

<b>SI Identification Number</b>	SI0122
<b>Policy Ownership</b>	Operational Support Department
<b>Initial Publication</b>	13/04/2022
<b>Review Cycle</b>	5 years
<b>Last Amended</b>	05/05/2022
<b>Governing Service Policy</b>	Policing the Roads
<b>Cancellation of</b>	SP13/12 Collision Investigation and Investigation of Incidents Involving Police Vehicles
<b>Classification</b>	<b>OFFICIAL [PUBLIC]</b>

<b>SI0122</b>
<b>Collision Investigation</b>
<p>This Service Instruction to aid consistent and rational decisions about the level of investigation required for each reported collision, including collisions involving police vehicles.</p>



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## 1. Introduction

The Police Service of Northern Ireland will investigate Road Traffic Collisions (RTCs) in line with [College of Policing APP](#) – “Investigation of fatal & serious injury road collisions”, provide a high level of service to victims and their families and secure convictions for serious motoring offences.

The overarching aim being to ensure that those persons involved in collisions receive an appropriate standard of service commensurate with the severity of the collision and that offenders are either educated or prosecuted in the event of their driving standard falling below, or far below, what would be expected of a competent and careful driver.

This guidance has been drafted in accordance with the Human Rights Act, Section 75 Northern Ireland Act and the PSNI's Code of Ethics.

It is available to the public on the PSNI's external web-site.

## 2. Purpose of RTC Investigation

One of the main aims of this guidance is to ensure that Police Officers attending the

scene of a RTC are aware the purposes of recording/investigating any RTC are:

- To secure evidence of any criminal offences committed;
- For the information of the coroner in the case of a fatal collision; and
- For statistical purposes, helping to inform preventative measures and public awareness campaigns.

Police officers are not obliged to investigate a RTC for any other purpose.

## 3. No Special Investigation

No special enquiry will be made to secure information for:

- Use in civil proceedings;
- Insurance companies; or
- Other interested parties.

Although it is important that information already in the Police Service's possession, which may be requested, is collated and presented in an accurate and factual manner.

### 4. Categories of Recorded RTCs

Application of this guidance will result in the following occurrence classifications being adopted for use on ControlWorks (CW) and NICHE:

Category	File Type	Details
<b>RTC No Injury</b>	No Police file	Involved parties details recorded and CW updated, No CRF required.
	Police file.	Prosecution file plus CRF omitting injury details.
<b>Hit &amp; Run - No Injury</b>	No Police file.	Hit and run RTCs with no apparent lines of enquiry and whereby police did not attend will be dealt with by Telephone Resolution Unit (TRU) contacting the caller by telephone and clarifying that there are no lines of enquiry. TRU will close such incidents as resolved. No CRF required
<b>RTC Slight Injury</b>	No Police file.	Injury details recorded on CRF.
	Police file	Prosecution file plus injury CRF details.
<b>RTC Killed or Serious Injury</b>	No Police file.	Injury details recorded on CRF, Coroners File might be required.
	Police file	Prosecution file plus full CRF injury details.

Collision Report Forms (CRFs) are available on NICHE, for further information on Recording RTCs see [Recording RTC details](#).

## 5. Action upon Report of a RTC

Where a member of the public reports a collision and claims that injuries have been sustained, then the police should be tasked to attend.

Where **no injuries are reported**, then Contact Management Centre (CMC) will endeavour to establish the following:

- Is there an allegation being made that any of the drivers have committed an offence e.g. Drink Driving, No Insurance, Careless Driving?
- Are the vehicles blocking the road?
- Is the collision causing a degree of traffic congestion?
- Are any of the parties involved deemed to be vulnerable and in need of particular police assistance/reassurance?

If the answer to any of these questions is:

- **YES** - Police should be tasked to attend;
- **NO** - The caller should be;
  - Reminded of their legal obligation to exchange details with all other involved parties, and
  - Politely informed that police will not be attending.

It may not be possible to satisfy the attendance criteria laid out for non-injury road traffic collisions by telephone dialogue, necessitating the dispatch of a police unit to carry out an assessment. The dispatch of a unit will only be to clarify the circumstances of the collision and to report where appropriate.

CMC staff will ensure that the following details are recorded on CW:

- Vehicle(s) make, model, colour and Vehicle Registration Mark (VRM);
- Date, time and location of collision;
- Name(s) and Date of Birth (DOB) of driver involved;
- Name(s) of vehicle owner, where not the driver.

CMC staff should advise the caller that a copy of the PSNI [Collision Advice Booklet](#) is available on the PSNI website [psni.police.uk](http://psni.police.uk).

## 6. Discretion

Nothing in this Service Instruction removes the Investigating Officer's (IO's) ability to assess a collision at the scene and

determine whether it requires a full investigation.

When deciding, there is but one test for prosecution purposes, namely whether the evidence which can be adduced in court is sufficient to provide a reasonable prospect of conviction, and prosecution is required in the public interest.

A prosecution file will not automatically be prepared simply because one of the parties to the collision has made a complaint against another party. However, Police Officers must consider all the evidence available when making a decision whether to proceed in such circumstances.

## 7. Attendance at the RTC

The safety of officers and others present at the scene is paramount and cannot be emphasised enough. Officers will only be able to assist and help the victims of a collision by ensuring the scene is completely secure and free from any dangers. High visibility jackets must be worn when attending any road crash.

See [Appendix B](#) for detailed Initial Actions.

Police should immediately assess the extent of the investigation required and should consider:

- Is this a damage only collision?
- Are there any reported injuries? (see [Appendix A](#) for definitions);
- Is a prosecution being considered?

The attending Police Officer will make a notebook entry and relay the following details to the Dispatcher for entry on the CW Log:

- Vehicle(s) make, model, colour and VRM;
- Date, time and location of collision;
- Name(s) and DOB of driver involved;
- Name(s) of vehicle owner, where not the driver.

### **SRN Joint Protocol**

For serious RTCs on the Strategic Road Network, Police and Dispatchers should be alert to the potential for significant congestion and consider whether the Joint Protocol with Department for Infrastructure (DFI) should be instigated.

Early contact with DfI Traffic Information & Control Centre (TICC) is necessary. They

can implement warning signs on gantries and share media messages to assist with diverting traffic.

## 8. Recording RTC Details

On assessment of the RTC; the call taker or attending Police Officer must decide the type of RTC they are dealing with, this will ensure that the correct information is recorded at the correct time. These types are:

- Damage only (no injury);
- Slight Injury;
- Killed/Serious Injury (KSI).

Furthermore, if initial investigations indicate:

- There is evidence to indicate that careless driving and/or excess speed is a contributing factor; or
- There is evidence to support a prosecution for a related road traffic offence,

Then the RTC **will also be classed as 'Police File'**.

**Note: For purposes of injury statistics recording:**

- If an injury has been reported to police 30 days after the RTC occurred and/or;
- The RTC occurred on private ground or car park.

Then the RTC will be recorded on the CRF as if it were a Damage only as outlined below. However, this does not preclude an investigation into offences should the evidence be available.

### **Damage only - No Police File:**

No requirement for a CRF to be completed, however details must be recorded as follows:

Where a call taker receives a report of a damage only (no injury) RTC and there is no police attendance the call taker must record the date, time and location of the collision, vehicle(s) make, model, registration mark, driver and owner name, DOB and address details and ensure they are entered onto the CW log;

If attending, the Police Officer must make a relevant short notebook entry including the date, time and location of collision, vehicle(s) make, model, registration mark, driver and owner name, DOB and address details plus a short synopsis of the circumstances;



Officers should ensure the scene is captured along with damage incurred to vehicles and street furniture.

The details on the CRF2 relating to road names, distance, direction of travel are still required.

A hand drawn sketch of the scene will not be required where photographs or BWV are available instead.

The attending Police Officer must also **report**; the vehicle(s) make, model, registration mark, driver and owner name, DOB and address details to their relevant CMC who must enter this information contemporaneously onto the Control Works system.

For further details please see the [table](#) below.

Completed CRFs should be submitted to the supervising Sergeant before termination of duty, who will check for accuracy and completeness. The CRF will then be forwarded to the OCMT for entry unto NICHE.

**Recording RTC details:**

CRF	Damage Only		Slight Injury		Killed / Serious Injury	
	No Police File	Police File	No Police File	Police File	No Police File	Police File
<b>CRF 1 Occurrence Details</b>		✓ (omit injury section)	✓	✓	✓	✓
<b>CRF 2 Sketch</b> (only if photographs / BWV not available)	Details relating to road names, distance and direction of travel are required.	✓	✓	✓		
<b>CRF 2 Map of Scene</b>					✓	✓
<b>CRF 3 Topography</b>		✓ (omit injury section)	✓ (Part A only)	✓ (All parts)	✓ (Part A only)	✓ (All parts)
<b>CRF 4 Vehicle</b>		✓ (omit injury section)	✓	✓	✓	✓
<b>CRF 5 Person</b>		✓ (omit injury section)	✓	✓	✓	✓
<b>CRF 6 Occurrence MVC Report</b>					✓	✓
<b>CRF 7 Vehicle MVC Report</b>					✓	✓
<b>CRF 8 Person MVC Report</b>					✓	✓

## 9. Investigation of Fatal and Un-survivable Injury RTCs

The College of Policing APP – [Investigation of fatal and serious injury road collisions](#) applies to all Fatal and Un-survivable RTCs.

The categorisation of the road death will determine the resources tasked to investigate.

<b>Category A+</b>	Assessed as likely homicide investigation or where complexity requires the deployment of a nationally registered SIQ.
<b>Category A</b>	Confirmed fatality – one or more vehicles failed to stop and/or drivers decamped or other factors are present that significantly increase the complexity of the investigation.
<b>Category B</b>	Confirmed fatality – all drivers/riders are known or can be immediately identified.
<b>Category C</b>	Confirmed fatality – driver/rider only killed, no third party involvement – inquest only.
<b>Category D</b>	Confirmed fatality – driver/rider only killed, death due to natural causes, may involve a third party – no inquest necessary.

Crime Ops will assume responsibility for Cat A+ (C2 MIT) and Cat A (C1 CID) investigations, assisted by Collision Investigation Unit (CIU).

The Collision Investigation Unit will assume responsibility for investigation and direction in all Fatal (Categories B – D) and Un-

survivable collisions. In the event of a fatal or Un-survivable crash, the CIU will be tasked to lead the investigation. District will provide the initial response with scene; preservation, traffic diversions, identification of witnesses, exercise of breath testing powers and delivery of the death message as priorities.

Where a fatality is confirmed Category D, the file will return to District for completion. A formal handover from CIU to District will occur.

Where a Fatal or Un-survivable RTC occurs on the Motorway Network, Roads Policing Unit (RPU) will similarly provide the initial response with CIU tasked to assume responsibility of the investigation.

The Service Level Agreement between CIU, Districts, and Crime Operations Branch applies.

## 10. Serious Injury/Life-Changing Collisions

Responsibility for investigation of serious injury collisions rests with District Policing. The relevant District Inspector is expected to closely supervise the investigation and

provide the necessary support to the investigation team. It would not be appropriate to allocate such an investigation to a probationary constable who will generally not have the requisite investigatory skills.

Where appropriate, early advice and guidance from the CIU is recommended and indeed is available at any stage in the investigation.

At the conclusion of such investigations, any policy logs or other documentation maintained by the Supervising Inspector should be returned to OCMT for filing.

## 11. Preliminary Breath Testing (PBT) & Eyesight Tests– All RTCs

Where police attend an RTC, **all drivers/riders** involved in a road traffic collision or any collision involving a police vehicle **will be given a preliminary breath test and/or a Preliminary Impairment Test** in accordance with Article 17(2) of the Road Traffic (NI) Order 1995.

Discretion will only be exercised where the provision of a preliminary breath test, in

accordance with Article 17(2) would be considered prejudicial to the health of the subject, i.e. the injuries sustained by a driver/rider who is present at the collision are of such a nature and extent that a preliminary breath test should not be requested or cannot be provided. Police Officers should be guided by medical staff at the scene. The rationale for NOT requesting a sample should be recorded on the CW log.

In circumstances where a driver/rider is being, or has been removed to hospital prior to or upon arrival of police at the collision scene, officers must secure approval from the doctor in charge of the patient's care before administering a PBT or alternatively implementing the hospital procedure as outlined in Form DD/C 'Drink/Drugs – Hospital Procedure'.

Officers should consider use of their powers to conduct eyesight tests at the roadside.

Alternatively a report on Form 55/4 should be made where police have a concern that any driver is medically unfit to be driving.

## 12. Non-Reportable Collisions

Frequently members of the public chose to report collisions that would be defined within legal terms to be “non-reportable” as per Article 175 of The Road Traffic (NI) Order 1981 i.e. where no injury has been caused to anyone other than the driver or damage to property other than that belonging to the driver.

Officers and staff should be aware that whilst this Article absolves the driver from any legal obligation to report in these circumstances, if they do elect to report the matter to police we should apply the same test as if it were any other report of a RTC.

If injuries are disclosed to police, then police are duty-bound to record the injuries sustained, **by completing a CRF** as a minimum course of action.

There may also be offences disclosed and the police should not automatically dismiss this incident as being Non-Reportable and somehow failing to meet the requirement for police attendance and/or investigation.

## 13. Late Reported Collisions

Where a member of the public contacts the police to report either an Injury collision or Reportable collision having occurred within the last 30 days, the person receiving the call should advise:

- All late reports of RTCs must be made in person at a PSNI Station. A CW entry should be made pending the formal report in person;
- Where the person is incapacitated or otherwise unable to attend the station, sufficient details should be taken to permit the police to initiate the necessary enquiries at the earliest opportunity and a CW serial commenced.

Late reported collisions should be investigated as per the instructions to be found at [Section 8](#).

In most cases vehicles will have been removed and there is no benefit in preparing a police sketch. The location details should be completed on the CRF 2 and if required a “PSNI Map Application” of the location may be attached. Similarly the CRF will only require completion of Part A of the CRF 3.

Where a non-Fatal collision is reported to the police more than 30 days after it occurred, Police Officers will **NOT** be required to conduct an investigation or to record details of any injuries sustained.

However, it will be necessary to record on CW:

- Vehicle(s) make, model, colour and VRM;
- Date, time and location of collision;
- Name(s) and DOB of driver involved;
- Name(s) and of vehicle owner, where not the driver.

In the unlikely scenario that a Fatal RTC is reported outside 30 days, then the police will still need to conduct a comprehensive investigation to establish if offences have occurred or on behalf of the coroner.

## 14. Collision Advice Booklet

In all cases, whether police attend a RTC or otherwise, the drivers involved should be informed that a Collision Advice Booklet is available, both in hard copy and [electronically](#).

## 15. Provision of Information

It is vital that the flow of information from officer to OCMT and onwards to third parties is as timely and smooth as possible. It is vital that CMC Staff record CW details as they are received. RTCs involving death or injury, require officers to submit CRFs to CSU within 6 days of the collision occurring.

All parties involved in a RTC are legally obliged to exchange names and addresses, names and addresses of the vehicle owner if different, plus the registration number of the vehicles involved. If, due to circumstances, the involved parties either fail to exchange details or lose the details, the police **are permitted** to provide these details to any of **the involved parties** without committing any breach of GDPR provisions. It is important to emphasize the point that we should be facilitating release of this information, especially in circumstances where there is no further police action and the member of the public is seeking redress through civil means.

Where an Insurance Company, Solicitors or Collision Investigation businesses contact the police to obtain third party details, they should be referred to the

OCMT where the request will be logged and details sent upon payment of an administration charge.

All requests for information and provision of copy files will be channelled through the OCMT who will firstly ensure that where relevant, the Public Prosecution Service (PPS) direction has been received prior to processing the request and applying the relevant administration costs.

The OCMT should be satisfied that all witnesses have given permission or their statement to be released, as per the declaration on the Form 38/36. Where permission has been withheld, the address and contact details for the witness should be deleted prior to sending out.

Releasable Police Reports to third parties will be automatically generated by NICHE. Police staff must not make any additions to or deletions from the documents produced.

The overarching principle to be applied in respect of release of RTC reports is to fulfil the request for full disclosure of the police investigation. The only exceptions relate to the IO's statement (where they did not witness the collision), their opinion or recommendations to the PPS. Such

information should be redacted from the report and included in the report that is to be released.

In cases where a Police Officer has been an independent witness to a collision or has been involved in the RTC as a driver or passenger, then such statements will be released as part of the file. In other cases we will offer the option of a statement of facts/interview with officer for appropriate fee but in normal circumstances will only otherwise release such statements upon a court order.

Full technical details and instructions in relation to generation of the police report on NICHE, along with the applicable charges to be applied, can be found on the Project Horizon web pages.

### **Statements**

A number of pro-forma statements have been created and are available on The NICHE OCM Forms page on POINT. In addition there is a new form designed to capture the details of a roadside interview with the drivers and any comments made by them at the scene.

## 16. Incidents Involving Cyclists and Animals

A RTC reported involving a pedal cycle but no other mechanically propelled vehicle may well still be a reportable RTC under Article 176 of the Road Traffic (NI) Order 1981.

All incidents involving injury to a cyclist occurring on a road or other public place require police attendance and completion of a CRF as the minimum response.

Similarly, where a horse rider reports injury to their horse owing to the presence of a MPV, then police should attend.

Damage to third-party property or animals – where the owner is not informed at the time, full details of the person(s) involved and insurance details must be added to the incident log.

Where damage has been caused to boundary walls or fencing, containing livestock, every effort must be made to ensure their safety and security. In these circumstances, prompt contact with the owner/ or other responsible person is essential to allow repairs to be made.

## 17. Case Disposal

**Fixed penalty** – the investigating officer may elect to issue a FPN (up to a maximum of 1 x Endorsable and 2 x Non-Endorsable) in relation to damage-only or slight injury collisions.

**National Driver Offender Retraining Scheme (NDORS)** – may be recommended in cases where the driver's error rather than intent, has led to a collision.

**Prosecution File** – Where a number of offences are disclosed that make the issue of Fixed Penalties inappropriate, a Prosecution File should be prepared and submitted to PPS as per normal practice.

## 18. Incidents Involving Police Vehicles

Responsibility for conducting Police RTC investigations and reports is as follows:

- RPU Sergeant (Sgt) to attend and investigate RTCs on the motorway network regardless of the department involved;



- Local Policing Team (LPT) Sgt attend and investigate RTCs elsewhere. However if that RTC is due to the use of any Tactical Pursuit and Containment tactic then the IO must consult with an RPU Insp qualified in the use of that tactic and consider seeking advice from Traffic & Driver Training Unit (TDTU) as to the use of that tactic.

Where the driver involved is a Sgt or above then the IO must be a rank higher. This does not preclude an officer of the same rank conducting enquiries at the scene or other location on behalf of the IO but the IO retains overall responsibility for the investigation.

It is not necessary that damage be sustained to a Police Vehicle before a report is required by Accident Section at Transport Services.

An allegation that a Police Vehicle caused a third party vehicle to sustain damage, or that an injury has been sustained by a third party (ie a detained person being transported in a police vehicle), without any contact/collision occurring, is not uncommon. Where police are aware of any such incidents occurring or such an allegation is brought to their attention, full

details must be obtained and forwarded to Transport Services Branch (TSB) as per the following instructions and Appendices.

To assist with the reporting of ALL collision and damage incidents involving a police vehicle, an electronic 'Police Vehicle Incident Report' must be completed.

The on-line Fleet Incident Report is accessed by clicking the e-Services icon on the Common Terminal Home Page, then select 'My Services', then 'Accident/Incident Reporting' and then 'Fleet Incident Report'.

This electronic report captures all the information required by Transport Services. The completion of the electronic report does not remove the requirement to submit a Collision Report Form (CRF) for minor/major collisions. Where the CRF and relevant statements are available on NICHE, there is no requirement to forward a copy file to Transport Services.

The electronic 'Fleet Management Web Portal' must be completed as soon as practicable, and not later than 24 hours after the incident

Incidents involving police vehicles will fall into 4 categories:

- Slight Contact; (see [Appendix C](#));
- Minor Collision / Incidents involving a Police Vehicle; (see [Appendix D](#));
- Major Collision; (see [Appendix F](#));
- Malicious/Criminal Damage (see [Appendix G](#)).

**Slight Contact**

Slight Contact damage incidents involving a police vehicle will be reported using the electronic damage report. The information captured within the ‘report’ is essential for proper accountability and management of the Fleet.

Slight Contact incidents are defined as:

- Damage to an individual police vehicle only, where there is no 3<sup>rd</sup> party involvement and the damage does not affect the driveability of the vehicle.

Slight contact would include; for example, a broken wing mirror, very minor scrape damage to a bumper as a result of a parking manoeuvre, a broken lens, a minor dent or scrape on a bodywork panel, a stone chip or broken window caused by debris thrown up by a passing vehicle, etc.

If slight contact damage is reported, where the vehicle was not being driven/ridden at the time, and it is not immediately obvious (pending investigation) how, or by whom, any damage occurred (e.g. where an officer/member of police staff, prior to commencing driving duties, observes damage to the vehicle, or a Transport Officer discovers damage), then this must also be reported using the new electronic means.

Any damage initially reported as ‘slight’ and subsequently found to fall into another category will be referred for further investigation.

In the majority of Slight Contact incidents, where entered on NICHE, no further report or investigation will be required. All necessary information will be captured within the electronic report (No CRF required).

In the case of Incidents involving Police Vehicles, Minor/Major collisions and Malicious/Criminal Damage/Collision incidents, a CRF/OMF (as appropriate) will be required; this is in addition to Transport Service’s fleet incident electronic report. Guidance information on levels of investigation for

Slight/Minor/Major/Malicious and Criminal damage/collision incidents is covered within the appendices and applies equally to public/private roads/places.

A Minor Collision is defined as a collision involving a police vehicle where there is:

- Damage to that vehicle which is more than slight contact; (e.g. any panel or under side of the vehicle, or component part has suffered a significant impact);
- Involvement of, or damage to any 3<sup>rd</sup> party vehicle; or
- Damage to any 3<sup>rd</sup> party property, or third party.

### **Major Collision**

A Major Collision will be defined as a collision involving a police vehicle where there is:

- A fatality; or
- Injury to any person; or
- Any damage sustained which may have been due to the manner in which the police vehicle or any other vehicle was being driven; or

- An allegation made that a defect on any vehicle involved was a contributory factor; or
- An alleged criminal offence committed.

### **Malicious/Criminal Damage**

A malicious/criminal damage incident is where, by any deliberate action, any person(s) causes damage to a police vehicle.

## Appendix A Severity of Casualty – Statistical Purposes

<b>Fatal</b>	Includes only those cases where death occurs in less than 30 days as a result of the collision. Death from natural causes or suicide – such cases will be the subject of investigation and report but will not be recorded as a Fatal RTC.
<b>Serious</b>	<p>Fracture;</p> <p>Internal injury;</p> <p>Severe cuts and lacerations;</p> <p>Crushing;</p> <p>Concussion;</p> <p>Burns;</p> <p>Severe general shock requiring hospital treatment;</p> <p>Detention in hospital as an in-patient, either immediately or later as a result of the injuries;</p> <p>Injuries to casualties who die on or after 30 days as a result of the accident.</p>
<b>Slight</b>	<p>Sprains;</p> <p>Bruises;</p> <p>Cuts judged not to be severe;</p> <p>Slight shock requiring roadside attention;</p>

(Persons who are merely shaken and who have no other injury should not be included unless they receive or appear to need medical treatment).

## Appendix B Initial Police Actions at RTC Scene

### Initial Police Actions at RTC Scene

#### Protect the Scene

Officers attending the scene of a RTC must take measures which are appropriate and sufficient to protect the scene, including where necessary, the use of Traffic Cones, Signs, Lights and/or vehicles to;

- Prevent another collision and to provide a safe area where all the Emergency Services can work;
- Protect and preserve evidence and personal property;
  - Officers should consider use of BWV to record the scene.

#### Identify the “scene”

The identification of the “scene” is of paramount importance. It **must** be recognised that the scene may not be confined to a small area immediately surrounding the resting place of a vehicle. Due consideration must be given to identifying the route taken by a vehicle, particularly if it has left the roadway and travelled for any distance. Where a vehicle is out of control a body can be thrown a considerable distance from the vehicle and come to rest some distance from the vehicle’s resting place.

It may be necessary to look beyond the obvious as the parameters of the scene may well extend beyond where the vehicle(s) is found. It will also be necessary to identify routes taken by the vehicle or any persons, whether victim or witness. There may be more than one scene.

#### Secure the scene

Officers **must** secure the scene in order to preserve evidence and minimise contamination from whatever source. In order to do this effectively it may be necessary to restrict entry to essential personnel only.

In order to secure the scene it must be protected by whatever means are appropriate. It may be necessary to effect physical barriers using vehicles or personnel until such time as proper cordon material is available. The assistance of local authority or network agencies should be sought at an early stage.

### **Treatment, and removal, of casualties**

It is the duty of all Police Officers to protect life and where, at any scene, there is an injured casualty requiring attention; they **must** be attended to after securing the scene. Medical assistance should be sought but pending its arrival it may be necessary to administer first aid.

The treatment, and removal, of a casualty may cause considerable disturbance to a scene and if this is the case then this should be noted. If possible officers should mark the position of any item prior to moving, including the position of casualties.

### **Safety of Police Officers, Emergency services and members of the public.**

By applying the following “**METHANE**” framework a safe and methodical approach can be carried out. In the initial stages of an incident the first officers attending the scene should not get involved in rescue work. They should survey and assess the situation before disseminating the following information to CMC:

- Major Incident** declared? - Has, or should a major incident be declared?
- Exact Location** - What is the exact location or geographical area of the incident? Be as precise as possible;
- Type of Incident** What type of incident is it? - E.g. flooding, fire, CBRN, explosion etc.
- Hazards present**, potential or suspected - Consider potential severity of the impact;
- Access** – routes that are safe to use - Include suggested RVP;
- Number, type, severity of casualties** - Be as accurate as possible;

- Emergency Services** present and those required - What services are there and who else do you need.

### **Log**

The officers should then commence a log.

This information should be relayed immediately on arrival thereby allowing it to be disseminated as necessary. Officers should also consider the following “ACE CARD” points:

- Approach from the rear (where possible);
- Caution signs (Police emergency/motorway signals);
- Examine scene;
- Casualties;
- Ambulance and other emergency services;
- Remove obstruction;
- Detailed investigation.

Each feature of the “ACE CARD” procedure must be considered in sequence but not necessarily implemented on every occasion.

### **Strategic Road Network (SRN)**

Where the collision occurs on the and there is an obvious build-up of traffic, request CMC consider implementation of the Joint Protocol with Department for Infrastructure for effective management of the incident and the most appropriate diversion route.

## Appendix C Slight Contact Incidents Involving Police Vehicles

### 'Slight Contact' criteria - no other aggravating factors exist

#### **CW Serial is commenced detailing the incident, also informing their supervising officer**

The driver/rider of the police vehicle will ensure that a CW Serial is commenced detailing the incident, also informing their supervising officer of the facts, as soon as is practicable and prior to termination of duty;

#### **Record**

The driver/rider will record names/addresses/contact details of any witnesses to the incident. Where the driver/rider is a Police Officer, a full record of the incident will be recorded in the officer's official notebook. The driver/rider will ensure that a detailed entry, relating to the damage, is recorded in the Vehicle Log Book prior to termination of driving duties;

#### **Inspect any slight contact damage - Fleet Incident Report'**

The Supervisor/Investigating Officer (IO) will inspect any slight contact damage to the police vehicle, **ensuring the damage observed falls within the 'slight contact' criteria;** Once satisfied that the damage is slight, the Supervising/IO will complete the on-line 'Fleet Incident Report'. This must be done prior to termination of duty;

#### **Breath Testing**

The Preliminary Breath Testing of drivers/riders of police vehicles, in these instances, will be conducted by or under the supervision of the IO; where no 3<sup>rd</sup> party is involved **and** there is no suspicion of impairment, the IO may elect not to conduct a PBT but must record the rationale for their decision.



**Notify / Consult Transport Officer duties**

The Supervisor/IO will also notify the person with responsibility for Transport Officer duties, as to the details of the vehicle and extent of any damage;

The Supervisor/IO should consult with their Transport Officer, where practicable, as to whether the vehicle may continue to be deployed, pending any necessary repairs;

**Damage to a Police vehicle**

Where damage to a police vehicle is detected, prior to the commencement of driving duties, and no corresponding entry is found in the vehicle Log Book, (if available) or the vehicle has LOCATE fitted (no long book available) and the Supervisor/IO establishes that the damage has not previously been reported, they will commence initial enquiries to establish any responsibility/failure to notify;

From the vehicle Log Book, or LOCATE, The Supervisor/IO will check last driver/rider details for that vehicle and arrange to speak with this driver/rider to determine any knowledge of the damage.

It will be for the Supervisor/IO to decide whether further investigation, and/or recommendation for disciplinary action is necessary.

## Appendix D Incidents Alleged to Involve a Police Vehicle / Minor Collision Incidents Involving Police Vehicles

### Incidents Alleged to Involve a Police Vehicle / Minor Collision Incidents Involving Police Vehicles

Accident Section receives claims from third parties relating to incidents that police vehicles have been or are alleged to have been involved in, it is vital that details of such incidents, when known, are captured and reported to Accident Section at Seapark. Police insurers, currently Royal Sun Alliance, can only deal with these claims, and defend against them when necessary, if we have been able to provide them with all the relevant details.

NB – It is not necessary for actual damage to be sustained to the Police Vehicle for such incidents to be recognised and reported.

The driver/rider of the police vehicle will, where possible, immediately ensure a Command and Control Serial is commenced and their Supervising officer informed of the incident.

The vehicle or vehicles involved should **NOT** be moved unless the exigencies of traffic or other compelling reasons require otherwise. (If the vehicle or vehicles must be moved their positions should, as far as possible, be marked, with the assistance of, or in the presence of, the other parties or witnesses).

Consideration must be given to making arrangements for the downloading of information in the vehicles' Incident Data Recorder (IDR) Device. This should be requested by completing the relevant field on the electronic Fleet Incident Report.

Downloads of the IDR Device will be carried out at Transport Workshops, Seapark.

The Chief Inspector (or their Deputy) with responsibility for the station in whose area the collision occurred shall detail an officer of appropriate rank to investigate the collision. If such an officer is not

available they will inform their District Commander who will detail an officer of appropriate rank to carry out the investigation.

Where the driver/rider or any officer carried in the police vehicle involved in the collision carries out a preliminary investigation that officer should not be called upon to express an opinion as to its cause or to give a recommendation as to proceedings.

Neither the driver/rider nor any passenger in the police vehicle shall make any comment or statement verbally or in writing to a third party, other than the appointed Investigating Officer (IO) or an IO from the office of the Police Ombudsman for Northern Ireland (PONI), as to who was responsible for the collision

#### Having attended the scene, the IO must:

- Record all necessary information to complete the CRF and on-line 'Fleet Incident Report'. The electronic report must be completed prior to termination of duty;
- Carry out a preliminary breath test on all drivers/riders involved in the collision;
- Check the driving documents of all drivers/riders. Where drivers/riders are unable to produce at the time, the IO will issue a Form 55/8;
- Issue a Collision Advice Leaflet to each non-police driver/rider or affected person;
- When all relevant pages of the CRF are completed, the Occurrence and Case Management Team (OCMT) manager will forward it to the District Commander who will direct on any further action. Where no further action is directed, the completed Collision Report Form (CRF) will be returned to the OCMT manager for filing. Where the District Commander directs that further

action is required, the IO will prepare a full file and forward to the Public Prosecution Service (PPS).

- In incidents where a third party is involved, regardless of how slight the contact is or how minor the incident appears to be, as much detail as possible should be recorded. This allows our insurers to make an early decision as to whether a claim should be settled or defended, thus reducing the overall cost to the organisation of damage/injury claims.

## Appendix E Major Collisions Involving Police Vehicles

### Major Collisions Involving Police Vehicles

The driver/rider of the police vehicle will, where possible, immediately request Urban Contact Management Centre (UCMC)/Communication Staff commence a Command and Control Serial and inform their supervising officer of the facts:

The vehicle or vehicles involved should not be moved unless the exigencies of traffic or other compelling reasons require otherwise. (If the vehicle or vehicles must be moved their positions should, as far as possible, be marked, with the assistance of, or in the presence of, the other parties or witnesses). It is important that the information on LOCATE and within the vehicles' Incident Data Recorder (IDR) Device (if fitted) is retrieved as part of any investigation. This should be requested by completing the relevant field on the electronic Fleet Incident Report. The downloading will be carried out at Transport Workshops, Seapark);

Render immediate assistance to any casualties and summon aid if necessary, whilst ensuring that their own and colleagues safety are not endangered;

Once the scene is secure, obtain the names and addresses of any independent witnesses;

Communicate to the Investigating Officer (IO) all the facts within their knowledge relating to the collision.

In the event of a fatal crash involving a Police vehicle the UCMC Controller/Chief Inspector (or their Deputy) with responsibility for the station, in whose area the collision occurred, shall ensure a Lead Investigation Officer (LIO) and an Investigating Officer (IO) from the Collision Investigation Unit (CIU) will be appointed. A Road Death Family Liaison Officer (FLO) will also be appointed to the investigation team at the earliest opportunity.

Should the fatality be a member of the CIU team, a PIP Level 2 accredited SIO should be appointed.

Where the collision involves a fatality, or life threatening injury is suffered, the Police Ombudsman's Office must be informed;

Supervising/Senior Officer must consider whether to declare a 'critical incident' in these circumstances, to ensure no erosion in the confidence of victims, their families, or the community.

Unless in exceptional circumstances, an officer of the Police Service who was a passenger in the vehicle at the time of the collision should not be detailed to investigate the matter. Should it be necessary to do so, the reason will be recorded in the investigation file.

Where the driver/rider or any officer carried in the police vehicle involved in the collision carries out a preliminary investigation that officer should not be called upon to express an opinion as to its cause or give any recommendation as to proceedings.

Preliminary investigations should not be carried out by the driver/rider, or a passenger, if there is a likelihood that an allegation will be made of an offence having been committed by the driver or other occupants of the police vehicle.

Neither the driver/rider, nor any passenger, in the police vehicle shall make any comment or statement verbally or in writing to a third party, other than the appointed IO, or an IO from Police Ombudsman for Northern Ireland (PONI), as to who was responsible for the collision.

#### **Having attended the scene, the IO must:**

- Complete a full Collision Report Form (CRF);

- Carry out a preliminary breath test on all drivers/riders involved in the collision. Discretion will only be exercised where the provision of a preliminary breath test would be considered prejudicial to the health of the subject;

**In circumstances where a driver/rider is being, or has been, removed to hospital, consideration must be given to implementing the hospital procedure.**

- Check the driving documents of all drivers/riders. Where drivers/riders are unable to produce at the time, the IO will issue a Form 55/8;
- Issue a Collision Advice Booklet to each non-police driver/rider and any affected person;
- Complete the on-line 'Fleet Incident Report';
- Prior to termination of duty, the driver/rider of the police vehicle will ensure that an entry is placed in the vehicle log book (if available) outlining the circumstances of the collision and the damage caused. If the driver/rider is incapable of doing so, because of injury, the Supervising/IO will ensure the vehicle log book is completed and local Transport Officer informed.
- The IO will prepare a full file for direction by the Public Prosecution Service (PPS).

## Appendix F Malicious / Criminal Damage to Police Vehicles

Supervisor / Police Driver / Police Rider	Malicious / Criminal Damage to Police Vehicles
<b>Driver/Rider</b>	Will ensure that a Command and Control Serial is commenced detailing the incident, and their Supervising Officer informed of the facts, as soon as practicable, and prior to termination of duty.
<b>Driver/Rider/Supervising Officer</b>	Shall ensure that the appropriate Occurrence Management Form (OMF) and on-line 'Fleet Incident Report' is completed.
<b>Driver/Rider</b>	<p>Will record names/addresses/contact details of any witnesses to the incident.</p> <p>Where the driver/rider is a Police Officer, a full record of the incident will be recorded in the Officer's official police notebook.</p>
<b>Driver/Rider</b>	Will ensure that a detailed entry, relating to the damage, is recorded in the Vehicle Log Book (if applicable) prior to termination of duty.
<b>Supervisor/Driver</b>	Will also notify the person with responsibility for Transport Officer duties, as to the details of the vehicle and extent of damage.
Where someone is made amenable for the damage and is charged/reported, repair costs will be available from Transport Services, Seapark.	



## Appendix G Contact Us

### **Service Instruction Author**

Inspector PW1445

### **Branch Email**

[zrpdb@psni.police.uk](mailto:zrpdb@psni.police.uk)