**1.06 ECTOR COUNTY VEHICLE ACCIDENT REPORTING**

**Revised December, 2008**

Any employee operating County Vehicles must report all vehicular accidents and property damage, personal injury or liability claims, regardless of the amount of claim or damage, to their Department Director and to the appropriate law enforcement authorities immediately, so that an official accident report can be filed. The employee’s Department Director must notify Human Resources of the accident within 2 hours on the day of the accident if it occurred on a business day, or on the first business day

following the accident if it occurred after-hours or on a non-workday.

County employees and Department Directors are not authorized to accept responsibility for any damages on behalf of Ector County. Employees involved in accidents should exchange coverage information, their name, address, and contact information with all parties and refer all claims and calls

to the Human Resources/Insurance Department.

A copy of any accident report involving County equipment or vehicles must be forwarded to the Department Director, or Elected Official as soon as the law enforcement investigation is completed. A copy of the accident report must be filed in the personnel file of the employee involved in the accident.

Any employee involved in an accident shall immediately contact their Department Director or Elected Official and submit to a *professionally administered test* to determine the presence or absence of drugs within 8 hours or within 2 hours for alcohol testing, or documentation *must* be provided as to why the test was not administered. All testing for drugs and alcohol will be administered in accordance with Ector County’s Alcohol and Substance Abuse Policy, and/or the Department of Transportation’s

procedures and guidelines for CDL drivers.

\*\*\*Lou’s Clinical Laboratory

 635 N. Grandview

 Odessa, Texas 79761

 Phone: (432) 332 – 9421

**1.07 COUNTY VEHICLE ACCIDENT REPORTING – LAW ENFORCEMENT**

**Revised April, 2011**

1. The law enforcement officer whose vehicle has been in an accident will immediately notify the dispatcher of the accident, the location, and the need for assistance or medical attention of persons who may be injured. The Supervisor will notify Risk Manager, Vehicle Services Director, and Traffic Foreman upon notification of accidents in the county at the Supervisor’s earliest convenience.
2. The Texas Department of Public Safety and/or the Odessa Police Department shall be immediately notified and asked to investigate any accident and make a report. Ector County law enforcement employees shall submit to a professionally administered test for drugs and/or alcohol to determine the presence or absence of drugs and/or alcohol to protect the employee and Ector County.
3. The supervisor will be promptly notified of the accident by the officer involved, unless the officer is unable to do so due to injury. In that case the dispatcher will make notifications. In any case, the supervisor will submit a report of incident within 24 hours of documenting the accident, through the chain of command to the Department Director, Elected Official or his/her designee, and the Human

Resources/Insurance Department.

\*\*\*An Incident Review Committee will convene at least monthly, on the last Wednesday of the month if

 there have been any accidents and/or incidents during the month. The committee will review all

 matters concerning accidents involving County employees, operators of County-owned or leased

 equipment involved in incidents causing loss, and other infractions of defined personnel policy.

 Determination will be made as to preventable or non-preventable based on NSC criteria. Based on

 the findings and/or review of employee written statements, witness statements, accident and/or

 crash reports, photographs, and/or any other documentation related to the incident, the Incident

 Review Committee members may assess points as per an established disciplinary

 action table with a range of 1 to 14 points for a particular infraction.