



East Norriton Township Police Department

GENERAL ORDER 2.4.6

ACCIDENT INVESTIGATIONS

Subject:

Traffic Accidents

Issued Date:

March 23, 2011

Effective Date:

March 23, 2011

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April 17, 2016

PLEAC STANDARD Reference

4.1.1

Index Words

Reporting Requirements For Accidents and Accident Reports

2.4.6 Accident Investigations

It shall be the policy of the East Norriton Township Police Department that all motor vehicle accidents occurring on/upon highways and traffic-ways within East Norriton Township are recorded.

A. Classification of Accidents

1. Reportable Accident-

- a. Injury or Death of any person; or
- b. 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.

2. Non-Reportable Accident-

- a. Motor vehicle accident which does not meet the criteria of 1 a or b.

B. Investigation and Reporting

1. Every reportable accident shall be investigated by a police officer who shall provide each driver notification that the accident was reported.

- a. Notification may be made by PennDot form or East Norriton Township Police Non-Reportable Accident Form.

C. Reports to PennDot

1. An initial report of every reportable accident investigated by the East Norriton Township Police Department shall, within 15 days of the accident, be forwarded to PennDot. If the initial report is not complete, a supplemental report shall be submitted at a later date.

D. Copies of Reports

1. The East Norriton Township Police Department shall, upon request, furnish at a cost not to exceed \$15.00 dollars a copy of the full report of the police investigation of any vehicle

accident to any person involved in the accident, their attorney or insurer, and to the Federal Government, branches of the military service, Commonwealth agencies, and to officials of political subdivisions and to agencies of other states and nations and their political subdivisions.

E. Forms

1. Reportable

- a. Every reportable accident will be made on the appropriate form approved by PennDot and shall contain all the information required therein unless not available.

2. Non-reportable

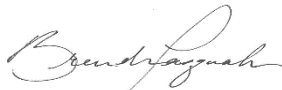
- a. Non-reportable accidents in which at least one of the operators requests a report shall be made on the appropriate form used by the East Norriton Township Police Department. If none of the operators requests a report be made the officer should log the accident using the operators' last names.

(See Title 75 Sections 3741 to 3755 for reference).

F. Accident Photographs

1. Photographs are evidence. Proper procedures shall be followed to ensure proper chain of custody for court and attorney requests.
2. The first photograph taken at an accident scene will include the Photo Cover Sheet card. The card is to be filled out and placed next to the license plate or other identifying location of each vehicle involved in the accident. All photographs taken after these shots will be assumed to belong to the same accident.
3. Photographs will be printed when required for court purposes, insurance company requests, etc.
4. If a digital camera is used, officers shall follow the policy as listed above, but will transfer the images to a CD for storage. The CD will be marked with the date, time, and name(s) of those persons involved in the investigation.

By order of:



Brandon Pasquale
Chief of Police