



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-47

Effective: 12/30/15 Review Due: 12/30/16 Replaces: 04/27/15

2-47 CRASHES INVOLVING POLICE VEHICLES

2-47-1 Policy

Department policy is to investigate and document all crashes involving police vehicles.

2-47-2 Rules

[5] A. Reporting Requirements

1. Police vehicles involved in crashes, no matter how minor, shall be recorded on the State of New Mexico Uniform Crash Report and the City of Albuquerque Automobile Crash Report Form *(PD3085).
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.
3. The original City of Albuquerque Automobile Crash Report Form along with a copy of the State of New Mexico Uniform Crash Report will be sent to Operations Review within 48 hours. Operations Review will ensure the report is forwarded to Risk Management, the Safety Officer and the Fleet Crash Review Board.

[7] B. Traffic Section Crash Investigators Shall

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

[7] C. Duties of Personnel Involved in an Crash

1. Render aid to the injured.
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 to be dispatched to investigate the crash.
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.
6. 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



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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.

D. Duties of the On-Scene Supervisor

1. Respond to the scene of the crash.
2. Determine if the crash involves serious personal injury, death, or substantial damage to the claimant, or the city vehicle, before the scene of the crash is cleared.
 - a. Advise Risk Management.
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 Vehicle Maintenance.
5. Determine, based on damage to the police vehicle and extent of injuries, whether the on-call Traffic Crash Team should investigate the crash.
6. Gather sufficient information concerning the cause of the crash in order to testify at the Fleet Crash Review Board Hearing, if necessary.
7. Complete the supervisor's section of the City of Albuquerque Automobile Crash Report form (p 100250).
- [5] 8. Post-Crash Drug/Alcohol Testing (Per Administrative Instruction 7-1)
 - a. Post-crash testing will be conducted in accordance with the City of Albuquerque Substance Abuse Policy - 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 exits:
 - i. A fatality occurs.
 - ii. 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
 - There are injuries that causes any person to receive emergency medical treatment away from the scene of the crash, or
 - 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.
 - iii. 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.
 - b. Post-crash testing requirements:



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- [1] i. The on-scene supervisor will ensure the officer is tested for 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.
 - 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.
- [1] 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.
 - If this is not done, the officer may be deemed to have refused to submit to the test.
 - Nothing in this section shall be construed to prohibit or delay an officer from receiving emergency care.
- [6] iii. Internal Affairs will be notified if a crash results in serious injuries requiring medical attention and/or a fatality.
- [7] 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.
- [1] 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.
- [7] 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.
- [7] vii. Administrative test results are confidential and cannot be used against an officer if criminal charges are filed.

[7] E. Disposition of Police Vehicle

- 1. The vehicle shall be taken to Vehicle Maintenance for inspection area commanders shall take proper steps to see that this is done as soon as practical following the incident or crash.
 - [7] 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.
 - b. Personnel shall not remove any vehicle from the "down line" without the permission of Motor Transport Section personnel.
 - c. Wreckers shall be used to tow police vehicles only when necessary and in accordance with Subsection 2-48-9 of the Procedural Orders manual.

[6] F. Crashes Involving Possible Vehicle Malfunctions



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When a police department vehicle is involved in a 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 Fleet Services and then the vehicle shall be removed from service until it can be examined by Motor Transport Section personnel.

G. 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.

[7]

H. Duties of the Traffic Crash Analyst

1. Maintain a file on all crashes involving police vehicles.
2. Upon the direction of the Fleet Crash Review Board Chairman, notify personnel and their supervisor to either appear or not to appear before the Fleet Crash Review Board.