



## 2-47 CRASHES INVOLVING POLICE VEHICLES

### Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

#### A. Related SOP(s)

2-48 Towing and Wrecker Services

2-50 Crash Review Board (Formerly Safety Review Board)

#### B. Form(s)

City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form  
State of New Mexico Uniform Crash Report (UCR)

#### C. Other Resource(s)

City of Albuquerque Personnel Rules and Regulations, Substance Abuse Policy  
Chapter, Part I City-Wide Policy (2015)

#### D. Rescinded Special Order(s)

SO 16-11 Submission of Crash Reports Involving City Vehicles

SO 17-05 Required Process For Submitting Crash Reports

SO 17-15 BlueTeam Entries For Crash Reports and Vehicle Pursuits Sent to  
Operations Review

SO 17-90 BlueTeam Entries For Crash Reports and Vehicle Pursuits

SO 17-116 BlueTeam Entries For Crash Reports and Vehicle Pursuits Sent to  
Operations Review

SO 19-14 Crash Review Board Attendance

### 2-47-1 Purpose

The purpose of this policy is to set standards for the investigation and documentation of all crashes involving police vehicles. ~~provide guidelines for Department personnel in regards to crashes involving police vehicles.~~

### 2-47-2 Policy

It is the Department policy of the Albuquerque Police Department (Department) is to create and enforce standards for Department personnel in regards to crashes involving police vehicles. ~~investigate and document all crashes involving police vehicles.~~



2-47-3 RulesProcedures

A. Reporting Requirements

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1. All crashes involving police vehicles~~Police vehicles involved in crashes~~, no matter how minor, shall be recorded on the State of New Mexico Uniform Crash Report (UCR) and photographed by a supervisor or a Crime Scene Specialist (CSS)~~the City of Albuquerque Automobile Crash Report Form\*(PD3085)~~. Those photographs will include close-ups, mid-ranges, and the overall scene. Photographs will be tagged into evidence.
- ~~2- All crash/incident report involving police vehicles shall be e-mailed to the APD Fleet Manager as soon as completed and prior to turning them into the Records Section. This is necessary to expedite the repair of the damaged vehicles.~~
2. -The immediate supervisor of the involved Department personnel will create the BlueTeam entry for vehicle crashes, which shall include the UCR and the City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form and shall be forwarded to the lieutenant or division manager within 48 hours.
  - a. The lieutenant will review and forward to Operations Review within five (5) calendar days from receiving the BlueTeam entry.
  - 4b. Operations Review will ensure the report is forwarded to the City of Albuquerque Risk Management Division, the Safety Officer, and consistent with the SOP for the Crash Review Board.
3. When Department personnel damage no more than one tire and/or rim, whether intentional or accidental, and one spare tire can remedy the incident, this will not be considered a crash. The following steps shall be taken:
  - a. The incident shall be documented in an incident report, not a UCR. The incident report must list the vehicle/unit number in the narrative and be forwarded to the Fleet Supervisor of Operations Review within forty-eight (48) hours3 calendar days.
  - b. If a tire/rim is damaged due to it striking an object, such as a curb, then a supervisor will respond to the scene to do a preliminary investigation. If a tire goes flat due to a nail, screw, or similar object or due to road debris, a supervisor does not need to respond to the scene.
    - i. Department personnel will not obtain an additional tire/rim from other Department personnel if more than one tire/rim is damaged.
  - c. The damaged tire/rim must be taken to the City of Albuquerque Fleet Management (Pino Yards), as soon as practicable possible but no moreless than 5 calendar days, in order to get a replacement tire/rim.
  - d. If any other additional damage is found by the City mechanic, and it can mbe determined that the damage occurred from the same incident, then a crash reportUCR must be generated and submitted through BlueTeam. and tThis will then be reviewed by the CRB.

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~~0. The original City of Albuquerque Automobile Crash Report Form along with a copy of the State of New Mexico Uniform Crash Report, and the APD Post-Accident Decision Making Form and photographs of the crash scene to include vehicles involved will be sent to Operations Review within 48 hours through BlueTeam. Operations Review will ensure the report is forwarded to Risk Management, the Safety Officer and the Fleet Crash Review Board.~~

**7** ~~D.B.~~ Traffic Section Crash Investigators ~~Shall~~

Traffic Section Crash Investigators shall:

1. While on duty, respond to all police vehicle crashes and crashes that are the result of a high-speed pursuit to which they are dispatched  
~~While on duty, be dispatched to all police vehicle crashes and crashes that are the result of a high speed pursuit.~~
- ~~1.~~
2. While on call, respond to a crash when directed ~~by the on-duty supervisor at the scene~~ by the Traffic Section on-call supervisor.

**7** ~~E.C.~~ Duties of Personnel Involved ~~in A~~ an Crash

Personnel involved in a crash shall:

- ~~1. Render aid to the injured.~~ Request rescue for any injuries.
2. Secure the scene from further damage, and preserve evidence.
3. Call an on-duty supervisor to the scene of the crash.
4. Request ~~a unit~~ an officer to be dispatched to investigate the crash and to complete a UCR to include the vehicle number or unit number on the crash report diagram or narrative. The involved employee/officer will not complete the UCR.
- ~~4.~~
- ~~5. Complete all but the supervisor's section and signatures section of the City of Albuquerque's Automobile Crash Report Form (PD3085). The original is submitted through the chain of command to Operations Review, along with a copy of the State of New Mexico Uniform Crash Report.~~
5. The supervisor or investigating officer on-scene is encouraged to use discretion and allow the vehicles involved to be moved, if they are impeding the safe flow of traffic. This should only be done in the case of non-injury crashes and at those scenes when the investigation will not be greatly affected by the vehicles being displaced.



6. Gather sufficient information concerning the cause of the crash in order to testify at the Fleet Crash Review Board Hearing, if necessary.

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F.D. Duties of the On-Scene Supervisor

The on-scene supervisor shall:

1. Respond to the scene of the crash.

a. If outside the City limits, the involved employee/officer shall notify their immediate supervisor as soon as possible. A supervisor is not expected to respond to the out of town crash scene if the local law enforcement agency is handling the investigation.

i. The involved employee/officer will notify local law enforcement or New Mexico State Police to be dispatched to investigate and make a UCR. The employee will request the UCR case number and the officer's name and contact information.

ii. If the involved employee/officer has a City-owned cellular phone, they will take photographs of the scene, damage to involved vehicles, and any other potential evidentiary items. The photographs will be provided to the supervisor who creates the BlueTeam entry.

2. Determine if the crash involves serious personal injury, death, or substantial damage to ~~the claimant~~ any person, or the City vehicle, before the scene of the crash is cleared.

~~4~~a. The on-scene supervisor shall notify the following units/personnel and request they respond to the scene of the crash:

~~a. Advise Risk Management.~~

i. Internal Affairs Professional Standards (IAPS) Division;

ii. CSS; and

iii. APD Traffic Section.

3. Examine damage to vehicles and physical evidence present to ensure consistency with reported circumstances.

4. Determine if the vehicle is safe enough to remain in service or should be transported to the City's Vehicle Maintenance Fleet Management (Pino Yards).

5. Determine, based on damage to the police vehicle and extent of injuries, whether the on-call Traffic ~~Crash Team~~ Section should investigate the crash.

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~~5. Gather sufficient information concerning the cause of the crash in order to testify at the Fleet Crash Review Board Hearing, if necessary.~~



~~6. Complete the supervisor's section of the City of Albuquerque Automobile Crash Report form (p 100250).~~

~~7.6. Shall complete Form City of Albuquerque Substance Abuse Program APD Post-Accident Decision Making. Post-Crash Drug/Alcohol Testing (Per Administrative Instruction 7-1)~~

a. Post-~~accident~~crash drug/alcohol testing will be conducted in accordance with the City's ~~of Albuquerque~~ Substance Abuse Policy, as provided in Section 1100 of the City of Albuquerque Personnel Rules and Regulations-- Administrative Instruction 7-1, in addition to standard DWI testing, if applicable. Officers will submit to a post-~~crash~~ drug/alcohol test when they are involved in a traffic crash and one or more of the following exists:

- i. A fatality occurs;~~:-~~
- ~~i. The on-scene supervisor, based upon the best information available, at the time of the crash, concludes the officer's performance could have contributed to the crash, and~~
- ~~2.~~ii. There are injuries that causes any person to receive emergency medical treatment away from the scene of the crash;~~;-or~~
- ~~3.~~iii. One or more vehicles incur disabling damage as a result of the crash and are transported from the scene by a tow truck or other vehicle;~~or-~~
- ii.iv. The on-scene supervisor has reasonable suspicion to believe the officer was under the influence of drugs and/or alcohol at the time of the crash.

~~e.~~b. Post-crash testing requirements:

ii.i. The on-scene supervisor will ensure the officer is tested for drugs/alcohol/drugs preferably within 2 hours of the crash. If this is unable to be accomplished, the on-scene supervisor will document this fact, and the officer should be tested within 8 hours of the crash.

~~1.~~ Drug testing may be accomplished up to 32 hours of the crash, after which time, a post-crash drug/alcohol test is no longer feasible.

~~4.~~2. Consistent with the City's Personnel Rules and Regulations, Part I, Section 1100, alcohol testing shall be performed as soon as practicable and within 8 hours of the crash, after which time, a post-crash drug/alcohol test is no longer feasible.

iii.ii. The officer must be readily available for testing, and notify the on-scene supervisor of his/her location if he/she leaves the scene, prior to submitting to the test.

1. If this is not done, the officer may be deemed to have refused to submit to the test.

2. Nothing in this section shall be construed to prohibit or delay an officer from receiving emergency care.

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~~iv.~~iii. The Internal Affairs Professional Standards (IAPS) Division will be notified if a crash results in serious injuries requiring medical attention and/or a fatality.

~~v.~~iv. Only if an employee is selected for a reasonable suspicion test, the employee will then be placed on administrative leave with pay until the test result is available (results will be available within 24 hours). For all other post-crash tests, the employee will return to duty as soon as the test is completed.

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~~vi.~~v. Refusal to submit to a drug/alcohol test shall be considered both a positive test result and a direct act of insubordination and shall result in termination.

~~vii.~~vi. If an officer submits a sample for a post-crash drug/-alcohol test that is determined to be a verified positive test result, the officer will be terminated from City employment.

7N/A

~~viii.~~vii. Administrative test results are confidential and cannot be used against an officer if criminal charges are filed.

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~~G.~~E. Disposition of Police Vehicle

1. The City-owned vehicle shall be taken to ~~the Vehicle Maintenance~~City's Fleet Management (Pino Yards) for inspection. ~~area commanders~~The on-scene supervisors shall take proper steps to see that ensure this is done, as soon as practical, following the incident or crash.

a. Should it be necessary to hold the vehicle for an extended period of time, all personal property shall be removed and personnel shall be assigned another vehicle, if available.

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b. Personnel shall not remove any vehicle from ~~the the "down line" without the permission of Motor Transport Section personnel.~~City's Fleet Management (Pino Yards) until they are notified that repairs have been completed.

~~Wreckers shall be used to tow police vehicles only when necessary and in accordance with the SOP Towing and Wrecker Services. Subsection 2-48-9 of the Procedural Orders manual.~~

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~~H.~~F. Crashes Involving Possible Vehicle Malfunctions

When a ~~police department~~City-owned vehicle is involved in an crash or incident where any mechanical malfunction is alleged as contributing to the cause of the crash or incident, the driver of the vehicle will notify ~~the Fleet Services~~City's Fleet Management (Pino Yards) and ~~then~~ the vehicle shall be removed from service until it can be examined ~~by Motor Transport Section personnel.~~

~~I. Crashes to Be Documented~~



- ~~1. All crashes and/or collisions shall be reported.~~
- ~~2. The Chairman of the Fleet Crash Review Board shall review all available information and make a decision as to whether the crash will be sent to Internal Affairs for investigation or will be forwarded to the Fleet Crash Review Board.~~
  - ~~a. If the crash is not sent to Internal Affairs, the case will be scheduled for review by the Fleet Crash Review Board and the individual, on his own initiative may volunteer to appear before the board.~~
  - ~~b. The Fleet Crash Review Board will determine if the crash is preventable, non-preventable or considered a non-crash and forward its findings to Internal Affairs.~~

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#### Duties of the Traffic Crash Analyst

~~Maintain a file on all crashes involving police vehicles.~~

~~Upon the direction of the Fleet Crash Review Board Chairman, notify personnel~~