



Policy 905

Subject TRAFFIC CRASH INVESTIGATION AND REPORTING	
Date Published 31 August 2020	Page 1 of 8

By Order of the Police Commissioner

POLICY

The Baltimore Police Department (BPD) will respond and investigate motor vehicle crashes in accordance with Maryland Law and the procedures in this policy.

DEFINITIONS

ACRS – Automated Crash Reporting System.

Crash Investigation – A process that requires crash reporting and the collection of evidence necessary to identify crash causes, charge violations of the Maryland Transportation Article and prepare for a successful prosecution, as appropriate.

Crash Reporting – The gathering of appropriate data and other information necessary to complete required reports.

Disabled – Related to a vehicle; damage that prevents the removal of the vehicle from the scene of the crash in its usual operating manner, after simple repairs.

E-TIX – Electronic Ticket Information Exchange.

Fault – A traffic law violation which contributes to a vehicular crash incident.

Government-Owned – Property (including vehicles) owned, operated or leased by any local, state or federal government agency.

Late-Reported Crash – A crash in which all involved persons have left the scene of the crash and one of the persons contacts the BPD at a later time to report the crash; does not include the removal of a vehicle from the roadway to a safe location to expedite traffic flow or ensure motorist safety.

Signal 30 – A crash involving property damage only.

Signal 31 – A crash involving personal injury.

Signal 32 – A crash resulting in death.

REQUIRED ACTION**Member****Crash Investigation Procedures**

1. When there is an obvious injury, complaint of injury, or medical attention is requested by any individual, render aid consistent with training and experience and notify the Communications Section. Request that a medic respond to the scene or transport the individual directly to the nearest hospital emergency room.
2. Stabilize the crash scene.
3. Identify and interview all involved drivers, passengers, and witnesses to determine the circumstances of the crash.
 - 3.1. For minor traffic crashes (Signal 30), where an exchange of information is required, document on your BWC the identity of all persons and vehicles involved.
 - 3.2. Provide an Accident Information Exchange Form to the operators involved.
 - 3.3. Instruct the operators to complete the form.
 - 3.4. Witness the exchange of forms between operators.
4. Remove the vehicles involved in the crash from the traveled portion of the roadway as soon as practical.
5. Examine and record all vehicle damage and physical evidence at the scene for inclusion in the ACRS report.
6. Ensure that all operators of vehicles involved possess a valid driver's license, vehicle registration and valid vehicle insurance; and
7. Collect/submit personal property of value that is left in a vehicle by any person who is transported to a hospital and note the final disposition of the property in the ACRS report.
 - 7.1. If permission is granted by the property owner, personal property may be given to a designated person or family member, or secured in the vehicle. Note this information in the ACRS or Towed Vehicle report.
 - 7.2. If the owner is not able to give permission, the officer will tow the vehicle and conduct an inventory in accordance with Policy 902, *Towing Procedures*.
8. Conduct any necessary follow-up investigation including obtaining witness information and statements from witnesses no longer on scene; and to request a Crash Reconstructionist to respond to the scene.
9. Contact the Crash Team to respond and investigate crashes in the following situations:
 - 9.1. Crashes involving a departmental vehicle.

- 9.2. Confirmed fatal crashes (Signal 32) and crashes with life-threatening personal injuries. This includes crashes on public roadways involving vehicles of mass transportation, such as buses, light rail, subway trains, etc.
- 9.3. If assistance is needed in the interpretation or collection of physical evidence.

NOTE: The Crash Team will generally not respond to property damage crashes absent unique circumstances.

Crash Reporting

10. All reported crashes will be documented using ACRS or designated as non-reportable (See Subsection titled, "Non-Reportable Crashes").
 - 10.1. Fault shall be assigned to the offending party.
 - 10.2. If it is determined that both (or multiple) parties are at fault, notate the ACRS report to reflect this.

Reportable Crashes

11. BPD will investigate and complete an ACRS report for:
 - 11.1. Fatal crashes (Signal 32);
 - 11.2. Personal injury crashes (Signal 31);
 - 11.3. Crashes involving a government-owned vehicle or property;
 - 11.4. Crashes involving any school bus;
 - 11.5. Crashes involving any vehicle transporting hazardous materials;
 - 11.6. Property damage crashes in which any vehicle involved becomes disabled;
 - 11.7. Crashes involving impaired drivers regardless of damage, personal injury or fault;
 - 11.8. At the direction of a supervisor; and
 - 11.9. Hit-and-run crashes when any of the following exist:
 - 11.9.1. A witness or photographic evidence can provide a description or partial description of the striking vehicle that would provide a unique characteristic which would allow for a positive identification (a make, model and color would not provide enough investigative information); or
 - 11.9.2. Significant physical evidence exists as a basis for possibly identifying the striking vehicle.

NOTE: If any of the above factors, or any additional factor or evidence that could lead to identifying the suspect vehicle in a hit-and-run crash exists, an ACRS report must be completed.

12. If a reasonable investigation can be conducted and the crash is not late-reported, the officer will complete the appropriate reporting.
13. Unless a crash requires a protracted investigation, ACRS reports will be completed and submitted within 24 hours.

Non-Reportable Crashes

The BPD will not investigate, complete a report or determine fault for the following types of crashes:

14. Property damage crashes in which none of the vehicles involved become disabled;
15. Property damage hit-and-run crashes where no evidence exists regarding the striking vehicle;
16. Crashes that occur when reporting requirements are suspended as described in subsection titled, "Suspension of Reporting Requirements" (see below); and
17. Late-reported crashes where a reasonable investigation cannot be conducted.

Suspension of Reporting Requirements

18. In instances of extreme weather conditions such as a declared snow emergency, the duty officer may suspend the usual crash reporting requirements, provided:
 - 18.1. There is no personal injury;
 - 18.2. All vehicles involved are attended and the operators are present;
 - 18.3. There is no third-party damage or damage to City/State property; and
 - 18.4. There is no involvement of government vehicles.
19. In such instances, officers will provide for the exchange of information by all involved parties, ensure the roadway is clear of vehicles and ensure that the operators have made arrangements for transportation and/or towing.

Charging of Drivers

20. Unless the officer witnessed the crash, evidence of a violation must be established through a thorough investigation.
21. Mere opinion, belief or suspicion of a violation is not sufficient to warrant enforcement action.
22. If the investigating officer determines that sufficient evidence exists to prove that a violation of the Transportation Article contributed to a reportable crash, appropriate charges should be filed.

- 22.1. Under no circumstances will charges be filed against any driver involved in a serious or fatal crash without prior consultation with the State's Attorney's Office; in the circumstances, contact the Crash Unit for guidance
23. Violations occurring on private property require careful examination prior to charging and officers should consult the Transportation Article regarding applicability of specific charges in these cases.

ASSOCIATED POLICIES

Policy 902, *Towing Procedures*
Policy 908, *Departmental Vehicle Crashes*

APPENDICES

- A. Crash Reporting Matrix
- B. Accident Information Exchange Form

RESCISSION

Remove and destroy/recycle Policy 905, *Traffic Crash Investigation and Reporting*, dated 12 August 2017.

COMMUNICATION OF POLICY

This Policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Crash Reporting Matrix

	Roadways	Roadways-Late Reported	Private Property (Includes Parking Lots)	Government Vehicles & School Busses	Government Vehicles (Non-BPD) Involved with Deer
Property Damage Only (Non-Disabling)	No Report	No Report	No Report	ACRS	ACRS
Property Damage Only (Disabling Damage)	ACRS	No Report	ACRS	ACRS	ACRS
Hit & Run (No Striking Vehicle Information)	No Report	No Report	No Report	ACRS	N/A
Hit & Run (Striking Vehicle Information Available)	ACRS	ACRS	ACRS	ACRS	N/A
Personal Injury	ACRS	ACRS	ACRS	ACRS	ACRS
Serious Personal Injury or Fatal	ACRS	ACRS	ACRS	ACRS	ACRS

APPENDIX B

Accident Information Exchange Form

LOCATION						
Crash Occurred:						BALTIMORE, MARYLAND
Date and Time of Crash:					Number of Vehicles Involved:	
Exact Location						
Weather and Road Conditions						
DRIVER INFORMATION						
License Number					State	
Full Name						
Date of Birth	Sex	Race	Height	Weight	Telephone	
Current Address						
VEHICLE INFORMATION						
Tag Number		Tag State		Tag Expiration		
Title Number		Vehicle Identification Number				
Year	Make	Model			Color	
Owner's Full Name					Telephone	
Current Address						
License Number					State	
Co-Owner's Full Name						
INSURANCE INFORMATION						
Insurance Company					Telephone	
Complete Address						
Insurance Agent					Telephone	
Complete Address						
Policy Number						
WITNESS INFORMATION						
Full Name					Telephone	
Complete Address						
Full Name					Telephone	
Complete Address						
RESPONDING OFFICER						
Officer		Sequence Number	Assignment		Telephone	
Police Report Prepared and on File				<input type="checkbox"/> Yes <input type="checkbox"/> No	Complaint Number	

APPENDIX B

Accident Information Exchange Form, page 2

Crash Information Exchange
Form 043/05**POLICE DEPARTMENT
BALTIMORE, MARYLAND****Dear Motorist Involved in a Crash,**

For your convenience, the Baltimore Police Department is providing this form to assist you in the collection of information from other involved motorists, which you may need for insurance purposes or for your own records (see reverse side).

If a crash report has been prepared, you may acquire a copy of the crash report:

- Online for a \$14.00 fee at www.BaltimorePolice.org.
- By mail by sending a written request including your name, the date and location of the crash, the Complaint Number, \$10.00 check or money order, and a self-addressed stamped envelope, to:

BALTIMORE POLICE DEPARTMENT
ATTN: CENTRAL RECORDS SECTION
C/O 242 WEST 29th STREET
BALTIMORE, MARYLAND 21211-2908

Baltimore City policy requires \$10.00 by mail or \$14.00 online non-refundable search fee for copies of reports. CASH WILL NOT BE ACCEPTED. Please make your check or money order payable to the "Director of Finance, City of Baltimore."

For detailed information on how to obtain police reports, call the:

**Baltimore Police Department
Report Request Information Line
410-396-2222**

*Before you request a crash report,
make sure the officer checked "Yes" next to
"Police Report Prepared and on File" on the reverse of this
form.*