



FROSTBURG CITY POLICE DEPARTMENT

37 BROADWAY, FROSTBURG, MD 21532 ◦ 301-689-3000 (P) 301-687-0642 (F)

Motor Vehicle Crash Investigations

I. Purpose:

The purpose of this policy is to provide directives for the investigation and handling of Motor Vehicle Crash incidents.

II. Definitions:

- A. **“ACRS”** means the Automated Crash Reporting System available through the Delta Plus or E-Tix system.
- B. **“Crash Reconstructionist”** means a law enforcement officer specially trained and certified to reconstruct a Motor Vehicle Crash.
- C. **“Delta Plus” or “E-Tix”** means the computer software known as “Delta Plus,” which is managed by Maryland State Police and is available to Officers for traffic enforcement and crash data collection. This system is also referred to as Electronic Ticket Information Exchange (“E-Tix”).
- D. **“Department”** means the Police Department of the City of Frostburg.
- E. **“Motor Vehicle Crash”** means a collision involving a motor vehicle.
- F. **“Non-Serious Crash”** means a Motor Vehicle Crash involving only minor property damage with no disabling of a vehicle and no physical injury or likely physical injury.
- G. **“Officer”** means a sworn Police Officer of the Department.
- H. **“Serious Crash”** means a Motor Vehicle Crash involving death, bodily injury, the disabling of a vehicle, or other significant property damage.

III. Policy:

- A. It is the policy of the Department that Officers will handle Motor Vehicle Crash incidents in accordance with the procedures below.

IV. Procedure:

- A. **Motor Vehicle Crash Response.** A uniformed Officer of the Department shall respond to all reported or known Motor Vehicle Crashes in the City limits.



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B. Motor Vehicle Crash Procedures. Upon arrival to a Motor Vehicle Crash scene, the Officer shall:

1. Stabilize the scene;
2. Render appropriate medical aid, in accordance with the Officer's level of training and ability, or summon Emergency Medical Services as appropriate for an obvious, reported, or suspected injury;
3. Interview drivers, passengers, and witnesses, take photographs, and gather evidence as appropriate to the seriousness of the crash (with more serious incidents typically requiring more investigation) and considering whether the facts are disputed; and
4. Complete an exchange of information form and provide it to the involved parties promptly, as reasonable under the circumstances.
 - a. It is sometimes not reasonable to do so immediately, such as if one party was transported by ambulance from the scene, but in such cases, the form should be prepared and left for the party at the front desk.

C. Late Reported Crashes. If a Motor Vehicle Crash is reported after all parties and vehicles have left the scene, Officers will not investigate the crash unless the circumstances allow for a reasonable, fair, and complete investigation and such an investigation does not unduly burden Department resources. Officers may log such incidents or matters brought to their attention in the Police Reporting System for reference or to show that a party came to make a police report.

D. Reporting. Officers shall complete an incident report in the Police Reporting System for any Motor Vehicle Crash they handled, including attachment of photographs.

1. **ACRS Reports.** In addition to the incident report, Officers shall complete an ACRS Report in Delta Plus for Motor Vehicle Crashes occurring on public roadways or areas commonly open to the public when the crash involves:
 - a. Death;
 - b. Bodily injury or possible injury;
 - c. A vehicle that becomes disabled;
 - d. An impaired driver or one suspected to be impaired by alcohol or drugs;
 - e. Damage to government property;
 - f. A school bus;
 - g. Hit & Run ONLY when a suspect or suspect vehicle is positively identified;
 - h. The issuance of a citation to an involved motorist; or



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- i. An order from a supervisor to complete an ACRS report.
 - 2. Reporting Deadline.** Officers shall complete a required ACRS report no later than five (5) days after the Motor Vehicle Crash, unless the matter requires further or on-going investigation.
 - 3. Supervisor Approval.** Supervisors shall review ACRS reports completed by Officers on their workgroups and approve or reject them (with instructions on necessary corrections) promptly after their submission. Officers shall make any necessary corrections and resubmit the report promptly. If the supervisor completes an ACRS report, another supervisor shall review and approve or reject the report.
- E. Crash Reconstructionist.** Officers shall request a Crash Reconstructionist when a Motor Vehicle Crash involves death, permanent serious physical injury, or a high likelihood of either, based on information known to Officers at the scene.
- 1. Process to Request.** Officers should request a Crash Reconstructionist from one of the following entities until one is found available:
 - a. Frostburg City Police Department (*if there is one on staff*);
 - b. Allegany County Sheriff's Office;
 - c. Cumberland City Police Dept.;
 - d. Maryland State Police; or
 - e. Any allied agency that will provide one within a reasonable time.
 - 2. Unable to Summon Reconstructionist.** If, after a good faith effort to summon one, no Crash Reconstructionist is available, Officers shall document their efforts to summon one in the Police Reporting System and investigate and document the crash to the best of their training and ability.
 - 3. Discretionary Callouts.** Officers may, with the approval of a supervisor, request a Crash Reconstructionist anytime it is helpful and reasonable to do so. Discretionary callouts are typically for Serious Crashes.
- F. Fatal Crashes.** Officers shall consult with the State's Attorney's Office prior to filing charges in any Motor Vehicle Crash involving a fatality.
- G. Departmental Crashes.** Non-Serious Crashes involving a Department vehicle may be investigated by the supervisor on-duty or another police agency at the discretion of the supervisor and considering whether the facts are disputed. Serious Motor Vehicle Crashes involving a Department vehicle shall be investigated by another police agency.



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- 1. Reporting on Departmental Crashes.** A Motor Vehicle Crash involving a Department vehicle that is investigated by a supervisor shall be recorded in an incident report, in an ACRS report, and the Chief of Police must be notified promptly. If an outside agency investigates the Motor Vehicle Crash, the supervisor on-duty shall request an ACRS report and notify the Chief of Police.
- 2. Notification to City Officials.** It shall be the responsibility of the Chief of Police to promptly notify, or arrange for prompt notification to, the Commissioner of Public Safety and the City Administrator of any Departmental Motor Vehicle Crash. If the Chief of Police is unavailable, the ranking officer on duty shall make these notifications.