



Office Of The Sheriff
Allegany County
Maryland

GENERAL ORDER NO: **4-500.00**

TO: All Patrol and Judicial Personnel

RE: **MOTOR VEHICLE COLLISIONS**

PURPOSE: To provide accurate and timely recording and forwarding of information regarding the investigation of motor vehicle collisions.

EFFECTIVE DATE: 2013

REVISION DATE: 3/1/2016

4-501.00 Definitions

.01 Automated Collision Reporting System (ACRS)

A. A standardized detailed reporting form submitted to the Maryland State Police and in turn utilized by the Maryland State Highway Administration for crash reduction and roadway safety improvement.

.02 Code 89 (Exchange of Information)

A. A form used by the investigating deputy to provide the parties involved in a motor vehicle collision with information relating to all those involved in the crash.

.03 MVC (Motor Vehicle Collision)

A. The collision of a motor vehicle (whether occupied or unoccupied) with any other vehicle, person, animal or any other object causing or receiving damage.

4-502.00 General

- .01 Motor vehicle collision reports shall be completed in a timely manner.
 - A. Collision reports will be completed, with as much information as available, prior to the deputy going off of shift.
 - 1. Supervisors may allow deputies to complete a minor vehicle collision report the following day, with good cause.
 - 2. Deputies will have all collision reports completed and submitted prior to being off the following day.
 - 3. Reference: 4-506.00 for considerations.

4-503.00 ACRS

- .01 ACRS reports will be completed for the following types of collisions.
 - A. Fatal Collisions.
 - B. Serious or potentially fatal injuries.
 - C. Significant property damage to vehicles.
 - D. Property damage other than the vehicles involved.
 - E. Traffic charges are or will be filed against the operator.
 - F. Collisions of any government owned vehicles or government owned property damage regardless of extent of damage.
- .02 ACRS reports are not always needed for the following if none of section 4-503.01 applies and:
 - A. Minor vehicle crash and all vehicles can be safely driven from the scene.
 - B. Single vehicle crash (See section 4-505.00).

4-504.00 Code 89 (Exchange of Information)

- .01 Crashes not requiring a MAARS Report (Section 4-503.01-02) may be captured on a Code 89 Form.
- .02 Code 89 Forms are used for providing the parties involved in a crash with the pertinent driver/vehicle/insurance information.
- .03 Code 89 Forms shall typically be completed on scene and copies provided to the parties involved. A copy shall be turned into the ACSO master file for record keeping and insurance company request.

4-505.00 Single Vehicle Crash

- .01 Crashes involving a single vehicle with damage only to the vehicle and no injuries do not require an ACRS report.
- .02 Crashes involving easily repaired damage, i.e. driver busts a tire on a curb, do not require ACRS even if the vehicle is towed.
- .03 Minor crashes that results in a traffic citation do require an ACRS report.
- .04 Animal involved crashes do not require an ACRS unless the vehicle is significantly damaged.
- .05 The investigating deputy shall furnish the operator with the report number and recommend the operator to follow up with their insurance company.

4-506.00 Reporting Considerations

- .01 Deputies may not always be able to complete reports of collisions that result in fatal or life threatening injuries directly after the incident. Time and consideration may be given to conduct additional follow-ups, hospital disposition, witness interviews, State’s Attorney consultation etc...
- .02 Supervisors will be notified and consulted with, prior to a report for a serious collision not being submitted before the end of a shift.
- .03 In the event that additional follow-up is needed; the investigating deputy will ensure that all current documentation and narratives are completed and up to date. The report will reflect that it is incomplete/pending a follow-up.
- .04 Additional information will be attached to the report as supplements.

By Order Of:

Criag Robertson, Sheriff