

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number ENF-004
	Subject Crash Investigation/Reporting Timelines	
	Special Instructions Replaces ENF-004 dated January 15, 2015	Effective Date January 18, 2018

I. PURPOSE

Establish guidelines for investigating and reporting vehicle crashes and provides deadlines for submitting reports to the applicable district and crash repository.

II. POLICY

Department personnel investigating motor vehicle crashes resulting in fatality, injury, or property damage (meeting state requirements) shall document the crash using the approved crash reporting method.

III. PROCEDURE

A. Department personnel when aware of, and applicable, shall respond to the scene of a motor vehicle crash to assist with or investigate and complete a crash report whenever there is:

1. Injury or death of a person; or
2. Total property damage (e.g. vehicles, cargo, and other property) of \$1,000.00 or more; and
3. The crash occurred on a trafficway or private property that is open to the public.

B. Department personnel shall also investigate and report, if applicable, any crash involving:

1. Any state police vehicle;
2. If available, all other state owned vehicles or property;
3. Any apparent impairment of a participant due to alcohol or drugs; or
4. Any time (regardless of the amount of property damage) there is:
 - (a) A violation of law, which is the primary or a contributing cause of the crash;
 - (b) A disagreement or conflict between the parties involved;
 - (c) One of the participants illegally leaves the scene of the crash; or
 - (d) The crash involves hazardous materials; and;

5. Whenever the vehicle or vehicles have been moved from the scene and the crash meets the criteria set forth in section III. A. 1-3.

C. Officers at the scene shall:

1. Evaluate the scene for hazards and initiate necessary protective measures to include staying a safe distance from the scene if the proper protective equipment is not available;
2. Ensure the applicable regional dispatch center and appropriate command personnel are kept aware of the scene status;

3. Provide immediate care for the injured and request additional assistance as needed;
4. Ensure the property from a vehicle is secured if the owner is unable to care for it; if necessary, secure and properly inventory valuable items to be released to the owner later;
5. Obtain all information and conduct an appropriate investigation, including photographs and measurements, to complete the report; and
6. The investigating officer shall provide each driver with a driver's exchange of information form or similar document and should advise each driver to immediately notify their insurance company of their involvement in a crash.

7. It is the investigating officer's responsibility to ensure that crash investigation photographs are taken by an officer on-scene when there is:

- a. An injury to any person;
- b. More than one vehicle involved;
- c. A single vehicle crash with major property damage to the vehicle or other property;
- d. Any damage to a department commission, whether a crash report is completed or PD-49;

8. An officer may take photographs for minor single vehicle accidents.

D. Activation of Area Crash Investigation & Reconstruction Teams:

1. Members of the Area Crash Investigation & Reconstruction Team (CIRT) team may be requested by other agencies, Department personnel at the scene, or by the district duty officer when crashes involve:

- a. Serious bodily injury or a fatality;
- b. The potential for any type of legal proceeding (criminal or civil); or
- c. Other special circumstances exist which may include:

- (1) Crashes involving emergency vehicles (police, fire, or ambulance),
- (2) Government owned vehicles, or
- (3) Commercial Motor Vehicles.

d. CIRT may also be called to assist with the investigation of large-scale incidents which require forensic mapping of the scenes should the need arise.

2. The district duty officer will notify the CIRT team leader of the available crash details and provide contact information for the crash scene OIC.

3. The CIRT team leader will immediately contact the crash scene OIC and obtain the specific facts of the preliminary crash investigation and determine the immediate need for a CIRT member to respond to the scene. Once the determination is made, the CIRT leader will notify a CIRT member(s) for a response in addition to updating the district duty officer as to who is

responding and an approximate estimated time of arrival (ETA).

4. The Operations Center will be notified of all instances when CIRT members are activated.

E. The **Commercial Vehicle Enforcement Division (CVED)** shall be contacted if the crash involves:

1. A load of hazardous materials (not including the loss of fuel from a vehicle fuel tank);
2. A school bus or passenger motor coach (in the business of transporting passengers); and
3. Anytime a commercial motor vehicle (CMV) is involved in a personal injury or fatal crash or any crash where the operation of the CMV or its equipment comes into question. CVED involvement may require additional inspection or investigation by CVED personnel. Refer to CVE-007 regarding specific criteria and action required.

F. **Crashes involving fatal injuries.**

1. Fatal vehicle crashes investigated by the Department shall be reported to the Records Division, F.A.R.S. (Fatal Analysis Reporting System) Section, using the [F.A.R.S. report](#), as soon as the information is available and no later than 24 hours after the crash. The report may be emailed (in@fars.us) or faxed to the Records Division.

2. A supplemental report shall be submitted to Crash Records whenever toxicology reports are received regarding a fatal crash.

G. **Chemical tests for intoxicants from drivers involved in a fatal vehicle crash** (IC 9-13-2-22 and IC 9-27-5-4) (breath or blood).

1. To the maximum extent practicable, and in a manner consistent with legal rights and Implied Consent, chemical test for intoxicants (breath or blood) shall be given to drivers including surviving drivers involved in a fatal vehicle crash and pedestrians 15 years of age or older, if deceased within four (4) hours of the vehicle crash.

2. Fluid blood samples obtained from a driver(s) involved in a fatal vehicle crash (including surviving drivers and pedestrians 15 years of age or older) and, if of evidential value in pending criminal prosecution, shall be forwarded to the appropriate laboratory for analysis. Samples taken from surviving drivers shall be taken only by properly trained medical personnel.

H. **Completing and Submitting crash reports:** Department personnel shall:

1. Utilize the ARIES electronic crash reporting system to complete and submit reports. Paper reports should only be submitted when the ARIES system is not available;
2. Complete all crash reports following the guidelines outlined in the Aires Crash Report manual, ISP crash investigation training and applicable state laws;
3. All crash narratives shall follow the approved format and include:

- a. A description of the involved vehicle(s) behavior before, during and after the crash;
- b. Statements from each driver(s) involved. Written statements by each driver may be included as an attachment;
- c. Statements from each Witness or other participant (if applicable). Written statements by each participant may be included as an attachment, and
- d. The investigating officer's explanation as to the determination of the causation factor(s).

4. Submit reports electronically to the district where the crash occurred by the third day following the crash; and

5. The approved report shall be transmitted (submitted paper reports shall be mailed) to the crash repository by the fifth day following the crash.

6. When a crash reconstruction is completed (either full reconstruction or on-scene assistance by CIRT team members) in addition to the Aries crash report, a criminal incident titled Crash Reconstruction 910-360 shall be initiated. The additional offense of Death Investigation – Traffic may be added as a secondary title to the incident if it is a fatal crash.

I. The investigating officer shall provide each driver with a driver's exchange of information form or similar document and should advise each driver to immediately notify their insurance company of their involvement in a crash.

J. Vehicle crashes involving deer.

All deer injured or killed by a collision with a motor vehicle shall be disposed of in the following manner:

1. Any injured deer shall be destroyed in accordance with ENF-011.
2. Any deer killed or destroyed may be released to the owner or driver of the damaged vehicle or to anyone else at the discretion of the investigating officer. Priority shall be given to the owner or driver of the vehicle involved;
3. If two or more deer are involved, the owner or driver shall be eligible for only one deer. Any or all other deer may be released to anyone other than the driver of the vehicle involved;
4. A permit (State Form #38460) from the Department of Natural Resources shall be issued by the investigating officer to all persons granted possession of any or all deer killed or destroyed. The permit allows possession of the deer for a period not to exceed 60 days; and
5. If no one at the scene wants the deer, the district duty officer shall request the removal of any or all deer by the appropriate highway department or other means.
6. Non-residents are also eligible to receive a deer.

K. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.