
	PARADISE VALLEY POLICE GENERAL ORDER	Order Number 61.6
	Traffic Collision Investigations	Date 01-19-17

61.6 Traffic Collision Investigations

- A. Officers responding to the scene of a collision are responsible for determining any necessary follow-up response, including scene safety, fire hazards, the presence of any hazardous materials, first-aid, the identification of witnesses and all involved parties, handling disturbances between involved parties and/or witnesses, traffic control and congestion, directing the tow of involved vehicles when requested or necessary, and the control of property or *evidence* at the scene. If a minor is injured in a traffic accident and the parent or guardian is not present, the *officer must* make a reasonable effort to notify the juvenile's parents or guardians. The *officer* dispatched by Communications *shall* be in charge at the scene, responsible for the follow-up response being completed and *shall* complete or assign the following responsibilities:
1. Identifying and dealing with injured persons;
 2. Identifying and dealing with road hazards, fire hazards and/or hazardous materials;
 3. Collection information;
 4. Protecting the collision scene;
 5. Controlling property belonging to collision *victims*;
 6. *Overseeing the removal of vehicles and*
 7. *Arranging for death notifications.*
- B. The standard Arizona Traffic Accident *Report* form *shall* be completed for collisions that result in bodily injury, death, or property damage in excess of two thousand dollars, or the issuance of a citation. The full report *will* be done only for accidents that:
1. occur on the roadway, or
 2. occur off the roadway, if one of the involved vehicles left the roadway out of control and collided with something (house, fence, guardrail, etc.), or
 3. involve a bicyclist or pedestrian who is on or in a sidewalk area and is struck by a motor vehicle exiting a private drive or alley

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4. involves government vehicles or property, regardless of whether the accident occurs on public or private property
- C. If the accident does not result in a citation, bodily injury or death and the property damage is less than two thousand dollars, the *officer shall* complete at minimum the portion of the Arizona Traffic Accident *Report* form specified in A.R.S. § 28-667.B. (time, day, month and year of the accident; information adequate to identify the location of the accident and identifying information for all involved parties and witnesses, including name, age, sex, address, telephone number, vehicle ownership and registration and proof of insurance, a narrative description of the accident, a simple diagram and the investigating *officer's* name, agency and identification number).
 - D. When the incident involves a fatality, serious bodily injury, DUI, or a hit and run, a *DR* shall be completed in addition to the accident *report*.
 - E. Those involved in the traffic accident shall be provided with the case report number and will either be given copies of the accident report (if available) or the officer will ensure that an exchange of driver information occurs.
 - F. *Officers shall* check the license, registration and insurance of each involved driver and issue citations or impound vehicles as appropriate. Citations *shall* be noted on the accident *report*. The officer shall issue a citation during a traffic collision investigation if a traffic violation is clearly articulable through evidence on the scene.
 - G. If a civil citation is to be issued to a person who has been admitted to a hospital, the citation *shall* be marked "served" and left at the hospital with the person's belongings. If the citation is for a criminal offense, the *officer shall* prepare a *DR* noting the need to issue the citation as a follow-up at a later time.
 - H. Private Property Collisions
 1. Collisions involving a vehicle being operated on private property will not be investigated unless one of the following has occurred:
 - a. Death
 - b. Bodily Injury
 - c. Accident involves



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- i. Hit and run
- ii. DUI
- iii. Reckless or aggressive driving
- d. Damage to government property
- e. Exposure to agency liability

In all collisions not meeting the above elements, the parties will be advised to exchange information. Detailed call notes should be added when responding to a minor injury collision.

2. When any one of the circumstances listed in section A is present, an Arizona Traffic Accident Report form will be completed. An exception may be made when the victim is unwilling to aid in the prosecution of a hit and run collision. In these cases, only a written DR will need to be completed.