



Approved:
Chief Marcia Harnden

Subject:

310. Traffic Crash Investigation

Effective:
November 6, 2017

CALEA Standards: 41.2.4, 61.2.1, 61.2.2,
61.3.2, 83.1.1, 83.2.6

Page:
1

Revised:
July 24, 2024

310.1: PURPOSE AND SCOPE

This policy provides guidelines for the response to and investigations of traffic crashes in compliance with [ORS 810.460](#).

310.2: POLICY

It is the policy of the Albany Police Department to investigate and report traffic crashes in compliance with ORS 810.460, and report accidents to the Oregon Department of Transportation.

310.3: RESPONSIBILITY

The Community Resource Unit Supervisor is responsible for proper investigation and reporting of traffic crashes. When crashes meet reporting requirements outlined in this policy, they will be documented using the [DMV Oregon Police Traffic Crash Report](#). The Community Resource Unit Supervisor will review all changes in the state manual and ensure conformity with this policy.

310.4: SCENE RESPONSE

- a. The first arriving member shall be in charge of the scene and investigation until relieved.
- b. The first arriving unit at the scene shall ensure that the scene is protected for first responders and shall summon additional resources as necessary.
 - 1) If practical, a safe traffic flow should be established around the crash scene or traffic should be rerouted if the roadway must be closed.
 - 2) Normal traffic flow shall be restored as soon as practical.
- c. If a member of this Department encounters injured persons at the scene of a crash, the member shall determine if the person requires immediate medical assistance and summon EMS to the scene as appropriate.

- 1) If necessary, members of this department shall provide first aid for injured parties pending EMS arrival.
 - d. If a member determines that a fire hazard or hazardous materials spill exist at the scene, the member shall request dispatch to contact the fire department to respond. ([Hazardous Materials Response: Policy 233](#))
 - e. The primary officer dispatched to the **crash** shall be responsible for the investigation of the **crash** unless other arrangements have been made with responding units or the Multi-Agency Investigation Team (MAIT) has been called out (see Section 310.6).
 - f. The officer investigating the **crash** shall ensure that all parties involved in the **crash** are identified and interviewed and ensure that identifiable witnesses are also interviewed.
 - g. If persons involved in the **crash** are unable to remain at the scene (due to injury or other circumstance), the officer in charge of the scene shall also ensure that property belonging to those persons are protected and removed to a safe location, if appropriate.
- 1) If vehicles are left at the scene unoccupied, officers shall follow the procedures outlined in [Vehicle Towing: Policy 320](#).

310.5: FOLLOW UP INVESTIGATION

After the initial investigation conducted at the **crash** scene, officers investigating **crashes** should consider the following steps in further investigation:

- a. Follow up with any witnesses who were unable or unwilling to remain at the scene;
- b. Follow up formal interviews with involved parties;
- c. Take follow-up photographs of the **crash** scene, involved vehicles, or injured parties;
- d. Conduct any follow-up investigation or report preparation to support criminal charges as appropriate.

310.6: MULTI-AGENCY INVESTIGATION TEAM NOTIFICATION

In the event of a traffic **crash** resulting in serious injury or a fatality, the Shift Supervisor shall summon the Multi-Agency Investigation Team (MAIT) to investigate the traffic **crash**.

310.7: REPORTING

- a. Traffic **crash** investigations on roadways or highways shall be conducted by this Department in the following circumstances:
 - 1) There is a death or injury to any person involved in the **crash**;

- 2) An officer issues a citation for a criminal offense or a violation of the Vehicle Code;
 - 3) The crash is initially reported by a garage operator who has received a vehicle involved in a serious crash or exhibiting evidence of having been struck by a bullet ([ORS 822.600](#));
 - 4) The crash involves a hit-and-run violation as defined in [ORS 811.700 and 811.705](#), where there is a suspect and/or suspect vehicle.
- b. A crash investigation shall be conducted for any crash involving a vehicle owned by the City of Albany if there is any damage or injury reported.
- 1) A general informational report may be taken in lieu of a crash investigation at the direction of a supervisor when the crash occurs on private property or does not involve another vehicle.
 - 2) If damage occurs to an Albany Police Department vehicle, a [Property Damage-Loss: Form A26](#) shall be completed by the involved employee and forwarded to the appropriate Division Captain.
 - 3) Photographs shall be taken as part of the investigation of any crash involving a City vehicle.
- c. All traffic crash reports completed by members of this department shall be forwarded to the member's supervisor for approval and routed for data entry. The Crime Analyst shall be reporting on traffic crash statistics as required.
- d. Traffic crash reports are not required to be taken for crashes occurring on private property or premises open to the public unless there is a death or injury to any person involved, a hit-and-run violation, or an officer issues a citation for a criminal offense or a violation of the Vehicle Code.
- 1) An information report may be required at the direction of a supervisor.
- e. All other motor vehicle crashes, including crashes that meet criteria for DMV Traffic Crash Reporting, may be completed in a CAD narrative along with a Guardian Tracking Crash Report entry. The [DMV Oregon Police Traffic Crash and Insurance Report](#) should be completed by the involved parties.
- f. Officers may assist involved parties with completing the [DMV Crash Information Exchange Checklist](#).

310.7.1: ASSISTANCE FROM OUTSIDE AGENCIES

The Shift Supervisor may request the assistance of an outside agency to conduct a crash investigation under the following circumstances:

- a. An employee of this department, whether on-duty or off-duty, is involved in a traffic crash within the City of Albany;
- b. An official or employee of the City of Albany is involved in a crash where a serious injury requiring hospitalization, or a fatality has occurred.

- c. Any other crash where the Shift Supervisor feels there may be a perceived or actual conflict of interest in having Albany Police personnel investigate the crash.