


PBP FORM 290  PITTSBURGH BUREAU OF POLICE <i>"...honor, integrity, courage, respect, and compassion."</i>		SUBJECT: "CRASH RESPONSE, INVESTIGATION AND REPORTS"		ORDER NUMBER: 41-3
		PLEAC STANDARDS: 3.5.1 & 4.1.1		PAGE 1 OF 3
ISSUE DATE: 1/12/2018	EFFECTIVE DATE: 06/14/2014	ANNUAL REVIEW DATE: JULY	RESCINDS: ALL PREVIOUS	AMENDS: ALL PREVIOUS

1.0 PURPOSE

- 1.1 The purpose of this general order is to provide members with guidelines regarding Pennsylvania "Crashes and Crash Reports."

2.0 POLICY

- 2.1 It is the policy of the Pittsburgh Bureau of Police to comply with Sections 3741-3755 of the Pennsylvania Vehicle Code (Title 75) in regard to the investigation of and reporting requirements for "Crashes and Crash Reports."

3.0 CRASHES AND CRASH REPORTS

- 3.1 The Pittsburgh Bureau of Police will respond to all reported crashes and then determine whether an investigation will be conducted.
- 3.2 Qualified Personnel shall be available on a 24/7 basis to process all crime scenes related to reportable traffic crash sites.
- 3.3 Unless the crash meets any of the condition(s) listed below (section 3.4), crashes involving any of the following situations shall be investigated and will be reported in the PA State's electronic "Crash Reporting" system (*see section 4.1.1 of this order*):
- 3.3.1 Death or injury;
 - 3.3.2 Property damage in which the property owner is not able to be located;
 - 3.3.3 Hit and Run/Leaving the Scene of an Accident;
 - 3.3.4 Impairment due to alcohol or drugs;
 - 3.3.5 Hazardous materials;
 - 3.3.6 Occurrences on private property resulting in injury or vehicle damage to the extent that towing is required.
- 3.4 Crashes involving any of the following situations **need NOT** be investigated and a report does not need to be completed. Operators may be instructed to exchange information with regards to identity and insurance information:
- 3.4.1 Private property collisions of a non-reportable nature.
 - 3.4.2 Collisions with no injury and requiring no towing.
 - 3.4.3 Property damage collisions with the property owner present and no report requested.
 - 3.4.4 A report **WILL** be completed **IF REQUESTED BY EITHER OPERATOR** (*but operators may self-report if applicable - see §4.1.3 for self-reporting procedure*).
- 3.5 In the event of a hit and run crash, where no tow of a vehicle is required, officers shall complete an Incident Report, PBP Form 2.0, and Investigative Report, PBP Form 3.0.
- 3.6 In all crashes where a collision has occurred and an officer responds but NO report will be made, the officer will notify the Communications Center to make a CAD entry containing the registrations of all involved vehicles, when known.
- 3.7 In cases where a crash involves a City of Pittsburgh Bureau of Police vehicle, and the crash is **reportable** in nature, a PBP supervisor **will be notified** and **SHALL** respond to investigate (*refer to GO 30-2 Collisions Involving Police Vehicles*).

4.0 COLLISION INVESTIGATIONS

4.1 When a crash report is being completed, the investigating officer shall comply with the following procedure(s):

4.1.1 Reportable Traffic Collision:

4.1.1.1 When making a report for a traffic collision, all officers will utilize the PA State's electronic "Crash Reporting" system when submitting crash reports.

4.1.1.2 After approving these reports, supervisors will print out a copy of the report, initial in blue ink at the bottom, and forward to the Record Room.

4.1.1.3 All resource material for the electronic "Crash Reporting System" can be found on the I: drive under the icon labeled "Crash."

4.1.1.4 If the CIU unit is handling the investigation the initial officer will also complete a 2.0 and 3.0.

4.1.2 Submitting reports

4.1.2.1 The preliminary report and narrative shall be completed by the investigating officer prior to the end of the officer's shift.

4.1.2.2 A completed report should be submitted within 72 hours of the initial investigation, unless a police supervisor authorizes an extension.

4.1.2.3 All initial Crash Reports must be submitted to PENNDOT within 15 days.

4.1.3 Non-Reportable Traffic Collisions – In the event that a non-reportable Traffic Crash occurs (according to criteria established by the Commonwealth of Pennsylvania), but the complainant wishes to report the collision on a "PA AA-600" to the State of PA, you may advise them to do so in one of the following three ways:

- The complainant may visit the PENNDOT Website on the Internet at <http://www.dmv.state.pa.us/forms/formsPublications.shtml> and follow the links to the correct form for this purpose **or**
- The complainant may access the form directly on the internet at http://www.dmv.state.pa.us/pdotforms/dl_forms/aa-600.pdf **or**
- You may access the form in the Police Officer's Toolkit on the I: Drive at the following link for the complainant: <I:\Police Officers Toolkit\PA Non-Reportable Crash Form AA-600.pdf>
 - Print out a hard-copy and give it to the complainant to be completed and sent to Harrisburg as per PENNDOT instructions.

4.2 Non-Reportable Traffic Collisions Involving Other Criminal Offenses – If a non-reportable crash occurs that is part of an event involving other criminal activities (i.e. a pursuit, etc.) – additional reports may be required to document the occurrence.

4.2.1 Officers should check with their supervisors or with CRRU to determine the appropriate paperwork to complete.

5.0 COLLISION INVESTIGATIONS INVOLVING CRITICAL INJURY AND/OR DEATH

5.1 To ensure clarity and consistency during any Crash Investigation involving a critical injury and/or death, the following protocol will be used:

5.1.1 The Collision Investigation Unit (CIU) will be the primary investigators in any death or critical injury that involves the use of a motor vehicle.

5.1.1.1 CIU A/Detectives will be called by the Zone Supervisor to any crash involving critical injury or death.

5.1.2 A/Detectives from the VCU will assist, when requested with interviews of witnesses and suspects.

- 5.1.3 The Collision Investigations Unit (CIU) shall conduct all technical aspects of the investigation including the on-scene investigation and the on-scene vehicle inspections, as well as follow-up investigations.
- 5.1.4 The Collision Investigations Unit (CIU) **will complete** all reconstruction reports in all investigations of deaths or critical injuries in which motor vehicles are involved.
- 5.1.5 If the crash involves an **intentional** act with a motor vehicle, the VCU Unit will be responsible for filing charges in the case. CIU will continue to provide investigative assistance.
- 5.1.6 If the crash **does not involve an intentional act** with a motor vehicle, CIU will be responsible for filing charges, obtaining search warrants, toxicology reports, driver's records etc., in all other critical injury and or death crashes.
- 5.1.7 If a PBP member is involved in a collision involving death or critical injury, within the City of Pittsburgh, the ~~Homicide~~ VCU supervisor, Chief of Police or Deputy Chief of Police shall notify an agency having jurisdiction to investigate the collision of the Bureau's request that an agency provide supervision of the collision investigation.. Requests shall be made as follows:
- 5.1.7.1 The Allegheny County District Attorney Investigations Chief (ACDAI Chief) shall be contacted first. If he/she agrees to supervise the investigation, no further notifications shall be required.
- 5.1.7.2 If the ACDAI Chief declines to supervise the investigation, the Pennsylvania State Police (PSP) shall be contacted.
- 5.1.7.3 If PSP declines to supervise the investigation, the Allegheny County Police shall be contacted.
- 5.1.7.4 The VCU supervisor shall notify the Federal Bureau of Investigation Squad 6 Supervisor.
- 5.1.8 The supervisor in charge of the investigation will ensure that a supplemental report is completed documenting the calls to each agency. Included in the report will be:
- The name of the PBP supervisor requesting assistance,
 - The name of the person who was contacted from each agency,
 - The date and time of each contact,
 - The decision to provide supervision or to decline to provide supervision.

6.0 FURNISHING COPIES OF REPORTS

- 6.1 A certified copy of the full report of the police investigation of **any** vehicle crash shall be provided to any person involved, or to any requestor under the parameters and conditions outlined in Section 3751(b) of the Pennsylvania Vehicle Code (Title 75).
- 6.2 The cost of any copy provided shall not exceed fifteen dollars (\$15.00).
- 6.3 The Chief of Police, at his/her discretion, may refuse to furnish a **complete** investigative copy of the vehicle crash when there are criminal charges pending against any person involved in the crash **unless** the PA rules of Criminal Procedure require the production of such documents.
- 6.4 All inquiries regarding copies shall be directed to the current location or phone number of CRRU.

Approved By:



Scott Schubert
Chief of Police