



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-47

Effective: 01/22/2021 Review: 01/22/2022 Replaces: 01/20/2021

**2-47 CRASHES INVOLVING POLICE 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**Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):**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 and Wrecker Services](#)

[2-50 Crash Review Board \(CRB\) \(Formerly Safety Review Board\)](#)

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D. Rescinded Special Order(s)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.

**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 crashes involving police vehicles.

**7 2-47-3 Procedures**

A. Reporting Requirements

- 5** 1. All crashes involving police vehicles, no matter how minor, shall be recorded on



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PROCEDURAL ORDERS

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the Uniform Crash Report (UCR) and photographed by a supervisor, a Crime Scene Specialist (CSS), or a Police Service Aide (PSA). Those photographs shall include close-ups, mid-ranges, and the overall scene. Photographs shall be tagged into evidence.

2. 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.
  - 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.
  - 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 BlueTeam. 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.



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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:

1. 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 for 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 shall not complete the UCR;
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 shall not be greatly affected by the vehicles being displaced; and
6. Gather sufficient information concerning the cause of the crash in order to testify at the Fleet Crash Review Board Hearing, if necessary.

D. 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 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.
    - i. The involved employee/officer shall notify local law enforcement or New Mexico State Police to be dispatched to investigate and complete a UCR. The employee shall request the UCR case number and the officer's name and contact information.
    - ii. If the involved employee/officer has a City-owned cell phone, they shall take photographs of the scene, damage to involved vehicles, and any other potential evidentiary items. The photographs shall be provided to the supervisor who creates the BlueTeam entry.



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-47

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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 respond to the scene of the crash:
    - 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
- 5** 6. Shall complete City of Albuquerque Substance Abuse Program APD Post-Accident Decision Making Form.
  - a. Post-accident drug/alcohol testing shall be conducted in accordance with the City's Substance Abuse Policy, consistent with Section 1100 of the City of Albuquerque Personnel Rules and Regulations, in addition to standard DWI testing, if applicable. The employee/officer shall submit to a post-accident drug/alcohol test when they are involved in a traffic accident and one or more of the following exists:
    - i. A fatality occurs;
    - ii. There are injuries that causes any person to receive emergency medical treatment away from the scene of the accident;
    - iii. One or more vehicles incur disabling damage as a result of the accident and are transported from the scene by a tow truck or other vehicle; or
    - iv. The on-scene supervisor has reasonable suspicion to believe the employee/officer was under the influence of drugs and/or alcohol at the time of the accident.
  - b. Post-accident testing requirements:
    - i. The on-scene supervisor shall ensure the employee/officer is tested for drugs/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 tested within eight (8) hours of the accident.
      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.
      2. Consistent with the City's Personnel Rules and Regulations, Part I, Section 1100, alcohol testing shall be performed as soon as



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

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

1

- 1. If this is not done, the officer may be found to have refused to submit to the test.
- 2. Nothing in this section shall be construed to prohibit or delay an employee/officer from receiving emergency care.

6

- iii. The IAPS Division shall be notified if an accident results in serious injuries requiring medical attention and/or a fatality.

7

- iv. 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. 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.

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.

- 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.

N/A

- vii. Administrative test results are confidential and cannot be used against an employee/officer if criminal charges are filed.

7

E. Disposition of Police Vehicle

- 1. The City-owned vehicle shall be taken to the City's Fleet Management (Pino Yards) for inspection. The on-scene supervisors shall ensure this is done, as soon as practical, following the incident or crash.

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

7

- b. Department personnel shall not remove any vehicle from the City's Fleet Management (Pino Yards) until they are notified that repairs have been completed.

- c. Wreckers shall be used to tow police vehicles only when necessary, consistent with SOP Towing and Wrecker Services.

6

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.