



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



EFFECTIVE DATE: MARCH 1, 2002	REVISED DATE:	NO. PAGES: 1 of 2	NUMBER: 3.2.13
SUBJECT: NON-TRAFFIC ACCIDENTS ON CITY PROPERTY			
ASSOCIATED MANUAL:		RELATED ORDERS:	
CHIEF OF POLICE: <i>Edward F. Lohn, Chief</i>			

PURPOSE: To provide guidelines to complete reports regarding non-traffic accidents on city property.

POLICY: The Cleveland Division of Police shall investigate and document all non-traffic accidents on city property that result in personal injury and/or damage to city property.

PROCEDURES:

Non-traffic, personal injury sustained on city property shall be reported on a Record Management System (RMS) Report and on Form C of C 71-1077.

I. General Provisions

- A. Non-traffic, personal injury, and/or damage involving city property shall be reported on an RMS Report **and** on Form C of C 71-1077. The narrative section of the RMS Report shall include a notation that Form C of C 71-1077, has been completed by the investigating officers.
- B. Officers shall not offer an opinion regarding the legal or moral responsibility of the City of Cleveland or an opinion regarding whether or not a claim will be paid.
- C. In hospital confinement cases, investigating officers shall place the individual's name on the hospital list.

II. Completion of Form C Of C 71-1077

- A. The Form C of C 71-1077, shall be used to report all non-traffic accidents and/or damage to property occurring on city property or in which the city is involved; falling on city sidewalks, injuries sustained on city property, etc.

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- B. The form shall be typed or printed in ink.
- C. A concise description of the incident shall be entered in the space provided on the lower front of the form. The reverse side provides space for statements from the complainant and one witness. More witnesses will require additional forms.
- D. The OIC, or officers handling the assignment, shall request the Accident Investigation Unit to take photographs. The officer shall provide the following information at the time of the request:
 - 1. Date of the call.
 - 2. Badge number of requesting officer.
 - 3. Name and address of victim.
 - 4. Location.
 - 5. Date and time of the incident.
 - 6. Type of photographs to be taken (Injury by Fall, Damage to City Property).
- E. The front of the form provides space for information regarding photographs. The report shall be held at the district or unit until this information is obtained. The reporting officer shall enter the RMS number on the front of the form in the upper right corner. The superior officer shall then verify the report by signing it.
- F. A supervisor shall review the report. If the report is complete, the supervisor shall sign the report.
- G. The reporting officer shall forward the completed C of C 71-1077 to the Report Center.