



DEPARTMENTAL COLLISIONS & DAMAGED DEPARTMENTAL VEHICLES

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I. PURPOSE

The purpose of this policy is to provide guidelines and policy for collisions involving county-owned motor vehicles. This policy is not applicable to collisions which are intentional on the part of the department member.

II. POLICY

It is the policy of Anne Arundel County Police to conduct investigations, in compliance with applicable state and county policies, into collisions and damage to vehicles owned or leased by the department. Investigations of these events are conducted in compliance with Sections V through VII of this policy. Review of these incidents are conducted in compliance with Section VIII of this policy.

III. DEFINITIONS

1. **Administrative Reporting System:** The administrative reporting system is the designated system by which administrative reports of departmental collisions are created and reviewed. BlueTeam is the police department's administrative reporting system.
2. **Collision:** A motor vehicle in transport impacting or being impacted by either another motor vehicle or object.
3. **Intentional Collision:** See Vehicle Damage Incident
4. **Motor Vehicle Collision:** A collision where a loss occurs (injury or property damage) AND the collision is unintentional.
5. **Departmental Collision:** A departmental collision occurs when a vehicle owned or leased by the county, which is assigned to the Police Department or being driven by a member of the Police Department is involved in a motor vehicle collision. *This includes unoccupied department vehicles which are struck by any other motor vehicles.*
6. **Departmental Vehicle Incident:** When a vehicle which is owned or leased by the county, which is assigned to police department for use by police department members is alleged to, or has made contact or collided with a person or other vehicle and there is no apparent damage or injury observed at the time of the incident.
7. **Preventable Collision:** A departmental collision in which a member of the police department is operating or otherwise responsible for an involved vehicle and that operator or responsible department member failed to act in a reasonable manner in order to avoid the collision. This includes two or more vehicles impacting each other, a vehicle impacting a fixed object, and a vehicle impacting a person or animal.

8. **Non-Preventable Collision:** A departmental collision which is not a Preventable Collision.
9. **Investigator:** Under this policy, the investigator is the sworn officer assigned the responsibility for conducting the preliminary, on-scene collision inquiry, and reporting.
10. **Vehicle Damage Incident:** An incident or event which results in damage to a vehicle owned or leased by the county which is assigned to the police department and the damage is not as a result of a motor vehicle collision. This includes:
 - a. damage as a result of acts of nature.
 - b. damage caused during an intentional collision.
 - c. damage as a result of an object or person impacting a vehicle owned or leased by the county which is not in transport.
 - d. vehicle damage which occurs as a result of road debris but does not result in a loss of control of the vehicle, disabling of the vehicle, or apparent malfunction or degradation of the vehicle or vehicle performance.
11. **Vehicle Wheel/Tire Damage Incident:** An incident which causes only tire damage or minor wheel damage to a departmental vehicle.
12. **Risk Management Report:** The reporting system maintained by Anne Arundel County Risk Management which generates insurance-related claim numbers. FileHandler is the Risk Management Report system.
13. **Department Collision Manager:** *A sworn officer appointed by the commander of the Office of Professional Standards who is responsible for convening Departmental Collision Review Boards under Section VIII.B of this policy.*
14. **Departmental Collision Review Board:** *A board composed of the following personnel:*
 - a. *Department Collision Manager;*
 - b. *A representative appointed by the Commander of the Office of Professional Standards*
 - i. *from the Traffic Safety Section;*
 - ii. *from the Training Division; and*
 - iii. *a sworn officer at the rank of Lieutenant; and*
 - c. *A member of the Anne Arundel County Department of Risk Management.*

IV. REQUIRED DOCUMENTATION AND PHOTOGRAPHS

1. The following documentation is required in the specified instances if the form is applicable to the incident
 - a. Departmental Collisions
 - i. Administrative report in the department administrative reporting system which includes all other required documentation and photographs
 - ii. Law Enforcement Crash Report (for Maryland: ACRS crash report)
 - iii. Driver/Witness Statements (PD 1906)
 - iv. Departmental Employee Collision Forms (PD 1503)
 - v. Vehicle Tow and Inventory Reports
 - vi. Photographs
 - vii. Workers' Compensation Incident Report Form (Risk Management)
 - viii. Workers' Compensation Medical Treatment Form (Risk Management)
 - b. Department Vehicle Incidents
 - i. Offense/Incident Report
 - ii. Photographs
 - iii. Departmental Employee Collision Forms (PD 1503)
 - iv. Driver/Witness Statements (PD 1906)
 - c. Vehicle Damage Incident
 - i. Offense/Incident Report

- ii. Photographs
- iii. For intentional collisions:
 - (1) Administrative report in the department administrative reporting system which includes all other required documentation and photographs
 - (2) Workers' Compensation Incident Report Form (Risk Management)
 - (3) Workers' Compensation Medical Treatment Form (Risk Management)
 - (4) Vehicle Tow and Inventory Reports
- d. Vehicle Wheel/Tire Damage Incident: No documentation is required.
- 2. Risk Management Reporting:
 - a. Complete a risk management report and obtain a claim number within 24 hours of the incident.
 - b. Notify risk management of the collision within 24 hours of the incident (RMnewclaim@aacounty.org).
 - c. Provide risk management with all applicable documentation and photographs under Section IV within 72 hours of the incident.
- 3. When photographs are required for any reporting under this policy, the photographs should include:
 - i. Overall view of the collision scene from four (4) sides;
 - ii. Overall view of all involved vehicles from four (4) sides;
 - iii. Overall view of involved vehicles from all four (4) corners at an approximate 45-degree angle;
 - iv. Overall view of damage profiles for every vehicle involved in the collision/incident including progressive close-up views to highlight detail;
 - v. Overall view of all roadway evidence at the collision scene including, but not limited to skid marks, yaw/tire scuffmark, debris or fluid trails, scrapes, gouges, scars, damaged property, etc.; and
 - vi. Overall view of the interior compartment and/or safety equipment of involved vehicles if applicable.

V. PROCEDURES FOR DEPARTMENTAL COLLISIONS OCCURRING IN JURISDICTION

The procedures in this section apply to departmental collisions occurring in Anne Arundel County Police jurisdiction.

A. Investigation Requirements

- 1. Primary responsibility for investigation and reporting of departmental collisions belongs to patrol personnel, however, this does not preclude non-patrol personnel from conducting these investigations.
- 2. For all departmental collisions involving death or serious personal injury, Traffic Safety Section personnel must assume primary responsibility for investigation and reporting.
- 3. Charges for violations of the Maryland Transportation Article by department members may only be issued at the direction of the commander of the Internal Affairs Section.

B. Supervisor Responsibilities

The following lists the responsibilities of supervisors regarding departmental collisions occurring in Anne Arundel County Police jurisdiction:

- 1. A supervisory ranked officer must respond to all departmental collisions. Patrol supervisors are primarily responsible for supervision of departmental collisions but may be relieved of this responsibility by another supervisor.
- 2. The responding supervisor is responsible for assigning an officer as the primary investigator for the collision. The responding supervisor may assign themselves as the primary investigator. If available, the supervisor should assign an officer with advanced crash investigation training. The supervisor should not assign any officer who was involved in or witnessed the collision.

In circumstances where personnel from the Traffic Safety Section are required by policy to respond, Traffic Safety personnel must be assigned as the primary investigator of the incident.
- 3. Supervisors must contact the Traffic Safety Section in accordance with IC1906. Supervisors may also request Traffic Safety Section assistance for departmental crashes that are serious or may require complex investigative skills, but would otherwise not require a Traffic Safety Section response. In such cases, Traffic Safety Personnel may not be assigned as the primary investigator unless approved by a Traffic Safety supervisor.

4. For departmental collisions resulting in injury or significant property damage, including damage that renders a vehicle temporarily or permanently inoperable, the supervising officer must ensure that a CDS manager is notified to ensure compliance with IC 704: CDS & Alcohol Testing Policy. Exceptions to testing required by IC 704 may only be made by a commander when it is clearly apparent that the department member is not intoxicated by or under the influence of CDS or alcohol.
5. For departmental collisions resulting in death or the likelihood of death, the responding supervisor must comply with the procedures under IC 1653 (Independent Investigative Division Notification).
6. Supervisors must complete the reporting requirements under Sections IV.1.a.vii and IV.1.a.viii of this policy for inclusion in the investigator's administrative report.
7. Supervisors must notify the direct supervisor of any department member involved in a departmental collision.
8. Ensure completion of an appropriate administrative report in the department's administrative reporting system. The administrative report must include a determination of primary and secondary causes of the collision and circumstances which contributed to the collision.
9. Complete Risk Management reporting requirements under Section IV.2 of this policy.
10. Ensure compliance with Index Code 702: Job Related Injury & Workers' Compensation.

C. Investigator Responsibilities

1. The primary investigator is responsible for conducting an investigation of the collision to complete applicable crash reporting requirements.
2. The investigator may not issue traffic charges against department personnel without the permission of an Internal Affairs Section supervisor.
3. The primary investigator is responsible for completing reporting requirements under Section IV.1.a.i through IV.1.a.vi of this policy.

D. Traffic Safety Section Responsibilities

- a. The Traffic Safety Section must respond to and assume responsibility for all departmental collisions involving death or serious physical injury. In such cases:
 - i. The Traffic Safety Section is responsible for ensuring compliance with the provisions of Index Code 1653: Independent Investigations Division Notification.
 - ii. For incidents where a notification was made under IC 1653, but the Office of the Attorney General does not respond to investigate, Traffic Safety Section must take primary investigative responsibility for the collision.
 - iii. The Traffic Safety Section is responsible for ensuring compliance with all internal reporting responsibilities in compliance with Section IV this policy.
- b. In cases of a complex nature (i.e., causation/fault is in question, extensive property damage, involvement of a commercial motor vehicle, vehicle operating in emergency mode) a Traffic Safety Section supervisor may assign Traffic Safety personnel to respond and render technical guidance and investigative assistance to the assigned investigator.

VI. PROCEDURES FOR DEPARTMENTAL COLLISIONS, DEPARTMENTAL VEHICLE INCIDENTS, AND VEHICLE DAMAGE INCIDENTS OCCURRING OUT OF JURISDICTION

The following procedures apply to any situation where a Police Department vehicle is involved in a Departmental Collision or Departmental Vehicle Incident that occurs outside of this jurisdiction.

A. Involved Officer Responsibilities:

1. For incidents of a motor vehicle collision or intentional damage to a department vehicle, the involved officer must, as soon as practicable, report the incident to the local law enforcement jurisdiction to complete appropriate investigation and reporting.
2. The involved member must notify the member's supervisor, if on-duty, or a patrol supervisor in the nearest patrol district.
3. Take photographs in compliance with Section IV.1.a.vi of this policy when directed to do so by a supervisor.

B. Supervisor Responsibilities

1. The supervisor notified must respond to the incident unless a Lieutenant or above determines that a supervisory response is not necessary. An on-scene supervisor, or in their absence, the involved member, is responsible for taking photographs in compliance with Section IV.1.a.vi of this policy.
2. If the incident involves personal injury, a supervisor **MUST** respond. This requirement may not be waived by a Lieutenant.
3. If the incident may involve death or serious physical injury to any person, the supervisor must contact the Traffic Safety Section.
4. If the incident may involve death or the likelihood of death, the supervisor must comply with the procedures under IC 1653 (Independent Investigative Division Notification).
5. With the exception of the law enforcement crash report, the on-scene supervisor, or, in their absence, a supervisor from the nearest patrol district, is responsible for:
 - a. Completing reporting requirements under Section IV.1.a of this policy.
 - b. Completing Risk Management reporting requirements under Section IV.2 of this policy.
6. Ensure compliance with Index Code 702: Job Related Injury & Workers' Compensation.

C. Traffic Safety Section

The Traffic Safety Section must respond to all incidents under this policy that involve the death of, or serious physical injury to a person. The Traffic Safety Section is responsible for ensuring compliance with the provisions of Index Code 1653: Independent Investigations Division Notification.

VII. PROCEDURES FOR DEPARTMENTAL VEHICLE INCIDENTS AND VEHICLE DAMAGE INCIDENTS OCCURRING IN JURISDICTION

1. Members involved in a Departmental Vehicle Incident or Vehicle Damage Incident must report the incident to the member's supervisor or a patrol supervisor in patrol district of occurrence.
2. If an on-scene supervisor confirms that there is no injury or apparent damage caused by the incident, the incident is classified as a Departmental Vehicle Incident.
3. If there is damage that is a result of intentional acts, including an intentional collision, an incident/offense report must be written.
4. For Departmental Vehicle Incidents, reporting requirements consist of:
 - a. Reporting requirements under Section IV.1.b of this policy with an incident/offense report type: Departmental Vehicle Incident; and
 - b. Reporting requirements under Section IV.2 of this policy.
5. For Departmental Vehicle Damage, reporting requirements consist of:
 - a. Reporting requirements under Section IV.1.c of this policy with an incident/offense report type: Misc./Non-Criminal Incident.
6. For Departmental Wheel/Tire Damage, there are no reporting requirements.

VIII. REVIEW OF INCIDENTS REQUIRING ADMINISTRATIVE REPORTS

A. General Review

A chain-of-command review must be completed for all incident types which require an administrative report under this policy. The administrative reporting system must be used for these reviews. ***A minimum of two members of the involved member's chain of command must conduct a review.*** Reviews must:

1. Ensure that all applicable reporting requirements have been satisfied;
2. Ensure that a thorough investigation was conducted; ***and***
3. Ensure that the ***primary investigator's determinations are*** consistent with the facts of the case.

After the General Review is complete, the last reviewing commander must forward the Departmental Collision administrative report ***to their district/division commander for forwarding to the Department Collision Manager. If a district/division commander or higher-ranking officer was a reviewing commander, the final reviewer must forward the administrative report to the Department Collision Manager*** by using the administrative reporting system.

B. Departmental Collision Review

1. Departmental Collision reviews will be conducted in accordance with the General Review procedures above and other requirements of this sub-section.
2. ***Departmental Collision Review Board (DCRB): Departmental Collision Review Boards are responsible for determinations of preventability for Departmental Collisions and must operate in compliance with the directives below.***
 - a. *DCRBs must be convened by the Departmental Collision Review Manager at least quarterly to review departmental collisions.*
 - b. *Except for departmental collisions investigated by the Office of the Attorney General, departmental collisions that involve death or serious physical injury, or departmental collisions designated by the commander of the Internal Affairs Section, all departmental collisions that occurred prior to the previous DCRB and any others that have completed a review under subsection A: General Review of this section should be reviewed by the convened DCRB.*
 - c. *The Departmental Collision Review Manager is the chairperson of the DCRBs.*
 - d. *The Departmental Collision Review Manager is responsible for presenting to the DCRB the documentation, photographs, and any other evidence related to each departmental collision.*
 - e. *The DCRB is responsible for rendering a determination of preventability for each departmental collision. This determination must be made by majority vote of the DCRB.*
3. **Non-Preventable Collisions:** In cases where the departmental collision is found to be non-preventable, the Commander of the Internal Affairs Section (or designee) is responsible for notifying the involved member of the finding and closing the case.
4. **Preventable Collisions:** In cases where the departmental collision is found to be preventable, at the direction of the Commander of the Internal Affairs Section (or designee), discipline will be determined consistent with normal disciplinary procedures under Index Codes 303.3: Minor Disciplinary Action or 303: Disciplinary Process, as appropriate. This includes referral to the Administrative Charging Committee for all preventable collisions involving a police officer and a member of the public. Charging members with violations of the Maryland Transportation Article is at the discretion of the Commander of Internal Affairs Section (or designee).

IX. PROPONENT UNIT: Office of Professional Standards

X. CANCELLATION: This directive cancels index code 1503, dated ***04-28-25***.