Purpose
To establish procedures for reporting and investigating traffic crashes generally, and specifically. Procedures and methods should be formulated to guarantee that the Indiana University Police Department (IUPD) can investigate and report accidents skillfully and promptly.

General Order
The IUPD will investigate all crashes within our primary area of jurisdiction as required by Indiana law, or as directed in this general order. This general order will differentiate between when only a report is required and when a detailed investigation is needed. This general order will include the criteria for determining the difference between the two as included in recruit and in-service training.

Definitions
Incapacitating injury – any injury, other than a fatal injury, which prevents the injured person from walking, driving or normally continuing the activities the person was capable of performing before the injury occurred. Often defined as “needing help from the scene.”

Serious bodily injury – bodily injury that creates a substantial risk of death or that causes serious permanent disfigurement; unconsciousness; extreme pain; permanent or protracted loss or impairment of the function of a body member or organ; or loss of a fetus.

Traffic collision investigation – refers to the collection of factual information which includes identifying and describing persons, roads, and vehicles involved in a collision; describing the results of the collision in terms of damage to vehicles and roadside objects, injury to people, marks and residue on the roadway, and final positions of the vehicles and bodies; interpretation of facts in terms of behavior of road users involved; and sometimes, an attempt to specify the particular combination of factors required to produce that collision.

Traffic collision reporting – refers to the basic data collection to identify and classify a traffic collision and the persons, vehicles, times/location, planned movements involved, and possible contributing factors, such as traffic law violations.

Officers are required to respond to, investigate, and complete report(s) as appropriate for the following traffic collisions:

- Death or injury.
- Property damage to an apparent extent of at least $1000.
- Hit and run.
- Impairment due to alcohol and/or drugs.
- Other criminal activity.
- Public or mass transportation vehicles.
- Involving any IU owned vehicles
- Occurrences on private property or parking areas.
- If anyone involved in a collision requests a report for documentation reasons, regardless of dollar amount.
In cases where one of the involved drivers leaves the scene of the traffic collision and responds to IUPD or otherwise contacts IUPD to make a report, an officer will be assigned to document the information from the parties. The responding officer will not decline to take a report based only on the involved vehicles being moved from the original crash location.

In accordance with IC 9-26-2, crash reports will be completed using the Automated Reporting Information Exchange System (ARIES).

**Death or Injury (10.2.1 a)**

For collisions that involve death or incapacitating injury, more than one officer will be assigned to respond. Mutual aid should be requested as necessary. A case report in IUPD’s Records Management System (RMS) in addition to the crash report in ARIES will be completed. These collisions will require a detailed investigation.

IUPD shall offer a portable breath test or chemical test to any person who the officer has reason to believe operated a vehicle that was involved in a fatal accident or an accident involving serious bodily injury. IUPD shall offer a chemical test to the person if:

- the results of the portable breath test indicate the presence of alcohol;
- the results of the portable breath test do not indicate the presence of alcohol but the officer has probable cause to believe the person is under the influence of a controlled substance or another drug; or
- the person refuses to submit to a portable breath test.

The IUPD may offer the person more than one (1) portable breath test or chemical test. All chemical tests must be administered within three (3) hours after the fatal accident or the accident involving serious bodily injury.

If the person refuses to submit to a chemical test, and the officer does not have probable cause of intoxication, then the officer may cite the person under IC 9-30-7-5.

If the person refuses to submit to a chemical test, and the officer does have probable cause of intoxication, then the officer should attempt to obtain a search warrant for blood following the procedures set forth by the county.

For traffic collisions involving a fatality or a probable fatality, the first officer on scene should initiate the incident command system as soon as practical. The first responding supervisor will assume responsibilities of incident command.

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An accident reconstructionist will be requested by a supervisor in any of the following situations:

- any traffic collision resulting in a human fatality
- any traffic collision resulting in incapacitating injury
- any traffic collision where a pedestrian or bicyclist was struck by a vehicle resulting in serious bodily injury or death.

**Property Damage (10.2.1 b)**
A crash report will be completed in ARIES if the property damage appears to be in excess of $1,000. These collisions will require a traffic collision report only.

**Hit and Run (10.2.1 c)**
A case report will be completed in IUPD’s Records Management System (RMS) in addition to the crash report in ARIES when investigating all hit and run collisions. Hit and run crashes that involve only property damage will require a report only. Hit and run crashes that involve death or incapacitating injury will require a detailed investigation.

**Impairment Due to Alcohol or Drugs (10.2.1 d)**
For collisions that involve impairment due to alcohol or drugs, more than one officer will respond. Mutual aid should be requested as necessary. A case report in IUPD’s RMS will be completed in addition to the crash report in ARIES when investigating accidents due to driver impairment from alcohol and/or drugs. These collisions will require a detailed investigation.

For accidents involving fatalities or serious bodily injuries that involve alcohol and/or drug impairment, the IUPD will request assistance from an officer with specialized training in the detection of alcohol and/or drugs to the scene to assist in the investigation.

**Other Criminal Activity (10.2.1 e)**
If during a traffic collision investigation, the officer discovers other criminal activity that is occurring or has just occurred, the officer will document the criminal activity in a case report in IUPD’s RMS and take appropriate action. The officer should request additional officer(s) as appropriate depending on the criminal activity. The criminal activity will require a detailed investigation.

**Public or Mass Transportation Vehicles (10.2.1 f)**
Crashes involving public or mass transportation vehicles have the potential to be a mass casualty incident that requires establishing incident command and additional resources. These incidents will require a detailed investigation.

Crashes that involve public or mass transportation vehicles that involve only property damage will require a report in ARIES only.
Agency Vehicles (10.2.1 g)
Officers will complete a crash report in ARIES for collisions involving IU owned vehicles in accordance with IC 9-26-2. If the criteria for IC 9-26-2 are not met, officers will document the collision in IUPD’s RMS. Photographs should be taken and submitted as evidence. These collisions will require a report only.

IUPD Vehicles Involved in a Crash
Traffic collisions involving an IUPD vehicle will be reported to an IUPD supervisor. If the collision involves property damage or minor injury, the supervisor may investigate the collision. If the supervisor is not available, the collision will be investigated by another agency.

For collisions involving serious bodily injury or death, an IUPD supervisor will respond to the scene. These collisions will be investigated by another agency.

When a collision is investigated by another agency, the IUPD supervisor will request a copy of the incident report from the investigating agency. A case report will be completed in IUPD’s RMS for internal documentation purposes for all crashes involving an IUPD vehicle.

For crashes that do not involve death or serious bodily injury, and the supervisor does not observe signs of intoxication, the IUPD employee driver will submit to a PBT on scene that is administered or observed by the supervisor. Assistance from another agency to administer the PBT is acceptable.

- If the PBT registers 0.00 BrAC, no further action is required.
- If the PBT detects the presence of alcohol a certified chemical test will be administered to confirm the PBT results, and the supervisor will submit an internal affairs report.

IUPD will report to the Office of Insurance, Loss Control & Claims (INLOCC) any traffic collision that involves an IUPD vehicle, regardless of the location of where the incident occurred. When possible, the driver of the IUPD vehicle will be responsible for completing the report to INLOCC. If the driver is not able to complete the form, the supervisor will complete it on their behalf.

Crash Review Board
The following procedure will be followed when an IUPD vehicle is involved in a crash that does not involve a pursuit or result in serious bodily injury or death. The pursuit review outlined in G9.2.2 Pursuit of Motor Vehicles will supersede this crash review board. Other administrative or disciplinary proceedings will be conducted for crashes involving serious bodily injury or death.
The director for public safety education will appoint a crash review board each January, including alternates. This board will serve for the calendar year. The membership of the board will consist of the following:

- Chair (rank of Lieutenant or higher)
- Certified emergency vehicle operations instructor
- A division training coordinator
- A specially trained officer in the operation of bicycles and motorcycles

When an IUPD vehicle is involved in a crash, the crash review board will commence a review within thirty (30) days. The review will consist of reviewing the actions of the employee and all available documentation for compliance with general order and application and effectiveness of vehicle tactics taught to IUPD officers. The crash review board will not make recommendations on any possible discipline for violations of general order, university policy, or Indiana Statute.

After the review, the chair of the crash review board will provide the director for public safety education and the division chief of police a crash review report. The crash review report will include the following:

- Identification of areas to sustain and areas to improve.
- A statement that indicates no changes to general orders are recommended or recommendations for specific changes to general orders.
- A statement that indicates no training points emerged from the crash review or recommendations for specific training points.
- A statement that indicates general orders were not violated or a list of suspected general order violations.
- A statement that indicates if the director for public safety education should investigate suspected violations of general orders.

The director for public safety education will determine if:

- An internal affairs investigation must be started to address any violations of general orders.
- Remedial training should be assigned.
- The written directives group should be notified if a change to general order is recommended.
- Corrective action is necessary.

**Accidents Occurring on Private Property (10.2.1 h)**

Officers will complete a crash report in ARIES when investigating accidents that occur on private property within IUPD Primary Jurisdiction as defined in 1.1.2 Jurisdiction and Service Boundaries. Collisions that involve only property damage will require a report only. Collisions that involve death or incapacitating injury will require a detailed investigation.
Traffic collision investigation follow-up

The IUPD will conduct follow-up investigations to traffic collisions as necessary. The investigations supervisor or their designee may assign a detective to the case for follow-up or may refer the case to the primary investigating officer for follow-up.

Follow-up activities may include, but are not limited to:

- collecting off-scene data
- obtaining formal statements from witnesses
- reconstructing accidents
- using expert and technical assistance
- preparing formal reports to support criminal charges.

Related Information

Indiana University Police Department
- G1.1.2 Jurisdiction and Service Boundaries
- G9.2.2 Pursuit of Motor Vehicles
- G10.2.2 Response to Collision Scene

Indiana University
- FIN-INS-02 Driving Privileges
- Fleet Services Accident Damage Reporting Form: https://fleetservices.indiana.edu/vehicle-rental/accidents.html

Indiana Code
- IC 9-26-2 Duties of Law Enforcement Officers and Accident Reports
- IC 9-30-7 Implied Consent in Accidents Involving Serious Injury or Death

ARIES Manual

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