

PHOENIX FIRE DEPARTMENT

Volume 1 – Management Procedures

VEHICLE COLLISION REPORTING

M.P. 110.01	Date Revised: 03/2025
This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, can only form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
Related Policies: 110.02 Personal Injury Reporting	

PURPOSE

This procedure is to provide a standard system for reporting **all** fire department vehicular collisions. This procedure is also intended to include any collision on private property and fire department facilities.

All City of Phoenix employees are required to comply with A.R. 2.311, "Vehicle Collision Reporting Procedures and Action at Scene of Collision."

REPORTING REQUIREMENTS

All vehicle collisions involving Fire Department vehicles **must be reported** to Alarm Headquarters immediately. The report to the Alarm Headquarters must include the following:

- Unit Number
- Location of the collision
- If additional medical assistance (BLS, ALS, Rescue, etc.) is needed.
- If a cover assignment is needed.
- Whether the apparatus/vehicle is drivable.

ALARM HEADQUARTERS RESPONSIBILITIES

The Alarm Headquarters is responsible for the following for **all collisions**:

- Dispatch the appropriate Battalion Chief to the scene
- Dispatch the Police Department
- Notify the Apparatus Officer (RM14)
- Notify the Collision Page Group which includes:
 - North and South Shift Commanders
 - Safety Officer

In the event of a serious injury or death as a result of the collision the Alarm Headquarters will notify the following:

- Fire Chief
- Assistant Chief – Operations
- Assistant Chief – Support Services

- Assistant Chief – Human Resources
- Deputy Chief – Resource Management
- Division Chief – Fleet Management
- Division Chief – Safety and Prevention
- Liaison officers with the City Council/City Manager’s office
- Dispatch Fire Department Photographer and Video Technician
- Dispatch Department Chaplain
- Dispatch CV1

AT THE COLLISION SCENE

- Initiate appropriate medical assistance if needed.
- Do not discuss the collision with anyone other than Fire and Police representatives.
- Do not move the vehicle unless it is creating a traffic hazard.
- If you must move the vehicle mark the position of the vehicles tires prior to moving.
- When available, obtain the witness’ names, addresses and phone numbers.
- Remain at the collision scene until Police and the Battalion Chief have completed their investigations
- Fire Department employees involved in the collision should be isolated from the general public, the other parties involved in the collision and the news media.
- In the event of a serious collision, employees should be taken to the command van (if onsite) or to a nearby fire station. They must not be permitted to talk to anyone about the collision except to Police and Fire officials.
- Employees may be placed on Administrative Leave with Pay during the initial investigative process.

SAFETY OFFICER RESPONSIBILITIES

The Safety Officer shall cause all vehicle collisions involving Fire Department apparatus and fleet vehicles to have a fact-finding review. The Safety Officer may delegate the collision investigation to the appropriate Battalion Chief or other designated representative.

Where the Phoenix Fire Department may be at fault or serious vehicle damage, injury or death has occurred as a result of the collision, the Safety Officer will notify:

- City Risk Management
- City Insurance Adjuster
- Fleet Safety Section of City Safety

BATTALION CHIEF RESPONSIBILITIES

Battalion Chiefs will be dispatched to all vehicle collisions. It is the Battalion Chief’s responsibility to ensure that the collision report is completed immediately.

Collision Investigations

All collision investigations may include separate interviews with the driver of the Fire Department vehicles and all crew members. Other witnesses, both civilian and Fire Department members, may also be interviewed when appropriate. Names and addresses will be obtained.

The investigating Battalion Chief will collect all reports and statements before individuals are released from the scene.

The Battalion Chief is responsible for initiating the collision investigation by asking each member of the involved crew to:

1. Describe what was going on in the truck immediately prior to impact.
2. Identify where you were going.
3. Describe the collision.

The investigating Battalion Chief shall ensure the collision accident report is completed and submitted prior to the end of shift.