and to ensure that maximum utilization of time and equipment is made. Supervisors shall provide relief operators when necessary.

5. Ensuring that all listed on the PD Form 775 have been submitted and reviewed for content and accuracy of complaint numbers. If the report meets department requirements he/she shall sign the report.

6. Submitting PD Forms 839 (Supervisors Report of Accident) within 48 hours of all reported accidents and/or injuries occurring on duty to the Safety Management Unit, Planning and Development Division.

7. Indicating on the PD Form 43 whether members involved in vehicular accidents have received formal training from the Vehicle Skills Section of the Training Division. If that information is not readily available the official preparing the report shall contact the Vehicle Skills Section, Training Division.

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(Revised 11/3/86)
a. To accomplish this, the appropriate code and date of certification shall be entered immediately under the date line.

**EXAMPLE:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Cert. Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DT-3/24/86</td>
</tr>
</tbody>
</table>

b. The following certification codes shall be used:

1. DT-Member is patrol car trained and certified.
2. MC-Member is motorcycle trained and certified.
3. MS-Member is motor scooter trained and certified.
4. DNA-Member is not certified.
5. CCD-Civilian certified driver.
6. CDU-Civilian uncertified driver.
7. CW-Certification withdrawn.

c. If a member has proficiency and skill to operate more than one type of vehicle, this information shall be indicated as follows:

DT/MS - 3/24/86 (use latest training completion date).

8. Operating vehicles as one-man (10-99) units.

**B. Director, Office of Finance and Resource Management.**

The Director, Office of Finance and Resource Management shall process all PD Forms 211, upon receipt from the FMD, to ensure prompt payment.

**C. Director, Fleet Management Division.**

The Director, Fleet Management Division shall be responsible for:

1. Reviewing all PD Form 211's (Motor Vehicle Maintenance Work Order-Outside Contractor) and determining whether the repairs made were reasonable and proper. If the review discloses excessive repairs or services, the Director shall order that the vehicle be brought to the division for inspection.

2. Auditing the costs using Chilton's Flat Rate and Parts Manual, and adjusting all costs which exceed the charges the department will pay.

3. Reviewing all reports of damage to departmental vehicles and handling them according to the provisions of General Order 201.7 (Review Boards).

4. Ensuring that prior to approving requests for participation on the list of outside commercial repair facilities, inspections are made of such facilities and all applicable information on approved facilities is forwarded to the Director, Planning and Research Division.
5. Preparing an annual lubrication schedule designating allotted times for the lubrication of vehicles assigned to various organizational elements in the department.


D. Commanding Officers.

Commanding officers shall be responsible for:

1. The efficient utilization of the vehicles assigned to their commands.

2. The care and maintenance of the departmental vehicles and the vehicular equipment assigned to their organizational element to include vehicles utilized as confidential or undercover units.

3. Maintaining vehicles assigned to their command in the cleanest possible condition.

4. Ensuring that their personnel are properly instructed in safe driving habits.

5. The investigation of all damage to departmental vehicles and the loss of vehicular equipment assigned to their element.

6. Appointing a vehicle maintenance coordinator to coordinate and evaluate all inspections, maintenance, service requests and repairs to vehicles assigned to his/her command.

7. Monitoring the status of inoperable vehicles assigned to their element.

8. Ensuring that the Fleet Identification Numbers (shop numbers), license plates, radio call sign decals on departmental vehicles or vehicles used as confidential or undercover units are not altered or interchanged under any circumstances without notification and approval of the Director, Fleet Management Division who will make the necessary arrangements.

9. Ensuring that all four-wheel vehicles, to include confidential or undercover units, are presented to the FMD for safety and emission inspections in accordance with the schedule in Attachment "B" of this order and all other required inspections.

10. Ensuring that shotguns are removed from supervisory vehicles prior to being left at the Vehicle Maintenance Shop for repairs.

11. Submitting requests to have mobile units classified as confidential or undercover to the Technical Services Officer.
12. Ensuring that all registration cards for vehicles shall be kept at the FMD.  
**EXCEPTION:** In confidential or undercover units the registration shall be kept in the vehicle.

13. Forwarding copies of all outside repair orders and gas and oil reports for confidential vehicles to the Technical Services Officer.

14. Ordering the use (or discontinuance of use) of skid chains on vehicles assigned to their elements.

15. The forwarding, with recommendations, of all requests and/or applications for participation on the list of commercial repair facilities, to the Fleet Management Division.

16. Ensuring that each civilian employee of his/her command, who operates a District Government owned vehicle, had a valid operator’s permit issued in the jurisdiction where he/she resides and a District Government Employee Motor Vehicle Identification Card (OOSH Form 131).

17. Preparing and forwarding a written report of recommendations with justifications to cancel, suspend or revoke a civilian employee’s Driver Identification Card” (OOSH Form 131) to the Chief of Police, through the Director, Planning and Development Division.

E. **The Technical Services Officer.**

The Technical Services Officer shall:

1. Ensure that whenever a vehicle is classified as confidential/undercover, special files are designated for keeping maintenance, inventory and other applicable records that are transferred from the regular files at the Fleet Management Division.

2. Ensure that vehicles which have been designated as confidential/undercover units are not repaired at the FMD, unless the Technical Services Officer approves such requests from the element commanding officer.

3. Ensure that vehicular registration or any identifying data for confidential vehicles is regarded as confidential information. The Technical Services Officer may release the confidential information to persons who have a need to know, provided the release is also approved by the affected commanding officer.

//SIGNED//
Maurice T. Turner, Jr.
Chief of Police

MTT:MEA:jt

Attachments
ASSIGNMENT OF BATTERY BOOSTER CABLES

Battery booster cables have been assigned to the following department vehicles as part of their standard equipment.

<table>
<thead>
<tr>
<th>FIRST DISTRICT</th>
<th>SIXTH DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sct. 13</td>
<td>Sct. 41</td>
</tr>
<tr>
<td>Sct. 19</td>
<td>Sct. 44</td>
</tr>
<tr>
<td>Sct. 25</td>
<td>Sct. 47</td>
</tr>
<tr>
<td></td>
<td>Sct. 49</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND DISTRICT</th>
<th>SEVENTH DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sct. 84</td>
<td>Sct. 171</td>
</tr>
<tr>
<td>Wag. 61</td>
<td>Sct. 174</td>
</tr>
<tr>
<td>Wag. 62</td>
<td>Sct. 179</td>
</tr>
<tr>
<td></td>
<td>Wag. 190</td>
</tr>
<tr>
<td></td>
<td>Sct. 183</td>
</tr>
<tr>
<td></td>
<td>Wag. 191</td>
</tr>
<tr>
<td></td>
<td>Sct. 187</td>
</tr>
<tr>
<td></td>
<td>Sct. 189</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD DISTRICT</th>
<th>SPECIAL OPERATIONS DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sct. 86</td>
<td>Cru. 403</td>
</tr>
<tr>
<td>Sct. 91</td>
<td>Cru. 404</td>
</tr>
<tr>
<td>Sct. 94</td>
<td>Cru. 600</td>
</tr>
<tr>
<td>Sct. 102</td>
<td>Cru. 605</td>
</tr>
<tr>
<td></td>
<td>Cru. 615</td>
</tr>
<tr>
<td></td>
<td>Cru. 648</td>
</tr>
<tr>
<td></td>
<td>and The SOD Command Bus - Cru. 675</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH DISTRICT</th>
<th>YOUTH DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sct. 119</td>
<td>Cru. 500</td>
</tr>
<tr>
<td>Wag. 116</td>
<td>Cru. 501</td>
</tr>
<tr>
<td>Wag. 117</td>
<td>Cru. 504</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIFTH DISTRICT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sct. 142</td>
</tr>
<tr>
<td>Sct. 143</td>
</tr>
<tr>
<td>Sct. 152</td>
</tr>
<tr>
<td>Sct. 156</td>
</tr>
<tr>
<td>Wag. 158</td>
</tr>
<tr>
<td>Wag. 159</td>
</tr>
</tbody>
</table>

Attachment "A" to
General Order No. 301.1
(Revised 11/3/86)
SCHEDULE OF SAFETY AND EXHAUST EMISSION INSPECTIONS FOR MPDC VEHICLES

All four-wheel MPDC vehicles shall be inspected by appointment at the Vehicle Maintenance Branch, Fleet Management Division, in accordance with this schedule:

<table>
<thead>
<tr>
<th>January</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>First District</td>
<td>Seventh District</td>
</tr>
<tr>
<td>Planning and Development Division</td>
<td>Training Division</td>
</tr>
<tr>
<td>Police and Fire Clinic</td>
<td>Field Inspections Unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>February</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second District</td>
<td>Special Operations Division</td>
</tr>
<tr>
<td>Labor Relations Division</td>
<td>Office of the General Counsel</td>
</tr>
<tr>
<td>Office of Equal Employment Opportunity</td>
<td>Office of Finance and Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third District</td>
<td>Repeat Offender Project</td>
</tr>
<tr>
<td>Office of Personnel Liaison</td>
<td>Traffic Division</td>
</tr>
<tr>
<td>Identification and Records Division</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth District</td>
<td>Internal Affairs Division</td>
</tr>
<tr>
<td>Communications Division</td>
<td>Community Relations Division</td>
</tr>
<tr>
<td></td>
<td>Morals Division</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th>November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fifth District</td>
<td>Criminal Investigations Division</td>
</tr>
<tr>
<td>Data Processing Division</td>
<td>Administrative Motor Pool</td>
</tr>
<tr>
<td></td>
<td>Intelligence Division</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sixth District</td>
<td>Fleet Management Division</td>
</tr>
<tr>
<td>Office of the Chief of Police</td>
<td>Property Division</td>
</tr>
<tr>
<td>The Bureau Heads and Night Supervisors</td>
<td>Youth Division</td>
</tr>
</tbody>
</table>

All motorized two-wheel vehicles shall be inspected at a regular D.C. Inspection Station within fifteen days prior to expiration of the current inspection. Members transporting these vehicles to the D.C. Inspection Station shall first obtain the vehicle registration certificate from the Vehicle Maintenance Shop, Fleet Management Division, and present the certificate to the vehicle inspector with the vehicle.

Attachment "B" to General Order No. 301.1 (Revised 11/3/86)
Disposable gloves are now required to be kept in all vehicles (Item 722 in the supply catalog) and are available through normal supply channels.

Members shall continue to be responsible for having the following forms in the vehicle for reporting purposes.

PD Form 10  Traffic Accident Report;
PD Form 10C  Safety Responsibility Form Handout;
PD Form 48  Memorandum to Owner of Biting Dog;
PD Form 618  Citation for Determination of Proper License;
PD Form 61D  Violation Notice;
PD Form 76  Stop or Contact Report;
PD Form 106  Look-out Information;
PD Form 188  Car Wash Contract Form;
PD Form 234  Radio Transmission Code Card;
PD Form 251  Event Report;
PD Form 252  Supplement Report;
PW Form 348  Patrol Officer's Weekly Activity Report;
PW Form 379  Juvenile Reporting Form;
PW Form 775  Daily Vehicle Inspection and Activity Report;
PW 40-1  Official Notice of Proposed Suspension;
PW 33-40  Safety Responsibility Form;
UN-377  Police Officer's Telephone Directory;

NOTE: PW 33-40 was added to this list to eliminate the necessity of members having to return to the station for the purpose of executing the suspension notice.

Attachment C to
General Order No. 301.1
# DIVISION AND REPORTING UNIT CODES

*(FOR ITEMS 2 AND 3 ON PD FORM 839)*

<table>
<thead>
<tr>
<th>ORGANIZATIONAL ELEMENT</th>
<th>DIVISION</th>
<th>REPORTING UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OFFICE OF THE CHIEF OF POLICE</strong></td>
<td>11</td>
<td>22</td>
</tr>
<tr>
<td>Office of the General Counsel</td>
<td>11</td>
<td>30</td>
</tr>
<tr>
<td>Office of the Finance Management</td>
<td>11</td>
<td>32</td>
</tr>
<tr>
<td><strong>FIELD OPERATIONS BUREAU</strong></td>
<td>33</td>
<td>22</td>
</tr>
<tr>
<td>1D</td>
<td>33</td>
<td>01</td>
</tr>
<tr>
<td>2D</td>
<td>33</td>
<td>02</td>
</tr>
<tr>
<td>3D</td>
<td>33</td>
<td>03</td>
</tr>
<tr>
<td>4D</td>
<td>33</td>
<td>04</td>
</tr>
<tr>
<td>5D</td>
<td>33</td>
<td>05</td>
</tr>
<tr>
<td>6D</td>
<td>33</td>
<td>06</td>
</tr>
<tr>
<td>7D</td>
<td>33</td>
<td>07</td>
</tr>
<tr>
<td>Criminal Investigations Division</td>
<td>33</td>
<td>20</td>
</tr>
<tr>
<td>Youth Division</td>
<td>33</td>
<td>40</td>
</tr>
<tr>
<td>Special Operations Division</td>
<td>33</td>
<td>50</td>
</tr>
<tr>
<td><strong>ADMINISTRATIVE SERVICES BUREAU</strong></td>
<td>44</td>
<td>22</td>
</tr>
<tr>
<td>Community Relations Division</td>
<td>44</td>
<td>10</td>
</tr>
<tr>
<td>Training Division</td>
<td>44</td>
<td>20</td>
</tr>
<tr>
<td>Personnel Public Safety Cluster</td>
<td>44</td>
<td>30</td>
</tr>
<tr>
<td>Planning and Development Division</td>
<td>44</td>
<td>40</td>
</tr>
<tr>
<td>Police and Fire Clinic Division</td>
<td>44</td>
<td>50</td>
</tr>
<tr>
<td>Labor Relations Division</td>
<td>44</td>
<td>60</td>
</tr>
<tr>
<td>Disciplinary Review Division</td>
<td>44</td>
<td>70</td>
</tr>
<tr>
<td><strong>TECHNICAL SERVICES BUREAU</strong></td>
<td>55</td>
<td>22</td>
</tr>
<tr>
<td>Identification and Records Division</td>
<td>55</td>
<td>10</td>
</tr>
<tr>
<td>Communications Division</td>
<td>55</td>
<td>20</td>
</tr>
<tr>
<td>Property Division</td>
<td>55</td>
<td>30</td>
</tr>
<tr>
<td>Data Processing Division</td>
<td>55</td>
<td>40</td>
</tr>
<tr>
<td>Fleet Management Division</td>
<td>55</td>
<td>50</td>
</tr>
<tr>
<td><strong>INSPECTIONAL SERVICES BUREAU</strong></td>
<td>66</td>
<td>22</td>
</tr>
<tr>
<td>Internal Affairs Division</td>
<td>66</td>
<td>10</td>
</tr>
<tr>
<td>Field Inspection Unit</td>
<td>66</td>
<td>20</td>
</tr>
<tr>
<td>Morals Division</td>
<td>66</td>
<td>30</td>
</tr>
<tr>
<td>Investigative Services Division</td>
<td>66</td>
<td>40</td>
</tr>
</tbody>
</table>
The Supervisor’s Report of Accident to be used to report all accidents involving operations or activities of the District of Columbia Government regardless of cause, location, degree of injury or damage. It will be used to report; (1) all property damage to equipment, materials and structures, including but not limited to those involving fire and motor vehicles, and (2) personal injuries including occupational disease cases.

The form has been designed so that accidental information can be machine processed. It is important that all accidents be reported so that we will have an adequate amount of information necessary to justify the cost of improvements, such as the purchase of new equipment, better working conditions and adequate training. Complete all items requiring codes with both phrasing and code numbers.

**PART I – GENERAL**

**ITEMS 1, 2, AND 3 – DEPARTMENT, DIVISION AND REPORTING UNIT** – Select the name and corresponding code for the department. For division and/or reporting unit code numbers, contact your department safety officer.

**Dept.**
- 07 Alcoholic Beverage Control Board
- 49 Appeals, D.C. Court of
- 44 Appeals and Review, Board of
- 15 Civil Defense
- 38 Coroner, Office of the
- 05 Corporation Counsel, Office of the
- 22 Corrections, Department of
- 02 Counsel, District of Columbia
- 26 Economic Development, Department of
- 34 Elections, Board of
- 03 Executive Office
- 18 Federal City College
- 04 Finance and Revenue, Department of
- 14 Fire Department
- 24 General Services, Department of
- 48 General Sessions, Court of
- 21 Health, Department of Public
- 28 Highways and Traffic, Department of
- 47 Human Relations, Commissioner’s Counsel on
- 39 Insurance, Department of
- 20 Juvenile Court
- 11 Library, Public
- 01 Mayor-Commissioner, Officer of the
- 40 Minimum Wage and Industrial Safety Board
- 30 Motor Vehicles, Department of
- 31 Motor Vehicle Parking Agency
- 36 National Guard, D.C.
- 37 Parole, Board of
- 13 Police Department
- 42 Public Service Commission
- 41 Recorder of Deeds
- 12 Recreation Department
- 32 Sanitary Engineering, Department of
- 10 Schools, Public
- 25 Surveyor, Office of
- 50 Tax Court
- 46 Teacher’s College D.C.
- 19 Washington Technical Institute
- 23 Welfare, Department of Public
- 15 Veteran’s Affair, Department of
- 17 Vocational Rehabilitation, Department of
- 45 Youth Council, Commissioner’s
- 43 Zoning Commission

**ITEM 4 – Self-Explanatory**

**ITEM 5 – SOCIAL SECURITY NUMBER** – If unknown, your Personnel Office will provide assistance.

**ITEM 6 – Age** – Record age to the nearest birthday, e.g. an individual who is 24 years and 7 months old would be 25.

**ITEM 7 – Self-Explanatory**

**ITEM 8 – DATE OF ACCIDENT** – Record the date of accident in numbers, i.e. November 8, 1970 would be coded as: MO. 11 DAY 08 YEAR 70.

**ITEM 9 and 10 – Self-Explanatory**

**ITEM 11 – STATUS** – Check the block which indicates the status of the person involved in the accident.

**Block 1 – Self-Explanatory**

**Block 2 – Temporary Employment** – An employee who has been hired for a time period not to exceed a year (can be renewed).

**Blocks 3, 4, 5 and 6 – Self-Explanatory**

**ITEM 12 – JOB CLASSIFICATION TITLE – JOB SERIES NO.** – Identifies the employee’s job title, job series number and/or pay class as listed on his official job description. Fill in the employee’s official job title and place the job series code number in the code block.

**Job Series Code Numbers**

- For all Wage Board trade and craft positions precede the job series number with the letter W followed by the 4-digit number. Example: Inspector, Heavy Duty Equipment W 5802.
- For all General Schedule positions, precede the job series number with the letter G followed by the 4-digit number. Example: Personnel Management Specialist G 0201.
- For all Neighborhood Youth Corps positions, use the number N 0000 in the series code block.
- For all Public School positions other than Wage Board and General Schedule, use the numbers listed below to identify the pay plan under which the employee is paid.
  - T 0000 – Teacher’s Salary Act
  - C 0000 – Food Service (cafeteria Food workers)
  - S 0000 – Substitute Teachers
  - A 0000 – Adult Education
  - X 0000 – Summer School

For all Police Department uniformed positions, use the job rank class numbers listed below:

- P 0052 – Officer/Private
- P 0053 – Detective
- P 0054 – Sergeant
- P 0055 – Lieutenant

For all Fire Department uniformed positions, use the job pay class numbers listed below:

- F 0001 – Private
- F 0002 – Fire Inspector
- F 0003 – Asst. Marine Engr./Pilot
- F 0004 – Sergeant
- F 0005 – Lieutenant
- F 0006 – Marine Engr./Pilot

For all class positions not mentioned above, use the number Y 0000 in the job series code block.

**ITEMS 13A, 13B and 13C – Self Explanatory**

**PART II – INJURY FACTORS** (Do not complete this part unless there is injury or occupational disease to the person involved in the accident).

**ITEM 14 – PART OF BODY** – Identifies the part of the body injured or infected.

**Upper Extremities – Head**

- 20 Ear(s)
- 21 Eye(s)
- 22 Face
- 23 Skull scalp
- 27 Multiple head Injuries (combinations 20-23)
- 29 Neck

**Arm**

- 30 Upper arm
- 31 Elbow
- 32 Lower arm l organs)
- 33 Multiple arm injuries (combinations of 30-32)
- 34 Wrist
- 35 Hand(s)
- 36 Finger(s)
- 37 Multiple upper extremities (combinations of 20-36)

**Trunk**

- 41 Abdomen
- 42 Back
- 43 Chest (include ribs, breastbone and internal organs)
- 44 Hips
- 45 Shoulder
- 49 Multiple trunk (combinations of 41-45)

**Lower Extremities – Leg**

- 50 Thigh
- 51 Knee
- 52 Lower leg (above ankle)
- 53 Ankle
- 54 Foot (not ankle or toes)
- 55 Toe(s)
- 59 Multiple lower extremities (combinations 50-55)
### Multiple Injuries – Body Systems

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>No injury involved</td>
</tr>
<tr>
<td>01</td>
<td>Lifting</td>
</tr>
<tr>
<td>02</td>
<td>Pushing – pulling</td>
</tr>
<tr>
<td>03</td>
<td>Fall to same level</td>
</tr>
</tbody>
</table>

### Type of accident – Continued

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04</td>
<td>Fall to other level</td>
</tr>
<tr>
<td>07</td>
<td>Flying object</td>
</tr>
<tr>
<td>08</td>
<td>Struck against</td>
</tr>
<tr>
<td>09</td>
<td>Inhaled dusts, fumes or gases</td>
</tr>
<tr>
<td>10</td>
<td>Contact with chemicals</td>
</tr>
<tr>
<td>11</td>
<td>Electric shock</td>
</tr>
<tr>
<td>12</td>
<td>Caught in, under or between</td>
</tr>
<tr>
<td>13</td>
<td>Overexertion</td>
</tr>
<tr>
<td>14</td>
<td>Contact or exposure to hot or cold objects</td>
</tr>
<tr>
<td>15</td>
<td>Struck by</td>
</tr>
<tr>
<td>17</td>
<td>Assault</td>
</tr>
<tr>
<td>18</td>
<td>Discharge of weapon</td>
</tr>
<tr>
<td>19</td>
<td>Rubbed or abraded</td>
</tr>
<tr>
<td>20</td>
<td>Animal-insect involved</td>
</tr>
</tbody>
</table>

### ITEM 15 – NATURE OF INJURY

Select the description of injury that is most severe. For example, choose Cut-laceration instead of Abrasion-scratch.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Cut-laceration</td>
</tr>
<tr>
<td>02</td>
<td>Bruise-crushing-contusion</td>
</tr>
<tr>
<td>03</td>
<td>Abrasion-scratch</td>
</tr>
<tr>
<td>04</td>
<td>Puncture</td>
</tr>
<tr>
<td>05</td>
<td>Fracture-dislocation</td>
</tr>
<tr>
<td>06</td>
<td>Amputation</td>
</tr>
<tr>
<td>07</td>
<td>Concussion</td>
</tr>
<tr>
<td>08</td>
<td>Strain-sprain</td>
</tr>
<tr>
<td>09</td>
<td>Localized pain</td>
</tr>
<tr>
<td>10</td>
<td>Hernia-rupture</td>
</tr>
<tr>
<td>11</td>
<td>Bites-animal, human</td>
</tr>
<tr>
<td>12</td>
<td>Bites-insects</td>
</tr>
<tr>
<td>14</td>
<td>Frostbite</td>
</tr>
<tr>
<td>15</td>
<td>Foreign body-eye</td>
</tr>
<tr>
<td>16</td>
<td>Heatstroke-sunstroke</td>
</tr>
<tr>
<td>17</td>
<td>Contagious or infectious disease</td>
</tr>
<tr>
<td>18</td>
<td>Electric shock/electrocution</td>
</tr>
<tr>
<td>19</td>
<td>Emotional reaction</td>
</tr>
<tr>
<td>20</td>
<td>Dermatitis-skin irritation</td>
</tr>
<tr>
<td>21</td>
<td>Poisoning, systemic</td>
</tr>
<tr>
<td>22</td>
<td>Hearing loss or impairment</td>
</tr>
<tr>
<td>23</td>
<td>Radiation effects</td>
</tr>
<tr>
<td>24</td>
<td>Gunshot</td>
</tr>
<tr>
<td>25</td>
<td>Smoke inhalation</td>
</tr>
<tr>
<td>26</td>
<td>Shock</td>
</tr>
<tr>
<td>27</td>
<td>Non-contagious or infectious disease</td>
</tr>
<tr>
<td>28</td>
<td>Fainting</td>
</tr>
<tr>
<td>29</td>
<td>Choking-strangulation-ashphyxiation-drowning-suffocation</td>
</tr>
<tr>
<td>30</td>
<td>Heart attack</td>
</tr>
<tr>
<td>31</td>
<td>Burn (heat)</td>
</tr>
<tr>
<td>32</td>
<td>Burn (scald)</td>
</tr>
<tr>
<td>33</td>
<td>Burn (chemical)</td>
</tr>
</tbody>
</table>

### ITEM 20 – INJURY FORMS COMPLETED

Submit Bureau of Employee Compensation Forms CA16, CA1, and CA2 in order to protect the injured employee’s rights to compensation.

### ITEM 21 – Self-Explanatory

**PART III – DESCRIPTION OF ACCIDENT**

(Complete this part for all accidents).

### ITEM 22 – TYPE OF ACCIDENT

Identifies the event which just precedes the injury.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>No Injury involved</td>
</tr>
<tr>
<td>01</td>
<td>Lifting</td>
</tr>
<tr>
<td>02</td>
<td>Pushing – pulling</td>
</tr>
<tr>
<td>03</td>
<td>Fall to same level</td>
</tr>
</tbody>
</table>

**UNSAFE WORK ACTS (GENERAL)** See also driving or fire factors

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Horseplay</td>
</tr>
<tr>
<td>02</td>
<td>Haste, hurry, speed</td>
</tr>
<tr>
<td>03</td>
<td>Failure to turn off equipment</td>
</tr>
<tr>
<td>04</td>
<td>Inattention or distraction from work</td>
</tr>
<tr>
<td>05</td>
<td>Taking unsafe position under suspended load or equipment</td>
</tr>
<tr>
<td>06</td>
<td>Improper handling</td>
</tr>
<tr>
<td>07</td>
<td>Operating without authority</td>
</tr>
<tr>
<td>08</td>
<td>Failure to use safety device(s)</td>
</tr>
<tr>
<td>09</td>
<td>Failure to lock or secure</td>
</tr>
<tr>
<td>10</td>
<td>Failure to verbally warn or hand signal</td>
</tr>
<tr>
<td>11</td>
<td>Using defective tools or equipment</td>
</tr>
<tr>
<td>12</td>
<td>Operating at unsafe speed</td>
</tr>
<tr>
<td>13</td>
<td>Servicing running equipment</td>
</tr>
<tr>
<td>14</td>
<td>Unsafe carry, placing, and loading</td>
</tr>
<tr>
<td>15</td>
<td>Improper lifting</td>
</tr>
<tr>
<td>16</td>
<td>Using wrong tool, supplies or equipment</td>
</tr>
<tr>
<td>17</td>
<td>Failure to wear or use proper type of protective equipment</td>
</tr>
<tr>
<td>18</td>
<td>Wearing hazardous personal attire</td>
</tr>
<tr>
<td>19</td>
<td>Not qualified for this type of work</td>
</tr>
<tr>
<td>20</td>
<td>Failed to get adequate help</td>
</tr>
<tr>
<td>21</td>
<td>Restraining or directing</td>
</tr>
<tr>
<td>22</td>
<td>Inattention to footing or surroundings</td>
</tr>
<tr>
<td>23</td>
<td>Failure to make adequate use of warning devices</td>
</tr>
<tr>
<td>24</td>
<td>Using tools or equipment improperly</td>
</tr>
<tr>
<td>25</td>
<td>Entering enclosed space without precautions</td>
</tr>
<tr>
<td>26</td>
<td>Riding in unsafe position</td>
</tr>
<tr>
<td>27</td>
<td>Unsafe mixing of materials</td>
</tr>
</tbody>
</table>

**Item 23 – Work Activity**

Identifies the work activity the employee was performing at the time of the accident.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>No employee directly involved in accident</td>
</tr>
<tr>
<td>01</td>
<td>Handling or moving material</td>
</tr>
<tr>
<td>02</td>
<td>Handling or moving people; restraining; custody act</td>
</tr>
<tr>
<td>03</td>
<td>Counseling, supervising or talking with people</td>
</tr>
<tr>
<td>04</td>
<td>Operating equipment</td>
</tr>
<tr>
<td>05</td>
<td>Walking, running, jumping, climbing, etc</td>
</tr>
<tr>
<td>06</td>
<td>Operator or passenger in vehicle</td>
</tr>
<tr>
<td>07</td>
<td>Working with chemicals</td>
</tr>
<tr>
<td>08</td>
<td>Using hand tools</td>
</tr>
<tr>
<td>09</td>
<td>Using portable power tools</td>
</tr>
<tr>
<td>10</td>
<td>Testing after repair or installment</td>
</tr>
<tr>
<td>14</td>
<td>Recreational activities</td>
</tr>
<tr>
<td>15</td>
<td>Firefighting</td>
</tr>
<tr>
<td>16</td>
<td>Guarding people</td>
</tr>
</tbody>
</table>

**Item 24 – Act of Employee – Safety Factor**

Identifies the act of the person involved which was a contributing factor to the accident.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>No Unsafe Act Involved</td>
</tr>
<tr>
<td>01</td>
<td>Horseplay</td>
</tr>
<tr>
<td>02</td>
<td>Haste, hurry, speed</td>
</tr>
<tr>
<td>03</td>
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</tr>
<tr>
<td>27</td>
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</tr>
</tbody>
</table>

**Driving Errors**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Following too closely</td>
</tr>
<tr>
<td>41</td>
<td>Speed too fast for conditions</td>
</tr>
<tr>
<td>42</td>
<td>Failure to signal intentions</td>
</tr>
<tr>
<td>43</td>
<td>Disregard to traffic signs, signals, or controls</td>
</tr>
<tr>
<td>44</td>
<td>Failure to yield right-of-way</td>
</tr>
<tr>
<td>45</td>
<td>Misjudged clearance</td>
</tr>
<tr>
<td>46</td>
<td>Improper passing</td>
</tr>
<tr>
<td>47</td>
<td>Improper backing</td>
</tr>
<tr>
<td>48</td>
<td>Improper parking</td>
</tr>
<tr>
<td>49</td>
<td>Improper turning</td>
</tr>
<tr>
<td>50</td>
<td>Improper change of lanes</td>
</tr>
<tr>
<td>51</td>
<td>Failure to secure load or equipment</td>
</tr>
<tr>
<td>52</td>
<td>Equipment not under control</td>
</tr>
<tr>
<td>53</td>
<td>Started too early or too late</td>
</tr>
<tr>
<td>54</td>
<td>Fell asleep while operating</td>
</tr>
</tbody>
</table>

**Other (Specify)**

Vehicle Operation and Maintenance (General Order 301.1) Attachment E - Revised March 21, 2013 (GOC-13-02)
Pedestrian Errors
60 Unsafe crossing of road
61 Walking against traffic light
62 Walking with light
63 Coming out from behind or between
64 Not standing in safety zone
65 Working on vehicle with disregard for traffic
66 Dark clothes, should have distinctive colors
67 Getting out of vehicle without care for traffic
68 Playing in street
69 Working in or on street
70 Directing traffic
99 Other (specify)

Fire Factors
80 Improper use of fire extinguishers
81 Improper housekeeping near source of heat
82 Smoking in unauthorized place
83 Improper disposal of matches, cigarettes
84 Playing with matches
85 Using improper procedure to start fire
86 Inadequate provisions for control of fire
87 Improper use and handling of combustible materials
88 Improper storage of flammable materials
89 Improper handling of heated or flammable objects
90 Improper use of welding or burning equipment
99 Other (specify)

ITEMS 25 AND 26 – MANAGEMENT IMPROVEMENT RECOMMENDED (FIRST AND SECOND SELECTIONS)
Indicate your recommendations to prevent similar accidents. Use space in item number 26 to further expand or explain your suggestions. There are two selections since there may be more than one management problem contributing to the accident. If there is no second selection, write “none” in Item 26.
00 No management improvement recommended

Buildings Conditions
04 Improve ventilation
05 Improve lighting
06 Provide additional isle or workspace
07 Change work layout
08 Reduce noise level
09 Improve fire protection program
10 Improve electrical service, outlets or wiring
12 Improve stairways or railings
13 Operation is not suited for this type of building
14 Work should be performed in isolated area
18 Provide additional storage space
25 Repair interior walking surfaces
26 Repair exterior walking surfaces
99 Other (specify)

Personnel Problems
02 Hire additional employees
03 Reduce number of employees supervised
50 Improve employee selection process
52 Take disciplinary action against individual
53 Reassign employee to another job
54 Employee should be counseled
99 Other (specify)

Training
70 Recommend individual receive additional job-related training
71 Improve training program for new employees
72 Recommend individual attend driver training course
73 Recommend individual attend fire safety training course
99 Other (specify)

Work Methods and Procedures
21 Mark equipment with operating instructions
40 Change work methods and procedures
44 Improve inspection program
45 Improve method for reporting unsafe situations
46 Improve follow-up system for correcting unsafe situations
47 Improve house keeping
48 Enforcing use of personal protective clothing or equipment is a problem
49 Enforcing use of mechanical guards and safety devices is a problem
51 Individual performed task without approval of supervisor
54 Individual performed task unrelated to position qualifications
99 Other (specify)

Protective Equipment and Devices
15 Provide warning device (mechanical, sound or lighted)
16 Provide protective clothing or equipment
27 Display warning decal, sign or poster
28 Provide roadway warning or protective device(s)
99 Other (specify)

Maintenance and Custodial Service
80 Improve custodial service
83 Improve vehicle maintenance
84 Improve building maintenance
85 Improve equipment maintenance
99 Other (specify)

Equipment, Material and Supplies
19 Replace equipment that is inadequate for job
20 Repair or replace defective equipment
24 Use mechanical equipment or machine power in place of manual power
99 Other (specify)

Design, Engineering and Procurement
23 Improve packing or container specifications
90 Add safety feature or device to equipment
91 Correct improper installation of equipment
92 Equipment, materials and supplies were defective and should not be reordered
94 Items should have label or instructions to hazards
99 Other (specify)

ITEM 27 – SOURCE OF ACCIDENT DAMAGE OR INJURY – Identifies the object, substance, exposure or bodily motion that was most directly involved in the accident. NEC means “not elsewhere classified.”

Code
0100 Animal, insect NEC
0101 Dog bite
0102 Insect bite
0103 Rat bite
0200 Bodily motion (stress or strain only)
0300 Boilers, pressure vessels NEC
0301 Boilers
0302 Pressurized containers
0303 Pressure lines
0400 Boxes, barrels, containers, packages, NEC
0401 Barrels, kegs, drums
0402 Boxes, crates, cartons
0403 Bottles, jars, flasks, etc.
0500 Building structure and fixtures, NEC (not surfaces)
0501 Doors
0502 Windows
0503 Exposed pipes
0504 Railings
0505 Partitions
0506 Electrical or telephone outlets
0600 Chemicals, NEC
0601 Cleaning compounds, soaps, detergents
0602 Pesticides
0603 Fertilizers
0604 Caustics, corrosives, acids
0605 Carbon monoxide/harmful fumes
0700 Clothing, apparel
0800 Construction equipment, NEC
0801 Agitators, mixers, tumbler
0802 Crushing, pulverizing machines
0803 Earthmoving and highway construction machines
0900 Conveyors
1000 Disease, Occupational
1100 Drugs and medicine
1200 Dust, dust particles
1300 Electrical equipment
1301 Motors
1302 Transformers and generators
1303 Conductors
1304 Control apparatus
1305 Heating appliances

Vehicle Operation and Maintenance (General Order 301.1)  
Attachment E - Revised March 21, 2013 (GOC-13-02)  
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