



GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual
POLICY 5.02
**TRAFFIC CRASH RESPONSE AND
REPORTING**

Effective:
06/23/2023

Replaces:
03/24/2023

Approved:

1. PURPOSE AND SCOPE

1. The public safety responsibilities of law enforcement include responding to traffic crashes, providing aid and assistance, documentation of the incident and identification of law violations. The Goodyear Police Department prepares traffic crash reports in compliance with Arizona law and in accordance with instruction from the Arizona Department of Transportation. As a public service the Goodyear Police Department makes traffic crash information available to the public.

2. CALL RESPONSE

1. Officers should respond without delay when dispatched to a traffic crash. A traffic crash with injuries reported may include emergency response if the officer reasonably believes such a response is appropriate.

2. RESPONSE CONSIDERATIONS

- A. An officer responding to and upon arrival at a crash should consider the following:
 1. The most appropriate route to the incident.
 2. Proper placement of the emergency vehicle to provide protection for officers and the scene.
 3. Potential for involvement of hazardous materials.
 4. Additional support that may be necessary (e.g., traffic control, medical aid, HazMat, towing vehicles, and airship landing).
 5. Provide first aid to any injured parties if it can be done safely, and obtain medical assistance as necessary.
 6. Providing traffic control and protection of the scene.
 7. Clearance of the roadway.

3. CRASH INVESTIGATION

1. Investigation of traffic crashes should include, as a minimum:
 - A. Identification and interview of all involved parties.
 - B. Identification and interview of any witnesses.
 - C. Determination if any violation has occurred and taking appropriate enforcement action.
 - D. Identification and protection of items of apparent evidentiary value.
 - E. Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence, and reporting) on appropriate report forms.
 - F. Ensuring the property at the scene is protected from theft and is removed to a place of safekeeping if the responsible party is unable to care for it. If a vehicle is to be removed for safekeeping, the vehicle shall be inventoried by an officer. To ensure that the owner's interest is protected, all containers located during a vehicle inventory shall be opened and their contents accounted for on a Tow Sheet.

4. TAKING ENFORCEMENT ACTION

1. After a thorough investigation, if officers establish probable cause that a misdemeanor offense occurred or determine there are civil traffic related violations, officers may issue a citation to the offender.
2. Incidents involving more serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter, or other felonies, shall be enforced. If a driver subject to enforcement is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

5. TRAFFIC CRASH REPORTING

1. OFFICER RESPONSIBILITIES

- A. Department members shall utilize the TraCS software program when completing a state crash report as required by the Arizona Department of Transportation. All traffic crash reports taken by members of this department shall be submitted for approval which is routed to the Records Unit.
- B. Department members who investigate a motor vehicle crash shall complete a report:
 1. Either at the time of and at the scene of the accident or after the accident by interviewing participants or witnesses.
 2. Within twenty-four hours after completing the investigation.

6. REPORTING SITUATIONS

1. CRASHES INVOLVING SERIOUS INJURY OR DEATH

- A. An officer who responds to an accident that involves serious injury or the death of one or more occupants shall promptly notify the on-duty supervisor. The on-duty supervisor shall respond to the scene and assess the crash.
- B. If the on-duty supervisor determines that any occupant has sustained serious or fatal injuries, they will immediately notify the Traffic Lieutenant or designee. Based on the information provided, the Traffic Lieutenant or designee may have a member or members of the Traffic Unit respond to the scene.
- C. Traffic Unit members may assume the investigation or assist patrol officers with the investigation if no fatal injuries are present.
- D. Traffic Unit members shall assume the investigation and disposition in the event of any fatal injuries.

2. TRAFFIC CRASHES INVOLVING DEPARTMENT VEHICLES

- A. See Policy 2.24 – Department Vehicle Use

3. TRAFFIC CRASHES WITH CITY EMPLOYEES OR VEHICLES

- A. All crashes involving City vehicles will be investigated by the department in the same manner as described in Policy 2.24 – Department Vehicle Use.
- B. When a serious injury or fatal crash involves a City employee or City official in this jurisdiction, another agency, at the discretion of the Chief of Police, should be summoned to handle the investigation.

4. PRIVATE PROPERTY CRASHES

- A. Officers will not respond to private property traffic crashes unless they involve injury or death, a crime, a city vehicle, create a public safety situation, or involve hazardous materials.
- B. If the above listed criterion is not met, but a citizen insists an officer respond, the Telecommunications Operator will advise the citizen that it is our policy to not respond. The Telecommunications Operator may advise the citizen that pursuant to Arizona Revised Statutes the drivers involved in the crash must obey the following:
 1. Give the driver's name and address and the registration number of the vehicle the driver is driving. (note that insurance exchange is not required).

2. On request, exhibit the person's driver license to the person struck or the driver or occupants of or person attending a vehicle collided with.
- C. If the citizen is still not satisfied and continues to demand that an officer respond, the Telecommunications Operator will create a call for service and dispatch the district officer when available. Upon arrival the officer will facilitate the exchange of information as required by statutes. The responding officer will provide the incident number to the citizen for reference and must also notify the citizen that a crash report will not be created. The incident number provided to the citizen will only reference the fact that a call for service was created and will not contain specific vehicle or occupant information. The incident shall be dispositioned with a #5 (No Action Taken).