



VANCOUVER POLICE DEPARTMENT PLANNING, RESEARCH & AUDIT SECTION

ADMINISTRATIVE REPORT

REPORT DATE: December 23, 2010
BOARD MEETING: January 19, 2011
BOARD REPORT # 1101

Regular

TO: Vancouver Police Board
FROM: Jim Chu, Chief Constable
SUBJECT: Addendum to Regulations and Procedures Manual Section 5.6.5: *Claims Involving Use of Police Vehicles*

RECOMMENDATION(S):

It is recommended that the Vancouver Police Board approves:

1. Proposed addendum to Regulations and Procedures Manual 5.6.5: *Claims Involving Use of Police Vehicles*; and,
2. This file be concluded.

POLICY:

THAT, the Vancouver Police Board approves the amendments to the Regulations and Procedures Manual pursuant to Section 28 of the *Police Act*.

PURPOSE:

THAT, the following amendments to the Regulations and Procedures Manual be submitted to the Vancouver Police Board for their consideration and approval, and subsequent forwarding to Police Services as required by Section 28 of the *Police Act*.

BACKGROUND:

In June 2006, the Vancouver Police Department (VPD) took out a Rental Vehicle Policy with the Insurance Corporation of British Columbia (ICBC) to provide the VPD protection from Third Party claims and Collision and Comprehensive claims. In December 2006, Ms. Law, of the City of Vancouver (COV) Risk Management Section, received a report from a member who was involved in an accident while using a rental vehicle. A review of the rental agreement revealed that a secondary insurance agreement was taken out with the rental agency which resulted in the VPD owing the rental agency \$300 for the deductible. This occurred because the member did not decline the Third Party, Collision and Comprehensive coverage from the rental agency despite the VPD having an existing policy with ICBC.

DISCUSSION/IMPLICATIONS/ALTERNATIVES:

The COV Risk Management Section handles all insurance claims for the VPD. VPD operational vehicles may be owned, leased, or rented. The current wording in the RPM only describes vehicles as “police vehicles”. A clarification in the Policy specifying the types of vehicles used by the VPD as (owned, leased, or rented) will eliminate the ambiguity to what types of vehicles are covered for insurance purposes and reporting requirements. Additionally, this will prevent members from purchasing unneeded insurance.

CONCLUSION:

The proposed amendment to RPM Section 5.6.5 will clarify the VPD’s responsibilities for insurance coverage to the types of vehicles used by the VPD whether they are owned, leased, or rented, and the reporting requirements for the members.

The Executive Committee of the Vancouver Police Department has approved the proposed amendments outlined in this report and requests that the Vancouver Police Board approves and adopts these procedures.

Author: Drazen Manojlovic Telephone: 604-717-2682 Date: 2010-12-23

Submitting Executive Member (signature):

Adam Palmer, Deputy Chief Constable Date: 2010-12-23

This report has been prepared in consultation with the sections/divisions listed below, and they concur with its contents.

Concurring:

_____	Date: _____
_____	Date: _____
_____	Date: _____

APPENDIX 1

EXISTING PROCEDURE

5.6 Vehicles

5.6.5 Claims Involving Use of Police Vehicles

POLICY

The Vancouver Police Department uses the services of City of Vancouver Risk Management to handle all insurance claims involving police vehicles. Members of the Department who are involved in an incident involving a police vehicle must report the circumstances to Risk Management within 48 hours of the incident.

1. Incidents Requiring Reporting

The insurer for the City of Vancouver requires the completion and submission of form LL8 – City of Vancouver Vehicle Accident Report (a "Form LL8 Report") any time a claim is made that could potentially fall within the general application of "use and operation of a motor vehicle". Failure to report an incident could result in coverage being denied to the City. Members shall be directed by the following general guidelines when a report should be submitted:

- a. Direct Involvement of a Police Vehicle whenever a police vehicle is directly involved in an incident (eg: collisions, damage to police vehicle, damage to other property) a Form LL8 Report shall be completed and submitted.
- b. Indirect Involvement of a Police Vehicle whenever a police vehicle is indirectly involved in an incident (eg., a pursuit is terminated and the suspect vehicle collides with a 3rd party a block later) a Form LL8 Report shall be completed and submitted.
- c. Other Circumstances.

Risk Management may contact the Department for any other claim made in relation to a police vehicle. Members shall comply by completing and submitting a Form LL8 Report when a request is received.

2. Reporting an Incident

Notwithstanding any other requirements in reporting incidents involving police vehicles, a Form LL8 Report shall be completed for all incidents involving potential insurance claims.

APPENDIX 2

PROPOSED PROCEDURE

5.6 Vehicles

5.6.5 Claims Involving Use of Police Vehicles

Policy

The Vancouver Police Department uses the services of City of Vancouver Risk Management to handle all insurance claims for Department owned, leased or rented vehicles. Members who are involved in an incident involving a Department owned, leased or rented vehicle must report the circumstances to Risk Management within 48 hours of the incident.

Procedure

1. Members renting vehicles on behalf of the Department in Canada and the United States shall decline any Third Party, Collision and Comprehensive coverage through the rental agency since the Department has existing rental vehicle coverage through ICBC.

Incidents Requiring Reporting

2. The insurer for the City of Vancouver requires the completion and submission of a City of Vancouver Vehicle Accident Report (Form LL8). A Form LL8 shall be submitted whenever a Department vehicle (owned, leased, or rented) is directly involved in an incident (eg: collisions, damage to a Department vehicle, damage to other property).
3. Members shall comply with the following reporting guidelines where applicable:
 - a. Make the notation "Short Term Rental" on the form when submitting a Form LL8.
 - b. Section 1.10.8(ii) - Police Vehicle Involved in Motor Vehicle Accidents <LINK>.
 - c. Section 1.10.8(iii) - Outside of Jurisdiction Motor Vehicle Accident <LINK>.
 - d. Section 5.2.5 - Damage to Departmental Vehicles <LINK>.

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