

SCRANTON POLICE DEPARTMENT POLICY

Effective Date:
March 9, 2020

Policy Number:
16-013

Policy Subject:
Traffic Accidents

Expiration Date:
Until Amended or Rescinded

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PLEAC Standard(s):
4.1.1

I. PURPOSE

The purpose of this policy is to establish procedures for the investigation of crashes reported to the Scranton Police Department.

II. POLICY

It will be the policy of the Scranton Police Department to comply with the legal mandate §§3741-3755 of the Pennsylvania Vehicle Code, Title 75, Pa. C.S.A., in regard to the reporting requirements for accidents and accident reports. This will also cover police personnel as operators of vehicles, as well as, investigators of vehicle accidents.

III. DEFINITIONS

Reportable Motor Vehicle Crash – Involves injury or death to any person, and/or damage to any vehicle to the extent that it cannot be driven under its own power from the scene in its customary manner without further damage or hazard to the vehicle, other traffic elements, or the roadway, and therefore requires towing. Must occur on a highway or traffic way.

Non-Reportable Motor Vehicle Crash – Involves only damage to a vehicle or property and the vehicle can be driven from the scene. There is no death or injury to any person involved in the crash.

IV. PROCEDURE

- A. The Scranton Police Department will document the following types of crashes.
 1. Death or Injury

2. Property Damage
3. Hit and Run
4. Impairment due to Alcohol or Drugs
5. Hazardous Materials
6. Private Property
7. Scranton Police Personnel or Property (on or off duty)

B. Reportable Accidents

All reportable accident reports shall be completed on the AA-500 form which is located on the Pennsylvania Department of Transportation website, for any accident occurring within the City of Scranton that involves **injury** or **death** of any person; or damage to any vehicle involved to the extent that it cannot be driven under its own power in its customary manner without further damage or hazard to the vehicle, other traffic elements, or the roadway, and therefore requires towing.

Officers should not use the synopsis function of the AA-500 form when writing the summary narrative. An independent narrative relating all pertinent and required information should be written.

For accidents involving fatalities, the initial officer is required to complete the FAST FARS report which is located on the Pennsylvania Department of Transportation website.

For accidents involving serious bodily injury and/or death, the initial officer shall also complete an initial police case report.

C. Non-Reportable Accidents

A non-reportable accident report shall be completed for any motor vehicle accident that does not meet the requirements or criteria of a reportable accident. The only exception to this is when **all** parties involved in the non-reportable accident freely and expressly agree that an official police report is not needed and/or desired **and** the reporting party was not involved in the accident.

D. Crashes involving Scranton Police Personnel On or Off Duty

A motor vehicle crash (within the jurisdictional boundaries of the City of Scranton) involving Scranton Police Personnel that is On Duty or Off Duty shall, when possible, be investigated by a supervisor of a higher rank than the officer involved in the accident. After investigating the crash, the supervisor then will go through the proper chain of command procedure to notify the Chief of Police.

E. Hit and Run Accidents

Hit and Run accidents will be investigated and all attempts are to be made to locate evidence or witnesses to the accident.

F. Accident Reporting

Accidents that are reported to the Scranton Police Department will be investigated by a Scranton Police Officer.

All reportable accidents will be automatically submitted to the Pennsylvania Dept. of Transportation upon completion of the AA-500 form on the Pennsylvania Department of Transportation website. Initial reports shall be submitted to PennDOT within 15 days of the date of the report of the accident. If the initial report is not complete, a supplemental report shall be submitted at a later date.

All non-reportable accidents will be submitted to a SIT clerk on the Scranton Police Department non-reportable accident form to be submitted into the reporting system by the clerk. Any non-reportable hit and run accident with information that may identify the hit-and-run driver and/or vehicle shall be entered into the reporting system by the initial officer.

Upon completion at the accident scene all police officers are to notify the driver of the vehicles that a copy of the police report will be available at Scranton Police Department Records Division and/or online for a cost of 15.00 dollars after the report is approved by a supervisor.

By Order Of:

Chief Carl R. Graziano
Superintendent of Police
Scranton Police Department