

**Lower Providence Township Police Department
Eagleville, Pennsylvania**

General Order ☒
Special Order ☐
Personnel Order ☐

ORDER NUMBER

1101

Subject

Accidents and Accident Reports

Date of Issue

February 4, 2020

Effective Date

February 4, 2020

Expiration Date

**Until Amended or
Rescinded**

References

Michael Jackson, Chief of Police

Amends

Rescinds

All Previous Orders

Standard Number:

4.1.1

Distribution

- 1. General Order Manuals**
- 2. Records Manual**
- 3. Reading Verification to all Personnel**

I. PURPOSE

The purpose of this general order is to provide members with guidelines regarding Pennsylvania Accidents and Accident Reports.

II. POLICY

It is the policy of the Lower Providence Township Police Department to comply with Sections 3741-3756 of the Pennsylvania Vehicle Code (Title 75) regarding the reporting requirements for "Accidents and Accident Reports."

III. PROCEDURE

A. Accidents and Accident Reports

1. The Lower Providence Township Police Department will respond to all reported accidents.
2. Collisions involving any of the following situations shall be investigated and a report submitted:
 - a. death, injury or one or more vehicles requiring towing;
 - b. property damage in which the property owner is not able to be located;
 - c. hit and run;
 - d. impairment due to alcohol or drugs;
 - e. hazardous materials;
 - f. occurrences on private property resulting in injury or vehicle damage to the extent that towing is required.

3. Traffic collisions in which there is no fatality, injury or required towing shall be investigated and a report submitted.

- a. Exception: Where there is a substantial delay in reporting and police are not called to the scene of a non-reportable and non-hit and run crash an AA-600 may be used.
- b. Any reports of accident investigations which involve no fatality, injury or required towing may exclude the diagram portion of the report. All other reporting requirements must be met.

4. In cases where a traffic collision involves a Township owned vehicle, other than a police vehicle, a police supervisor shall respond to the scene to conduct the investigation. In cases of traffic collisions involving a police vehicle, an outside law enforcement agency shall be contacted to conduct the investigation.

B. Traffic Collision Investigation

When a traffic collision report is being completed, the investigating officer shall comply with the following procedure(s):

1. Reportable traffic collision.

- a. Complete the prescribed PA Department of Transportation form, and any subsequent forms, as completely and accurately as possible including description, observation and conclusion sections in the narrative.
- b. Utilize supplemental and continuation forms as necessary.
- c. Complete all forms according to PA Department of Transportation guidelines and forward an initial written report to PA Department of Transportation within 15 days of the accident.

2. Non-reportable traffic collisions.

- a. Complete the prescribed PA Department of Transportation form, and any subsequent forms, as completely and accurately as possible including description, observation and conclusion sections in the narrative. The diagram portion may be omitted.

3. Submitting of reports.

- a. Preliminary report and narrative shall be submitted by the investigating officer prior to the end of the officer's shift.
- b. A completed report should be submitted within 72 hours of the initial investigation, unless a police supervisor authorizes an extension.
- c. Additional follow-up information shall be submitted on the proper PennDOT form.
- d. As per Vehicle Code (Title 75) 3751. 'Reports by police'. A copy of an accident report will be made available on request from any concerned party for a fee not to exceed \$15.00.
- e. It shall be the responsibility of the supervisor approving reportable accident reports to forward the initial accident reports to PennDOT within 15 days.

4. Accidents Not Investigated by Police

- a. In those circumstances in which a motor vehicle accident is not investigated by the police at the time of the collision, involved persons shall be provided the appropriate Pennsylvania Department of Transportation form (AA-600) to be completed by the involved motorist(s). Such forms may be obtained at the Dispatch Center.

Michael Jackson

Michael Jackson
Chief of Police