


HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
Issue Date March 2023	Review Date March 2024	Directive Number 4.1.1
Accreditation Index: 4.1.1		Rescinds: Directive 4.1.1 of February 2021
Chapter: Four – Pennsylvania Legal Mandates		Section: One – Legal Mandates
Chief of Police: <i>John F. Viola</i>		

SUBJECT: VEHICLE CRASH INVESTIGATION

I. PURPOSE

The purpose of this Directive is to establish procedures for the investigation of vehicle crashes and the completion of vehicle crash reports relating to these crashes.

The primary objective in investigating vehicle crashes is to obtain information that can be used to develop crash prevention and reduction programs. These programs are intended to reduce the frequency of crashes, thereby reducing deaths, injuries, and property loss. This objective makes crash investigations a primary responsibility of the Haverford Township Police Department.

II. POLICY

It is the policy of this department that all of its sworn officers shall comply with Section 3746 (c) of Title 75 Pennsylvania Vehicle Code which requires the police department to investigate, upon notification, all vehicle crashes occurring in our jurisdiction which result in death, injury, and/or damage to any vehicle to such an extent that it cannot be driven from the scene without further damage and therefore requires towing.
(PLEAC 4.1.1 a)

III. DEFINITIONS

Reportable Vehicle Crash - Involves injury or death to any person, and/or damage to any vehicle to the extent that it cannot be driven from the scene and therefore requires towing.

Non – Reportable Vehicle Crash – Involves only damage to a vehicle or property and the vehicle can be driven from the scene. There is no death or injury to any person involved in the crash.

IV. PROCEDURES

A. Reportable Vehicle Crashes

1. All officers of this Department shall be guided by the following procedures when investigating a Reportable Vehicle Crash occurring in this jurisdiction:
 - a) All reportable vehicle crashes shall be investigated as required by law with crash information recorded in Metro ALERT on Commonwealth of Pennsylvania Police Crash Report Form AA-500.
(PLEAC 4.1.1 d)
 - b) Officers shall render aid and assistance to the injured until E.M.S. personnel arrive on the scene.
 - c) Officers shall obtain all pertinent information from the driver(s) and vehicle(s), including statements on how the crash occurred. This information shall be recorded on the AA-500 report.
 - d) Officers shall attempt to locate witnesses and document their statements.
 - e) Officers may request permission from their supervisor to respond to a hospital to interview involved drivers if there is a need to do so.
 - f) The investigating officer shall be responsible for contacting the involved driver(s) for any additional information needed to complete the investigation, such as insurance company information, etc.
 - g) Officers, upon completion of the investigation, may cite for violations of the Pennsylvania Vehicle Code Title 75 which have been established by the investigation.
 - h) Officers shall complete the Police Crash Report Form AA-500 accurately and in compliance with Pennsylvania Department of Transportation guidelines.
 - i) Officers shall submit a completed AA-500 for review to their supervisor as soon as possible after the completion of the investigation. In no event shall the report be submitted for review later than seven (7) days from the date of the completion of the investigation.
 - j) The completed Police Crash Report Form AA-500 or an initial Police Crash Report Form AA-500 must be submitted to the Pennsylvania Department of Transportation within fifteen (15) days of the crash date as per Section 3751(a) of Title 75, The Vehicle Code.
(PLEAC 4.1.1 b)
 - k) Vehicles required to be towed from the crash scene shall be removed by a tow company contracted by the Township to perform this service. Officers shall contact Delcom and

request them to dispatch the appropriate towing company to the crash site.

B. Non- Reportable Crash Reports

1. All officers of this Department shall be guided by the following procedures when investigating a Non -Reportable Vehicle Crash occurring in this jurisdiction:
 - a) Officers shall ensure that the crash is Non-Reportable in nature and that no injuries have been sustained by involved parties.
 - (1) All involved vehicles must be capable of being driven from the scene.
 - b) Officers shall obtain all pertinent information from the driver(s) and vehicle(s), including statements on how the crash occurred.
 - c) Officers shall complete a Pennsylvania State Crash Report form AA45 for Non-Reportable Crashes.
(PLEAC 4.1.1 d)
 - d) Officers shall attempt to locate witnesses and document their statements.
 - e) The investigating officer shall be responsible for contacting the involved driver(s) for any additional information needed to complete the investigation, such as insurance company information, etc.
 - f) Officers, upon completion of the investigation, may cite for violations of the Pennsylvania Vehicle Code Title 75 which have been established by the investigation.
 - g) Officers shall submit a completed Pennsylvania State Crash Report form AA45 in Metro ALERT for review to their supervisor as soon as possible after the completion of the investigation. In no event shall the report be submitted for review later than seven (7) days from the date of the completion of the investigation.
 - h) Information relating to Non-Reportable crashes reported by a complainant at headquarters shall be recorded on the Pennsylvania State Crash Report form AA45.
(PLEAC 4.1.1 d)
 - i) Officers shall not be required to complete a crash scene diagram on Non-Reportable vehicle crashes unless needed to clarify the crash investigation.

C. Private Property Vehicle Crashes

1. All officers of this Department shall be guided by the following procedures when investigating a Crash on private property occurring in this jurisdiction:

- a) Reportable vehicle crashes shall be investigated in accordance with the procedures outlined in Section IV, paragraph A of this Directive.
- b) Non-Reportable vehicle crashes shall be investigated in accordance with the procedures outlined in Section IV, paragraph B of this Directive.
- c) Pennsylvania Vehicle Code enforcement on private property shall apply upon highways and trafficways throughout this Commonwealth and is limited to provisions of section 3345 (relating to meeting or overtaking school buses), Subchapter B of Chapter 37 (relating to serious traffic offenses) and Chapter 38 relating to driving after imbibing alcohol or utilizing drugs).

D. Fatality and Serious Injury Crashes

- 1. The following procedure shall be followed when a vehicle crash results in the loss of life or serious injury with a high probability of the loss of life.
 - a) Officers at the crash scene shall notify their supervisor to respond to the crash scene.
 - b) The supervisor shall contact the Special Operations Unit to respond to the crash scene to conduct the investigation.
 - c) The supervisor shall notify the Duty Commander of the crash.
 - d) The supervisor shall assign uniformed officers to assist the Special Operations Unit personnel with the securing of the crash site and the handling of traffic control around the crash site.
 - e) The completion of the Commonwealth of Pennsylvania Police Crash Report Form AA-500 shall be the responsibility of the Special Operations Unit personnel assigned to the investigation.
(PLEAC 4.1.1 b)
 - f) The Special Operations Unit officer(s) assigned to the crash investigation shall be responsible for filing all Vehicle Code violations and/or Pennsylvania Crimes Code violations to be charged as a result of the investigation.

E. Township Owned Vehicle Crashes

- 1. All vehicle crashes involving a vehicle owned by Haverford Township shall be investigated.
 - a) Vehicle crashes occurring outside the jurisdiction of the Haverford Township Police Department should be investigated by the police agency responsible for that jurisdiction.

- b) Police officers involved in a vehicle crash shall immediately notify DelCom of the crash, injuries, if any, and location of the crash.
- c) In the event the officer is not injured, they shall render aid to any persons injured until the arrival of E.M.S. personnel.
- d) Supervisors shall investigate any Non-Reportable police vehicle crash.
 - (1) Supervisor shall complete a Pennsylvania State Crash Report form AA45.
(PLEAC 4.1.1 d)
 - (2) Non-Reportable vehicle crashes shall be investigated in accordance with the procedures outlined in Section IV, paragraph B of this Directive.
- e) If the Supervisor of the Special Operations Unit is working they shall investigate all Police vehicle crashes.
 - (1) If the Supervisor of the Special Operations Unit is not working then the On-duty Supervisor shall investigate Reportable police vehicle crashes in the following circumstances:
 - (a) There are no injuries and towing is required.
 - (b) There are minor injuries involved.
 - (c) Reportable vehicle crashes shall be investigated in accordance with the procedures outlined in Section IV, paragraph A of this Directive.
 - (2) If the On-Duty supervisor needs assistance investigating the police vehicle crash or the police vehicle crash is more severe than outlined above in (a) or (b) they shall call in the Supervisor of the Special Operations Unit.
- f) The supervisor shall ensure that photographs are taken of involved vehicles, property and the crash scene of any township-owned vehicle crash.
- g) Supervisors shall have the discretion to have the Special Operations Unit investigate any township-owned vehicle crash should the circumstances of the crash indicate that such a decision is prudent. The Duty Commander shall be notified of this decision.
- h) Special Operations Unit personnel shall investigate any police vehicle crash that involves death or serious injury.

F. Crash Reports Furnished

- a) The Records office shall furnish, at a cost not to exceed \$15 a certified copy of the full report of the police investigation

of any vehicle accident as outlined in Section 3751 (b) of
Title 75 Pennsylvania Vehicle Code.
(PLEAC 4.1.1 c)

BY ORDER OF THE CHIEF OF POLICE