



2-47 CRASHES INVOLVING DEPARTMENT-ISSUED VEHICLES

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

- 2-46 Response to Traffic Crashes
- 2-48 Towing Services
- 2-50 Crash Review Board (CRB) (Formerly 3-66 Safety Review Board)
- 2-73 Collection, Submission, and Disposition of Evidence and Property (Formerly 2-08)

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

D. Rescinded Special Order(s)

None

2-47-1 Purpose

The purpose of this policy is to outline the standards for the investigation and documentation of all crashes involving Albuquerque Police Department (Department) issued vehicles.

2-47-2 Policy

It is the policy of the Department to create and enforce standards for Department personnel who are involved in or are investigating motor vehicle crashes involving Department-issued vehicles.

N/A 2-47-3 Definitions

None

7 2-47-4 Procedures

A. General Procedures for Crashes that Involve Department-Issued Vehicles

1. Involved Department personnel shall:



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- a. Request Albuquerque Fire Rescue (AFR) for any injuries;
- b. Secure the scene to prevent further damage;
- c. Preserve evidence;
- d. Call an on-duty supervisor to the scene of the crash;
- e. Request for an available officer or Police Service Aide (PSA) to be dispatched to investigate the crash and to complete a Uniform Crash Report (UCR) to include the vehicle or unit number on the UCR diagram or narrative;
 - i. Involved Department personnel shall not complete the UCR.
- f. Gather sufficient information concerning the cause of the crash to testify at the Crash Review Board (CRB) Hearing, if necessary; and
- g. Request for a supervisor, a Crime Scene Specialist (CSS), or a Police Service Aide (PSA) to photograph the crash.
 - i. Photographs shall include close-ups, mid-ranges, and the overall scene.
 - ii. Photographs shall be tagged into evidence as outlined in SOP Collection, Submission, and Disposition of Evidence and Property (refer to SOP Collection, Submission, and Disposition of Evidence and Property).

N/A

2. The investigating supervisor shall:

- a. Determine whether the crash involves serious personal injury, death, or substantial damage to any involved persons or the Department-issued vehicle before clearing the scene of the crash;
- b. Based on the damage to the Department-issued vehicle and the extent of injuries, determine whether the on-call Metro Traffic Division Fatal Traffic Team will investigate the crash;
- c. Document all crashes involving Department-issued vehicles, no matter how minor, in a UCR;
- d. Submit an Internal Affairs (IA) database web application entry for vehicle crashes, which includes copies of the completed UCR and City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form;
- e. Forward the UCR and the City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form to the lieutenant or division head within five (5) calendar days;
- f. Notify the following personnel to respond to the scene of the crash if it involves life-threatening injuries or death:
 - i. Internal Affairs Professional Standards (IAPS) Division investigative personnel;
 - ii. An on-duty CSS; and
 - iii. The on-call Metro Traffic Division Fatal Traffic Team supervisor.
- g. Examine any damage to Department-issued vehicles and physical evidence present to ensure that there is consistency with the reported circumstances; and
- h. Determine whether the Department-issued vehicle is safe enough to remain in service or if the vehicle should be transported to the City of Albuquerque Fleet Management (Pino Yards) at 5501 Pino Ave NE.

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N/A

3. The on-scene supervisor or investigating officer may allow the involved vehicles to be moved if they impede the safe flow of traffic.

N/A

- a. The on-scene supervisor or investigating officer may only allow the vehicles to be moved from the scene for non-injury crashes or when moving the vehicles does not significantly impact the investigation.
4. The Metro Traffic Division Commander or Lieutenant shall review and forward the UCR and the City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form to the Operations Review Section Fleet Coordinator within five (5) calendar days from receiving the IA database web application entry.
5. Operations Review Section personnel shall review the UCR and the IA database web application entry for accuracy and to ensure that all required documents are attached to the IA database web application entry.
6. After reviewing the UCR and the IA database web application entry, the Operations Review Section Fleet Coordinator shall:
 - a. Send the IA database web application entry information to IAPS Division personnel; and
 - b. Forward the UCR to the Metro Traffic Division Administrative Assistant.
7. The Metro Traffic Division Administrative Assistant shall:
 - a. Maintain copies of the completed UCR and investigation;
 - b. Forward the original copy to IAPS Division personnel; and
 - c. Forward the UCR and the City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form to the City of Albuquerque Risk Management Division and the Safety Officer.
8. Metro Traffic Division personnel shall:
 - a. While on duty, respond to all Department-issued vehicle crashes and crashes resulting from a high-speed pursuit to which they are dispatched;
 - b. While on duty, respond to all crashes with injuries that involve Department-issued vehicles, if available, as outlined in SOP Response to Traffic Crashes (refer to SOP Response to Traffic Crashes for sanction classifications and additional duties); and
 - c. While on-call, respond to a crash when directed by the Metro Traffic Division on-call supervisor.

N/A

B. Procedures for a Damaged Tire and/or Rim

1. When Department personnel damage no more than one (1) tire and/or rim, either intentionally or accidentally, and one (1) spare tire can be used to replace the



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damaged tire, the incident shall not be considered a crash. Department personnel shall:

- a. Not obtain an additional tire/rim from other Department personnel if more than one (1) tire/rim gets damaged due to it striking an object;
- b. Document the incident in a Uniform Incident Report, not a UCR;
- c. List the vehicle/unit number in the narrative section of the Uniform Incident Report;
- d. Forward the Uniform Incident Report to the Operations Review Section Fleet Coordinator within five (5) calendar days;
- e. Take the damaged tire/rim to City of Albuquerque Fleet Management (Pino Yards) as soon as possible but no more than five (5) calendar days in order to get a replacement; and
- f. If the City's mechanic finds any additional damage, and it can be determined that the damage occurred from the same incident, submit a completed UCR through the IA database web application.
 - i. The Crash Review Board (CRB) shall review the incident, consistent with SOP Crash Review Board (refer to SOP Crash Review Board for sanction classifications and additional duties).

N/A

2. If Department personnel damage a tire and/or rim due to it striking an object, such as a curb, an on-duty supervisor shall respond to the scene to do a preliminary investigation and ensure that a Uniform Incident Report is completed, not a UCR.

N/A

3. If a tire goes flat due to a nail, screw or similar object, or road debris, no supervisor response is necessary, and neither a Uniform Incident Report nor UCR is necessary.

C. Procedures for Crashes that Occurred Outside the Department's Jurisdiction

1. Involved Department personnel shall:

- a. Notify an on-duty supervisor as soon as possible;
- b. Notify local law enforcement or New Mexico State Police to be dispatched to investigate the crash and complete a UCR;
- c. Request the UCR case number and the responding officer's name and contact information; and
- d. Request a CSS respond to the scene to take photographs of the scene, any damage to the involved vehicles, and any other potential evidentiary items.
 - i. The CSS shall tag the items into evidence as outlined in SOP Collection, Submission, and Disposition of Evidence and Property.
 - ii. The supervisor shall request copies of the photos from the Metropolitan Forensic Science Center (MFSC) Forensic Photo Lab Supervisor through the IA database web application entry.

2. When feasible, an on-duty supervisor shall respond to the scene of the crash.



N/A

- a. Supervisors are not expected to respond to a crash that occurred outside of the jurisdiction if the local law enforcement agency handles the investigation.

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D. Procedures for Crashes Involving Possible Vehicle Malfunctions

1. Department personnel shall notify the City of Albuquerque Fleet Management (Pino Yards) when they are involved in a crash or incident in their Department-issued vehicle and a mechanical malfunction may have contributed to the cause of the crash or incident.

N/A

2. Fleet Management personnel will remove the vehicle from service until it can be examined.

E. Procedures for Crashes that Involve Cases of Suspected Driving While Under the Influence (DWI)

1. Involved Department personnel shall submit to a post-crash drug/alcohol test when they are involved in a traffic crash, and one (1) or more of the following exists:
 - a. A fatality occurs;
 - b. There are injuries that cause any person to receive emergency medical treatment away from the scene of the crash;
 - c. One (1) or more vehicles incur disabling damage as a result of the crash and are transported from the scene by a tow truck or another vehicle; or
 - d. The on-scene supervisor has reasonable suspicion to believe the involved Department employee was under the influence of drugs and/or alcohol at the time of the crash.
2. Involved Department personnel must be readily available for testing and notify the on-scene supervisor of their location if they leave the scene before submitting to the test.

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- a. If a supervisor is not notified when the involved Department employee leaves the scene, they may be found to have refused to submit to the test.
- b. Nothing in this section shall be construed to prohibit or delay involved Department personnel from receiving emergency care.

3. Involved Department personnel shall be placed on administrative leave with pay only if they are selected for a reasonable suspicion test until the test results are available. Results shall be available within twenty-four (24) hours.

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- a. Refusal to submit to a drug and/or alcohol test shall be considered a positive test result and a direct act of insubordination and shall result in termination.
- b. If the involved Department employee submits a sample for a post-accident drug and/or alcohol test that is determined to be a verified positive test result, they shall be terminated.



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N/A

c. Administrative test results are confidential and cannot be used against the involved Department employee if criminal charges are filed.

4. The on-scene supervisor shall:

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- a. Complete the City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form;
- b. Conduct post-accident drug/alcohol testing in accordance with the City's Substance Abuse Policy, Section 1100, of the City of Albuquerque Personnel Rules and Regulations, in addition to standard DWI testing, if applicable;
- c. For post-accident testing requirements:
 - i. Ensure that the involved Department employee is tested for drugs and/or alcohol, preferably within two (2) hours of the accident. If this cannot be completed, the on-scene supervisor shall document this in the City of Albuquerque Substance Abuse Program APD Post-Accident Decision Making Form and shall have the involved Department employee tested within eight (8) hours of the accident.
 - 1. Drug testing may be completed up to thirty-two (32) hours of the accident, after which time, a post-accident drug/alcohol test is no longer feasible.
 - 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 eight (8) hours of the accident, after which time a post-accident drug/alcohol test is no longer feasible.

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d. Notify the on-call IAPS Division investigator if an accident results in serious injuries requiring medical attention and/or a fatality.

F. Repairs of Department-Issued Police Vehicles

- 1. Involved Department personnel shall take their Department-issued vehicle to the City of Albuquerque Fleet Management (Pino Yards) for inspection.
 - a. The on-scene supervisor shall ensure that this is done as soon as practical following the incident or crash.
- 2. If it is necessary to hold the vehicle for an extended period of time, the involved Department employee shall remove all personal property.
- 3. The Operations Review Section Fleet Coordinator shall assign Department personnel whose Department-issued vehicle is being repaired at the City of Albuquerque Fleet Management (Pino Yards) another vehicle, if available.
- 4. The involved Department employee shall not remove any vehicle from the City of Albuquerque Fleet Management (Pino Yards) until they are notified that repairs have been completed.



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N/A

5. The involved Department employee shall use a contracted wrecker to tow Department-issued vehicles only when necessary, consistent with SOP Towing Services (refer to SOP Towing Services for sanction classifications and additional duties).

REDLINED



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

A. Related SOP(s)

2-46 Response to Traffic Crashes

2-48 Towing and Wrecker Services

2-50 Crash Review Board (CRB) (Formerly 3-66 Safety Review Board)

2-73 Collection, Submission, and Disposition of ~~of Evidence, Confiscated and~~
Property, and Found Items
(Formerly 2-08)

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~~

None

2-47-1 Purpose

The purpose of this policy is to ~~set~~ outline the standards for the investigation and documentation of all crashes involving Albuquerque Police Department (Department)- issued ~~police~~ vehicles.

2-47-2 Policy

It is the policy of the ~~Albuquerque Police Department (Department)~~ to create and enforce standards for Department personnel ~~in regards to~~ who are involved in or are investigating motor vehicle crashes involving Department-issued ~~police~~ vehicles.



N/A 2-47-3 Definitions

None

7 2-47-4 Procedures

~~A. Reporting Requirements~~

- 5** ~~1. All crashes involving police vehicles, no matter how minor, shall be recorded on the Uniform Crash Report (UCR) and photographed by a supervisor, a Crime Scene Specialist (CSS), or a Police Service Aide (PSA). These photographs shall include close-ups, mid-ranges, and the overall scene. Photographs shall be tagged into evidence.~~

~~A. The investigating supervisor of the involved Department personnel shall 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 five (5) calendar days~~
General Procedures for Crashes that Involve Department-Issued Vehicles

1. Involved Department personnel shall:

~~2a.~~

- ~~a. The lieutenant shall review and forward to Operations Review within five (5) calendar days from receiving the BlueTeam entry.~~
- ~~b. Operations Review shall ensure the report is forwarded to the City of Albuquerque Risk Management Division and the Safety Officer, consistent with SOP Crash Review Board (CRB).~~

~~3. When Department personnel damage no more than one tire and/or rim, either intentionally or accidentally, and one spare tire can remedy the incident, this shall not be considered a crash and the following steps shall be taken:~~

~~a. The incident shall be documented in a Uniform Incident Report, not a UCR. The Uniform Incident Report must list the vehicle/unit number in the narrative and be forwarded to the Fleet Supervisor of Operations Review within five (5) calendar days.~~

~~b. If a tire/rim is damaged due to it striking an object, such as a curb, then a supervisor shall respond to the scene to do a preliminary investigation and complete a Uniform Incident Report, not a UCR.~~

~~i. Department personnel shall not obtain an additional tire/rim from other Department personnel if more than one tire/rim is damaged due to it striking an object, such as a curb.~~

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- ~~c. If a tire goes flat due to a nail, screw, or similar object, or due to road debris, no supervisor response is necessary and neither a Uniform Incident Report or UCR is necessary.~~
- ~~d. The damaged tire/rim must be taken to the City of Albuquerque Fleet Management (Pino Yards), as soon as possible but no more than five (5) calendar days, in order to get a replacement tire/rim.~~
- ~~e. If any other additional damage is found by the City's mechanic, and it can be determined that the damage occurred from the same incident, then a UCR must be generated and submitted through Blue Team. This shall then be reviewed by the Crash Review Board (CRB).~~

~~B. 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.~~
- ~~2. While on call, respond to a crash when directed by the Traffic Section on call supervisor.~~
- ~~3. While on duty, respond to all crashes with injury that involve City owned vehicles, if available, consistent with SOP Response to Traffic Crashes.~~

~~C. Personnel involved in a crash shall:~~

- ~~4a. Request Albuquerque Fire and Rescue (AFR) for any injuries;~~
- ~~b. Secure the scene from to prevent further damage, and preserve;~~
- ~~2c. Preserve evidence;~~
- ~~3d. Call an on-duty supervisor to the scene of the crash;~~
- ~~Request for an officer an available officer or Police Service Aide (PSA) Metro Traffic Division Crash Investigator to be dispatched to investigate the crash and to complete a Uniform Crash Report (UCR) to include the vehicle number or unit number on the crash report UCR diagram or narrative. ~~The involved employee/officer shall not complete the UCR;~~~~
- ~~e.~~
 - ~~i. Involved Department personnel shall not complete the UCR.~~
 - ~~f. Gather sufficient information concerning the cause of the crash to testify at the Crash Review Board (CRB) Hearing, if necessary; and~~
 - ~~g. Request for a supervisor, a Crime Scene Specialist (CSS), or a Police Service Aide (PSA) to photograph the crash.~~
 - ~~i. Photographs shall include close-ups, mid-ranges, and the overall scene.~~
 - ~~ii. Photographs shall be tagged into evidence as outlined in SOP Submission of Evidence, Confiscated Property, and Found Items Collection, Submission, and Disposition of Evidence and Property (refer to SOP Collection,~~

N/A



Submission, and Disposition of Evidence and Property
Evidence, Confiscated Property, and Found Items).

2. The investigating supervisor shall:

- a. Determine whether the crash involves serious personal injury, death, or substantial damage to any individual involved persons, or the Department-issued vehicle before clearing the scene of the crash is cleared;
- b. Based on the damage to the Department-issued vehicle and the extent of injuries, determine whether the on-call Metro Traffic Division Fatal Traffic crash Team should will investigate the crash;
- c. Report Document record all crashes involving Department-issued vehicles, no matter how minor, in a Uniform Crash Report (UCR);
- d. Submit an Internal Affairs (IA) database web application entry for vehicle crashes, which includes copies of the completed UCR and City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form;
- e. Forward the UCR and the City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form to the lieutenant or division head within five (5) calendar days;
- f. Notify the following personnel to respond to the scene of the crash if it involves life-threatening injuries or death:
 - i. Internal Affairs Professional Standards (IAPS) Division (title of person who responds) investigative personnel;
 - ii. An on-duty CSS Unit (title of person who responds); and
 - iii. The on-call Metro Traffic Division on-call Fatal Traffic Team supervisor Crash Investigator.
- g. Examine any damage to Department-issued vehicles and physical evidence present to ensure that there is consistency with the reported circumstances; and
- h. Determine whether the Department-issued vehicle is safe enough to remain in service or if the vehicle should be transported to the City of Albuquerque Fleet Management (Pino Yards) at 5501 Pino Ave NE; and
~~Based on damage to the police Department issued vehicle and extent of injuries, determine whether the on-call Metro Traffic Division Crash Investigator fatal crash team should investigate the crash.~~

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N/A

3. The on-scene supervisor or investigating officer on scene is encouraged to use discretion and may allow the vehicles involved vehicles to be moved, if they are impeding impede the safe flow of traffic. This should

N/A

- a. The on-scene supervisor or investigating officer may only be done in allow the case of vehicles to be moved from the scene for non-injury crashes and at those scenes or when moving the vehicles would does not significantly impact the investigation.

4. The Metro Traffic Division Commander lieutenant shall not be greatly affected or the Division head Lieutenant Commander shall review and forward the UCR and the



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City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form to the Operations Review Section personnel; Fleet Coordinator within five (5) calendar days from receiving the IA database web application entry.

Operations Review Section personnel shall r:

N/A

5. ~~(Describe here what OPS does with the UCR and form);~~ Review the UCR and the IA database web application entry for accuracy and to ensure that all required documents are attached to the IA database web application entry.

6. After reviewing the information UCR and the IA database web application entry, the Operations Review Section Fleet Coordinator shall:

- a. ~~personnel~~ Sends the IA database web application entry information to ~~Internal Affairs Professional Standards (IAPS) Division personnel; and~~
- b. Forward the UCR to the Metro Traffic Division Administrative Assistant.

7. The Metro Traffic Division Administrative Assistant shall:

- a. ~~who m~~ Maintains copies of the completed UCR and investigation; ~~and~~
- b. ~~f~~ Forwards the original copy ~~is forwarded~~ to IAPS Division personnel; ~~and~~
- Forward the UCR and the City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form to the City of Albuquerque Risk Management Division and the Safety Officer. ~~, consistent with SOP Crash Review Board (CRB) (refer to SOP Crash Review Board (CRB) for sanction classifications and additional duties).~~

c.

8. ~~A~~ Metro Traffic Division personnel ~~Crash Investigator~~ shall:

N/A

- a. While on duty, respond to all Department-issued vehicle crashes and crashes resulting from a high-speed pursuit to which they are dispatched;
- b. While on duty, respond to all crashes with injuries that involve Department-issued vehicles, if available, ~~consistent with~~ as outlined in SOP Response to Traffic Crashes (refer to SOP Response to Traffic Crashes for sanction classifications and additional duties); and
- 5.c. While on-call, respond to a crash when directed by the ~~vehicles being displaced; and~~ Metro Traffic Division on-call supervisor.

B. Procedures for a Damaged Tire and/or Rim

1. ~~When Department personnel damage no more than one (1) tire and/or rim, either Gather sufficient information concerning~~ intentionally or accidentally, and one (1) spare tire can be used to replace the damaged tire, the incident ~~it~~ shall not be considered a crash. ~~Department personnel shall:~~



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- a. Not obtain an additional tire/rim from other Department personnel if more than one (1) tire/rim gets damaged due to it striking an object;
- b. Document the cause incident in a Uniform Incident Report, not a UCR;
- c. List the vehicle/unit number in the narrative section of the crash Uniform Incident Report;
- d. Forward the Uniform Incident Report to the Operations Review Section Fleet Coordinator within five (5) calendar days;
- e. Take the damaged tire/rim to City of Albuquerque Fleet Management (Pino Yards) at as soon as possible but no more than five (5) calendar days in order to testify at the Fleet Crash Review Board Hearing, if necessary, get a replacement; and

~~D.1. The on scene supervisor shall:~~

~~1a. Respond to the scene of the crash;~~

- f. If the City's mechanic finds any other additional damage, and it can be determined that the damage occurred from the same incident, submit a completed UCR through the IA database web application.

N/A

- i. The Crash Review Board (CRB) shall review the incident, consistent with SOP Crash Review Board (refer to SOP Crash Review Board for sanction classifications and additional duties).

- 2. If Department personnel damage a tire and/or rim due to it striking an object, such as a curb, an on-duty supervisor shall respond to the scene to do a preliminary investigation and ensure that a complete Uniform Incident Report is completed, not a UCR.

N/A

- 3. If a tire goes flat due to a nail, screw, or similar object, outside the City limits, the involved employee/officer shall notify or due to road debris, no supervisor response is necessary, and neither a Uniform Incident Report nor UCR is necessary.

C. Procedures for Crashes that Occurred Outside the Department's Jurisdiction

1. Involved Department personnel shall:

- a. Notify their an on-duty 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;
- b. ~~The involved employee/officer shall notify~~ Notify local law enforcement or New Mexico State Police to be dispatched to investigate the crash and complete a UCR. ~~The employee shall request the UCR case number and the officer's name and contact information;~~
- c. ~~Request~~ Request the involved employee/officer has a City owned cell phone, they shall take UCR case number and the responding officer's name and contact



information; and

- d. Request a CSS respond to the scene to ~~take~~ photographs of the scene, any damage to the involved vehicles, and any other potential evidentiary items. ~~ams. The with their Department issued cell phone; and~~
- i. The CSS shall tag the items into evidence consistent with as outlined in SOP Collection, Submission, and Disposition of Evidence and Property Submission of Evidence Confiscated Property and Found Items.
- ii. The supervisor shall request copies of the photos from the Provide the photographs shall be provided to the Metropolitan Forensic Science Center (MFSC) Forensic Photo Lab Supervisor through the supervisor who creates the BlueTeam initiates the IA database web application entry.

When feasible, A an on-duty The on scene supervisor shall :

2 When feasible, R respond to the scene of the crash. if feasible :

N/A

Supervisors are

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

~~a. The on scene supervisor shall notify the following units/personnel and request they Not be expected to respond to at the scene crash that occurred outside of the crash; jurisdiction if the local law enforcement agency is handling the investigation.; and~~

- ~~i. Internal Affairs Professional Standards (IAPS) Division;~~
- ~~ii. CSS Unit; and~~
- ~~iii. 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 Fleet Management (Pino Yards);~~

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

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~~6. Shall complete City of Albuquerque Substance Abuse Program APD Post-Accident Decision Making Form.~~

~~Post-accident drug/alcohol testing shall be conducted in accordance with (Describe here why supervisor needs to submit an IA database web application entry).~~

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D. Procedures for Crashes Involving Possible Vehicle Malfunctions



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~~1. When a Department personnel shall notify the City of Albuquerque Fleet Management (Pino Yards) when they are involved in a crash or incident in their Department-issued vehicle where any and a mechanical malfunction may have contributed to the cause of the crash or incident, they shall notify the City of Albuquerque Fleet Management (Pino Yards), and~~

N/A

~~2. Fleet Management personnel (someone) shall remove the vehicle from service until it can be examined.~~

~~E. Procedures for Crashes that Involve Cases of Suspected Driving While Under the City's Substance Abuse Policy, consistent with Section 1100 of the City of Albuquerque Personnel Rules and Regulations, in addition to standard Influence (DWI testing, if applicable. The employee/officer)~~

~~a. 1. Involved Department personnel shall submit to a post-crash accident drug/alcohol test when they are involved involved in a traffic crash accident, and one (1) or more of the following exists:~~

~~i. a. A fatality occurs;~~

~~ii. b. There are injuries that causes cause any person to receive emergency medical treatment away from the scene of the crash accident;~~

~~iii. c. One (1) or more vehicles incur disabling damage as a result of the crash accident and are transported from the scene by a tow truck or another vehicle; or~~

~~iv. d. The on-scene supervisor has reasonable suspicion to believe the the employee/officer was involved Department personnel were employee was under the influence of drugs and/or alcohol at the time of the crash accident.~~

~~2. Involved Department personnel must be readily available for testing and notify the on-scene supervisor of their location if they leave the scene prior to before submitting to the test.~~

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~~a. If a supervisor is not notified when the =involved Department personnel employee leaves the scene, they may be found to have refused to submit to the test.~~

~~b. Nothing in this section shall be construed to prohibit or delay involved Department personnel from receiving emergency care.~~

N/A

~~3. Involved Department personnel shall be placed on administrative leave with pay only if they are selected for a reasonable suspicion test until the test results are available. Results shall be available within twenty-four (24) hours.~~

1

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



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N/A

- ~~b. If the involved Department ~~personnel~~ employee submits a sample for a post-accident drug and/or alcohol test that is determined to be a verified positive test result, they shall be terminated.~~
- ~~c. Administrative test results are confidential and cannot be used against the involved Department ~~personnel~~ employee if criminal charges are filed.~~
- ~~For all other post-accident tests, involved Department personnel shall return to duty as soon as the test is completed.~~

4. The on-scene supervisor shall:

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- ~~a. Complete the City of Albuquerque Substance Abuse Program ~~APD~~ Post-Accident Decision Making Form;~~
- ~~b. Conduct post-accident drug/alcohol testing in accordance with the City's Substance Abuse Policy, Section 1100, of the City of Albuquerque Personnel Rules and Regulations, in addition to standard DWI testing, if applicable;~~
- ~~b.c. For post-accident testing requirements:~~

- ~~i. The on-scene supervisor shall ensure the employee/officer is tested for drugs/and/or alcohol, preferably within two (2) hours of the accident. If this cannot be accomplished, the on-scene supervisor shall document this fact, and the employee/officer should be in the (City of Albuquerque Substance Abuse Program APD Post-Accident Decision Making Form) and shall have the involved Department ~~personnel~~ employee tested within eight (8) hours of the accident.~~

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

- ~~b.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 eight (8) hours of the accident, after which time a post-accident drug/alcohol test is no longer feasible.~~

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- ~~ii. The employee/officer must be readily available for testing, and notify the on-call on-scene supervisor of their location if they leave the scene, prior to submitting to the test.~~

4

- ~~a. If this is not done, the officer may be found to have refused to submit to the test.~~

- ~~b. Nothing in this section shall be construed to prohibit or delay an employee/officer from receiving emergency care.~~

6

- ~~iii.d. The IAPS Division shall be (title of person who is notified) investigator if an accident results in serious injuries requiring medical attention and/or a fatality.~~

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- ~~Only if an employee/officer is selected for a reasonable suspicion test, the employee/officer shall then be placed on administrative leave with pay until the test results are available.~~

7

F. Repairs of Department-Issued Police Vehicles

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- ~~iv. Involved Department personnel shall take their Department-issued Results shall be available within twenty four (24) hours. For all other post-accident tests, the employee/officer shall return to duty as soon as the test is completed.~~
- ~~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.~~
- ~~vi. If an employee/officer submits a sample for a post-accident drug/alcohol test that is determined to be a verified positive test result, the employee/officer's employment shall be terminated.~~
- ~~vii. Administrative test results are confidential and cannot be used against an employee/officer if criminal charges are filed.~~

N/A

7

~~E. Disposition of Police Vehicle~~

- ~~1. The City-owned vehicle shall be taken to the City's to the City of Albuquerque Fleet Management (Pino Yards) for inspection.~~
- ~~4a. The on-scene supervisors supervisor shall ensure that this is done, as soon as practical, following the incident or crash.~~
- ~~2. If it is necessary to hold the vehicle for an extended period of time, the involved Department personnel employee shall remove all personal property.~~

7

~~a.3. (Someone) The Operations Review Section Review fleet manager Fleet Coordinator shall be removed and assign Department personnel shall be assigned whose Department-issued vehicle is being repaired at the City of Albuquerque Fleet Management (Pino Yards) another vehicle, if available.~~

~~b.4. The involved Department personnel employee shall not remove any vehicle from the City's City of Albuquerque Fleet Management (Pino Yards) until they are notified that repairs have been completed.~~

~~Wreckers shall be used~~

N/A

~~c.5. The involved Department personnel employee shall use a contracted wrecker to tow police Department-issued vehicles only when necessary, consistent with SOP Towing and Wrecker Services, (refer to SOP Towing and Wrecker Services for sanction classifications and additional duties).~~

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~~F. Crashes Involving Possible Vehicle Malfunctions~~

~~1. When a City-owned vehicle is involved in a crash or incident where any mechanical malfunction may have contributed to the cause of the crash or incident, the driver of the vehicle shall notify the City's Fleet Management (Pino Yards) and the vehicle shall be removed from service until it can be examined.~~