Summary

This order addresses the following accidents: private property, hit and run, traffic fatality dedicated city alley, city equipment involved/liability, officer-involved on-duty, dangerous or hazardous material, railroad train, Salt River Project canals or fixtures, and delayed reporting.

A. PRIVATE PROPERTY

Figure 1: Private Property Accident Investigation

<table>
<thead>
<tr>
<th>Condition</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1. Reportable private property accidents | a. **Complete the entire Arizona Crash Report for**
1) Death (Include NCIC No. 0705)
2) Reckless driving
3) DUI
4) Serious physical injury
5) Workable hit and run (With a suspect vehicle license plate number)
6) City property

b. **Document the private property accident on the Report:**
1) Box #1 leave the NCIC # blank
2) Box #3 (“On” location) state “private property”
3) Box #3 (“At” location) list address where it occurred |

<table>
<thead>
<tr>
<th>Condition</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2. Non-reportable private property accidents | Not generally investigated
a. Advise complainants to exchange information as required by ARS 28-663 (duty to give information and render aid) and ARS 28-664 (duty upon striking unattended vehicle). May provide driver exchange cards.  
b. Respond if potential for violence exists or the complainant requests a police report be made  
c. If a police report is required, enter into CAD notes section information exchange was facilitated. Close call with M (motorist assist) |

B. HIT AND RUN

Figure 2. Hit and Run Accident Investigation/City of Chandler

<table>
<thead>
<tr>
<th>Investigation (Hit/Run)</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Determine if accident is hit and run</td>
<td>Does accident violate a hit-and-run statute (suspects may leave the scene for reasons other than fault, i.e., fear, shock, injury, or to use a nearby telephone)</td>
</tr>
</tbody>
</table>
| 2. Complete Arizona Crash Report when accident is on: | a. Public street or alley involving death, injury, or damage to property of any person  
b. Private property when involving:  
  • Death (Include NCIC No. 0705)  
  • Reckless driving (Include NCIC No. 0705)  
  • DUI (Include NCIC No. 0705)  
  • Serious physical injury  
  • Extensive property damage  
  • City property or city liability |
| 3. Required information on Arizona crash report | a. **Description of physical evidence** that may link a suspect vehicle to the accident  
b. **Complete suspect vehicle** description |
### Investigation (Hit/Run)

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Write in the narrative the suspect vehicle license plate number, VIN, and registered owner information. May list upon establishment of identity.</td>
</tr>
<tr>
<td>c. Complete description of driver and any passengers</td>
</tr>
<tr>
<td>d. Home/business/school phone number of victims, passengers, witnesses</td>
</tr>
<tr>
<td>e. Completed speed limit boxes, officer's estimated speed, and posted speed (For private property accidents, place N/A in box, but complete other boxes)</td>
</tr>
<tr>
<td>f. NCIC number in the identifier block if there are injuries to any person or property damage in excess of $1,000 to property of any person</td>
</tr>
<tr>
<td>g. Completed report with the narrative placed on an accident supplement form or transmitted on Police Works. Narrative may include:</td>
</tr>
<tr>
<td>• Suspect vehicle license plate number, VIN, and registered owner information</td>
</tr>
<tr>
<td>• Vehicle description when plate number obtained from a victim or witness is similar to a vehicle description from registration check</td>
</tr>
<tr>
<td>• Amend the report when the accident is cleared by an investigator</td>
</tr>
<tr>
<td>• Place violations, if any, in a supplemental report including the ARS statute number and the written description</td>
</tr>
<tr>
<td>• Place opinions on possible follow-up in the supplement</td>
</tr>
</tbody>
</table>

### 4. Investigation

| a. **Locate** as many witnesses of the accident as possible and obtain written statements with witnesses’ full name, address, date of birth, and business and home telephone numbers |
| b. **Only broadcast** or transmit by MDC attempt to locate (ATL) for suspect vehicles and/or suspects when the accident has just occurred or there are injuries or extensive damage. Obtain accurate information first. Include: |
| • License number, make, model or type, year, probable damage |
| • Items that would normally attract attention (i.e., cracked or broken windshield, obsolete model, odd color, etc.) |
| • Number, sex, age, and dress of all occupants |
| c. **Record and preserve physical evidence** at the scene (i.e., headlight glass, tire prints, particles of paint, ornaments, lamp fixture, door handles, etc.). Search the vicinity of the accident for evidence that might have been lost from the fleeing vehicle. |
| d. **Only seize vehicles** involved in hit-and-run violations at the time of arrest of the driver or if the vehicle constitutes a traffic hazard |
| • Do not seize and hold an unattended hit-and-run suspect vehicle that is legally parked or parked on private property for proof of ownership. Never seize a vehicle for proof of ownership only. |
| • Impound vehicles seized as hit-and-run suspect vehicles at the property yard when necessary for evidence |
| e. **Do not advise the owner** of property damaged by a hit-and-run vehicle that the vehicle may be held pending payment of damages by the suspected driver |
| f. **If you locate the suspect driver** for: |
| • **Misdemeanor**: Issue the appropriate civil and criminal citations |
| • **Felony**: Either arrest and book or seek a long form complaint. **Do not issue civil citations.** |
## C. TRAFFIC FATALITY

### [41.2.5] [61.2.1] [61.2.2] [83.1.1]

**Figure 3. Traffic Fatality Investigation**

<table>
<thead>
<tr>
<th>Category/Responsible Party</th>
<th>Action</th>
</tr>
</thead>
</table>
| **1. Traffic Fatality Definition** | Any accident involving a motor vehicle in transport resulting in death  
- Classify as a traffic fatality until the medical examiner's investigation determines otherwise if there is a question (i.e., heart attack, suicide, etc.) |
| **2. First officer at the scene of a fatality or possible fatality will:** | a. **Render aid** and care as required  
b. **Notify:**  
  - Shift commander  
  - Shift supervisor  
c. Take the necessary measures to **secure the scene** and protect evidence. Block lanes and/or close roads as needed. (The accident scene may be spread out for several hundred feet.)  
d. Locate, identify, and secure the **drivers**  
e. Locate and identify all available **witnesses**  
  - Record any spontaneous **statements** made by the drivers  
  - Obtain names of all **emergency treatment personnel**  
f. **Do not move or tamper** with any vehicle which has been involved in a fatality accident, or allow anyone else to do so  
  **Exception:** Emergency personnel needing to disable electrical wiring or dismantle the vehicle in order to rescue occupants  
g. **Remain on scene** until relieved/released by traffic investigators |
| **3. Field Operations Supervisor** | a. Notify the Traffic sergeant upon learning of a fatal or an injury accident that may become a fatal accident  
b. Relate basic details of the accident (i.e., details which may require additional investigative personnel)  
c. Remain at the scene until relieved by the Traffic Unit supervisor  
d. Assess manpower needs to ensure that the scene is secured  
e. Locate, identify, separate, and secure all drivers  
f. Do not conduct interviews beyond obtaining general information  
g. Notify Traffic Engineering  
h. Notify Field Ops Commander  
i. Notify Legal Advisor |
| **4. Traffic Unit** | a. **Conducts original investigation** and reports fatalities due to a motor vehicle in motion. Other officers may write supplements.  
  - Notify the Medical Examiner’s Office to pick up the deceased  
  - Complete Medical Examiner Tag:  
    - Make a written request for blood alcohol content tests on reverse side of tag with a synopsis of what happened and whether charges are pending against a surviving driver  
    - If the victim is a pedestrian, request a blood specimen be reserved for blood alcohol analysis  
  - **Negligent homicide (ARS 13-1102) Felony**  
    - If evidence at an accident scene is sufficient for probable cause, officer may arrest suspect and book into county jail  
    - If injuries preclude arrest and booking, the Traffic Team will conduct follow-up investigation  
c. **Delayed fatality:** Motor vehicle traffic accident victim dies at a later date from injuries  
  - On-duty traffic investigators will either complete a report or a supplement to the original report |
Category/Responsible Party | Action
--- | ---
**Traffic Unit, cont.**  
- If a traffic investigator is not available, field officers will complete the report  
- Complete Medical Examiner Tag with the report  
- Submit outstanding citations and the case for a criminal complaint: Outstanding citations will be dismissed through the City Prosecutor’s Office

d. **Enforcement**  
- Fatal traffic accidents: Submit the case for a complaint. Civil citations may not be issued.  
- Field Operations officers need to write a supplement regarding their involvement/actions at the scene of a fatality

e. **Notification of Next of Kin**  
- Notify a next of kin in person as soon as practical and when possible  
- If located within Chandler or nearby proximity:  
  - Supervisor will designate a Chandler officer to make notification in person, accompanied by a supervisor or command officer and, if possible, a member of the fire department’s Crisis Response Unit  
  - If a Crisis Response representative is not available, try to arrange for a friend, clergyman, or family member to be present prior to leaving  
- If outside of Chandler or nearby proximity, contact the police department in the next of kin’s area of residence to request an in-person notification  
- Include in your report the name of the person notified, date and time, or unable to notify  
- If identity of decedent is unknown, work with Medical Examiner’s Office in attempting to identify the decedent. The investigating officer will make notification when the decedent is identified.

f. **Injured Suspect**: The Traffic Unit will conduct the follow-up investigation in a negligent homicide case if injuries prevent arrest and booking

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**D. DEDICATED CITY ALLEY ACCIDENTS**

1. "On street" location: the street perpendicular to the alley  
2. "At / from street" location: a street parallel to the "on street" on either side of the alley

**E. CITY EQUIPMENT INVOLVED / CITY LIABILITY**

[61.2.1] [61.2.2]

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**City Equipment Involved / City Liability Investigations**

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1. Investigating Officer | a. Advise supervisor immediately  
b. Obtain written witness statements when possible  
c. Have photographs taken at the scene except when such items as garbage cans, etc., are the only property damaged  
*Administrative Regulation MS-09 governs the procedures for processing claims against the City of Chandler* |
2. Supervisor
   a. Notify the city department responsible for the equipment involved
   b. Advise Risk Management of any city-owned property damaged
   c. Notify legal advisor if an injury accident involves city equipment
   d. Review the investigation
   e. Take indicated enforcement action
   f. May issue city employees (except police personnel: see General Order E-03.300) citations while on duty

3. Shift Commander
   Determine whether to investigate accidents involving city equipment occurring outside the city limits by department members concurrently with the appropriate jurisdiction’s investigation

F. EMPLOYEE-INVOLVED ACCIDENT ON DUTY

[61.2.2]

Figure 5. Employee-Involved Accident On Duty Responsibilities

<table>
<thead>
<tr>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Communications</td>
<td>Advise employee’s supervisor</td>
</tr>
<tr>
<td>2. Supervisor</td>
<td>Respond immediately and determine who will investigate based on:</td>
</tr>
<tr>
<td></td>
<td>a. Minor damage or minor injury:</td>
</tr>
<tr>
<td></td>
<td>• A traffic or patrol officer will conduct the investigation. Complete a General Offense on Arizona Crash Report.</td>
</tr>
<tr>
<td></td>
<td>• Serious or fatal injury and/or extensive property damage: The Traffic Unit will conduct the investigation.</td>
</tr>
<tr>
<td></td>
<td>• Supervisor will notify the police legal advisor</td>
</tr>
<tr>
<td></td>
<td>c. Forward reports required for review to Professional Standards for the Pursuit and Accident Review Board (See General Order E-03.300)</td>
</tr>
<tr>
<td>3. The Involved Employee</td>
<td>Only discuss the accident circumstances with your supervisor, the investigating officer, or police legal advisor</td>
</tr>
<tr>
<td>4. Reporting/Citations</td>
<td>a. Forward all related reports to Professional Standards for the Pursuit and Accident Review Board</td>
</tr>
<tr>
<td></td>
<td>b. The Pursuit and Accident Review Board will direct the motor sergeant on the panel to write any required citations</td>
</tr>
</tbody>
</table>

G. DANGEROUS OR HAZARDOUS MATERIALS

[41.2.5] [61.2.1] [61.2.2] [61.2.3]

1. **EXERCISE EXTREME CAUTION** during investigation. Use discretion in initial entry into scene of hazardous materials incidents

2. **YOUR PRIMARY RESPONSIBILITY MAY NOT BE THE RESCUE** of persons in direct contact with the substance. The material may incapacitate the officer or even cause permanent injury or death.

3. **REPORT ANY TRAFFIC ACCIDENT** involving explosives or dangerous chemicals to the following agencies:
Figure 6. **Hazardous Materials Contact Information**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Contact information</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fire Department:</td>
<td>Relay initial information regarding the substance, its condition, and any peripheral hazards such as fire, injured persons, etc.</td>
</tr>
</tbody>
</table>
| • Arizona Corporation Commission | Railway and pipeline spills:  
602.252.4449 or 602.542.7772 |
| • Arizona Radiation Regulatory Agency | If radioactive material involved, open  
Monday through Friday 8 AM to 5 PM 602.255.4845  
All other times 602.223.2212 |

**H. RAILROAD TRAIN INVOLVED**

[61.2.2]

Request drivers' licenses or other identification from train personnel (switchmen, enginemen, brakemen, and conductors) for correct spelling of names and addresses.

1. Train personnel are instructed by their employer to furnish the following information:
   a. The identification of the train involved
   b. The approximate speed of the train prior to the accident
   c. Confirmation that a whistle, bell, and/or headlight was operating
   d. The direction the train was traveling prior to the accident

2. Most train personnel are instructed by their employer not to give signed statements. Obtain further information from the Claims Department of the railroad.

**I. SALT RIVER PROJECT CANALS OR FIXTURES**

1. ADVISE COMMUNICATIONS to inform an SRP dispatcher when a vehicle strikes an SRP water control structure or runs into canals or laterals. SRP will dispatch personnel to the accident scene to receive driver’(s) information on a 24-hour basis.

2. IF A VEHICLE IS IN AN SRP CANAL or on a control structure, contact an SRP representative prior to moving the vehicle

**J. DELAYED REPORTING**

[61.2.2]

1. COMPLETE A STATE ACCIDENT REPORT WHEN:
   a. An accident occurs on the roadway, and
   b. Both parties involved agree to exchange information and leave the scene without notifying the police, and
   c. One of the parties subsequently wishes to make a report

2. Officer may take enforcement or follow-up when:
   a. The accident is a workable hit and run
   b. There is a serious injury

3. Generally, do not take follow-up or enforcement action on accidents delayed more than 24 hours

✦✦✦