

## 346 Crash Investigation and Reporting

### 346.5 CRASH REPORTS AND INCIDENT REPORTING

This section outlines the appropriate TxDOT crash report(s) to use and when an APD incident report is required.

- (a) Crash report forms shall only be completed electronically.
- (b) Most questions concerning how to fill out a crash report can be answered by referring to latest version of the *Instructions to Police for Reporting Crashes* (CR-100) available online through TxDOT. Officers shall comply with the instructions in this manual.
- (c) A change or modification of a crash report prepared by a peace officer that alters a material fact in the report may be made only by the peace officer who prepared the report. A supplemental report may be made by any authorized employee (Tex. Transp. Code § 550.068).
- (d) All CR-3 reports will be completed by the end of the officer's tour of duty or, if authorized by a supervisor, within 24 hours of the reported crash.

#### 346.5.1 CRASH REPORTS

##### ~~(a) Driver's Crash Report (CR-2 / "Blue Form")~~

~~1. Unless otherwise specified by this order, officers may issue the drivers a "Blue Form" if the crash meets the following criteria:~~

~~(a) There is no report of injury; and~~

~~(b) The vehicles involved are safely operable.~~

~~2. LTS incidents are eligible for a "Blue Form" if the crash meets the above requirements.~~

##### ~~(b)~~(a) Texas Peace Officer's Crash Report (CR-3)

1. The following crashes shall be investigated by APD and documented on a CR-3:
  - (a) Crashes involving any injury (complaint of pain or any visible injury).
  - (b) Crashes involving death.
  - (c) Crashes in which impairment of the driver due to alcohol or drugs is suspected.
  - (d) Crashes requiring a wrecker due to damage caused by the crash.
  - (e) Crashes involving a leased, owned or rented city vehicle unless exempted by General order 346.6.1(c).
  - (f) FSRA crashes.
  - (g) When it is determined to be in the best interest of the Department or public.
2. If a crash involves a commercial motor vehicle and meets one of the above requirements for completing a CR-3, the commercial motor vehicle section of the CR-3 shall also be completed.

#### 346.5.2 APD INCIDENT REPORTING

### 346.6 CRASHES AND DAMAGE TO APD CITY VEHICLES; CRASHES INVOLVING CITY OF AUSTIN VEHICLES OPERATING AS AN EMERGENCY VEHICLE (EMS, FIRE, OTHER OPERATING CODE TWO OR THREE)

### 346.7 CRASHES INVOLVING ALL OTHER LEASED, OWNED OR RENTED CITY VEHICLES (OTHER THAN APD)

- (a) All crashes involving City vehicles shall have:
  1. A CR-3, if required, or
  2. Crashes involving City vehicles that meet all of the following criteria do not require a CR-3, ~~and will be issued a CR-2 (Blue Form).~~
    - (a) The City vehicle has struck another City vehicle, a fixed object, or an animal only; and
    - (b) There are no persons injured; and
    - (c) The damage caused is less than \$1,000
- (b) An incident report is not required solely based on the crash involving a city vehicle; however, a responding officer shall complete an incident report if the crash would otherwise require a report (e.g., LTS, DWI, death).
- (c) In circumstances where a City vehicle requires a tow truck, officers shall notify Communications that it is a City owned or leased vehicle and Communications should ensure the contracted towing company for Fleet Services is contacted.