



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-47 (Formerly 1-18)

Effective: 12/22/2022 Review: 12/22/2023 Replace: 01/22/2021

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Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):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

[PD 3077 City of Albuquerque Substance Abuse Program Post-Accident Decision Making Form](#)

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D. Rescinded Special Order(s)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

A. Crash

The negligent touching or scraping of a vehicle against another vehicle, bicycle, person, or other object resulting in injury or damage.

7 2-47-4 Procedures



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

1. Department personnel who are Involved in the crash shall:

- a. Request Albuquerque Fire Rescue (AFR) for any injuries;
- b. Secure the scene to prevent further damage;
- c. Preserve evidence;
- d. Request that an on-duty supervisor respond 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. The responding officer or PSA who completes the UCR shall 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).
 - iii. Supervisors with Axon training may take the photographs for non-injury crash investigations.

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N/A

N/A

2. The investigating supervisor shall:

- a. Determine whether the crash involves serious personal injury, death, or substantial damage to any involved Department personnel or the Department-issued vehicle before clearing the scene of the crash;
- b. 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.
- c. 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;
- d. Ensure that all crashes involving Department-issued vehicles, no matter how minor, are documented in a UCR;
- e. 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;
- f. Forward the completed UCR and the City of Albuquerque Substance Abuse Program Post-Accident Decision Making Forms to the lieutenant or division head within five (5) calendar days;

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- 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.

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. 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.
 - 5. 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.
 - 6. 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.
 - 7. 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



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

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- a. Notify an on-duty supervisor as soon as possible;
 - i. When feasible, an on-duty supervisor shall respond to the scene of the crash.
 - 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.
- a. Notify local law enforcement or New Mexico State Police to be dispatched to investigate the crash and complete a UCR;
- b. Request the UCR case number and the responding officer's name and contact information; and
- c. 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.



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- 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.

6 D. Procedures for Crashes Involving Possible Vehicle Malfunctions

1. The involved 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.

- 1** 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.

- 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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- 1 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.
- N/A c. Administrative test results are confidential and cannot be used against the involved Department employee if criminal charges are filed.
- 5 4. The on-scene supervisor shall:
 - 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.
 - 6 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 that have been involved in a crash

- 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.



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4. Involved Department personnel shall not remove any vehicle from the City of Albuquerque Fleet Management (Pino Yards) until they are notified that repairs have been completed.

N/A

5. Involved Department personnel shall use a Department-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).