



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 707 – Crash Investigation

Office with Primary Responsibility:	TEC	Effective Date: Prior Revision Date:	June 15, 2026 April 21, 2025
Office(s) with Secondary Responsibilities:	PSC, PNC, PCC, IDC, SSB	Number of Pages:	7
Forms Referenced in Procedure:	TxDOT Form #CR-3 SAPD Form #CR-E1 SAPD Form #12-D SAPD Form #12-DAR SAPD Form #602-6	Related Procedures:	402, 507, 606, 607, 704, 802, 916

.01 INTRODUCTION

- A. This procedure establishes guidelines for handling, investigating, and reporting motor vehicle crashes.

.02 POLICY

- A. Officers respond to, document, and report motor vehicle crashes occurring on property within the corporate limits of the City of San Antonio. Officers will adhere to the guidelines established in this procedure when addressing crashes.

.03 DISCUSSION

- A. Officers address most motor vehicle crashes by completing the web-based TxDOT Form #CR-3, *Texas Peace Officer's Crash Report*. This procedure also establishes a process for documenting crashes with no injuries, no reports of injury, and no exigent circumstances requiring a police investigation. Drivers involved in these crashes will be asked to complete SAPD Form #12-DAR, *Crash Information Sheet*, to exchange needed information.
- B. Crash Documentation/Investigation serves three (3) primary purposes:
1. To gather evidence to support the prosecution of criminal violations.
 2. To properly obtain and document facts so that those individuals involved can properly exercise their rights under civil law.
 3. To provide statistical information necessary for developing crash prevention programs.

.04 RESPONDING TO CRASHES

- A. Responsibilities of the first officer arriving at a crash scene:
1. Park the police vehicle, utilizing emergency lights and flashers, in a manner that best provides warning of the crash to approaching vehicles, to protect persons from injury, and to provide other emergency vehicles access to the scene.
 2. Request EMS for persons requiring medical treatment. Request fire department units if persons need to be extracted from vehicles or if fuel leaks from vehicles.
 3. Take steps necessary to protect the scene to ensure proper collection of evidence and to gather information or facts needed to investigate and report the crash.
 4. Take necessary actions to allow for the safe flow of traffic around the crash scene and rapid restoration of traffic flow on the roadway. This includes using flares, moving vehicles from the roadway at the earliest opportunity permitted by the investigation, and requesting additional officers for traffic or crowd control, wreckers, sand trucks, public works, and fire units.
 5. Identify all drivers or pedestrians involved in the crash and check for a valid driver's license and proof of insurance. This includes checking each person for active warrants and taking appropriate action if warrants are found.
 6. Determine if the crash requires a police investigation and have the drivers complete SAPD Form #12-DAR and exchange the necessary information:
 - a. The following types of crashes occurring on any street, highway, or private property require a police investigation, and the responding officer shall report the collision on the TxDOT Crash Reporting and Analysis for Safer Highways (CRASH) Form #CR-3:



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 707 – Crash Investigation

- (1) Crashes resulting in any injury, complaint of any injury, or death to any person.
- (2) Crashes resulting in damage to any vehicle to the extent the vehicle cannot be “normally and safely” driven from the scene.
- (3) Crashes involving Federal, State, or City property and/or vehicles.
- (4) Crashes involving hazardous materials.
- (5) Crashes involving commercial vehicles.
- (6) Hit and run crashes.
- (7) Crashes where any driver is arrested or cited for any criminal or traffic offense or found to have active warrants of any kind.
- (8) Crashes with any suspicion that alcohol or any drug may have been involved.
- b. Crashes occurring on any street, highway, or private property do *not* require a police investigation if *all* of the following criteria are met. In these situations, the responding officer will provide the drivers with SAPD Form #12-DAR:
 - (1) Crashes with no injuries, complaints of injury, or deaths.
 - (2) Crashes where vehicles can be “normally and safely” driven from the scene under their own power.
 - (3) Crashes where drivers have valid driver’s licenses and proof of insurance for the vehicles.
 - (4) Crashes with no other exigent or unusual circumstances that would require a police investigation (if there is any question, the responding officer shall report the crash on the Web-based TxDOT CRASH Form #CR-3).
7. Request a member from the Homicide Unit’s Traffic Investigation Detail (TID) or a member from the Night Detectives Unit and a Crime Scene Unit Investigator to respond to the scene if a crash involves a death, the probability of death, or any serious bodily injury where intoxicants or other criminal elements may have contributed to the collision (i.e., Racing, Aggravated Assault, Failure to Stop and Render Aid – FSRA), or crashes involving Wrong Way Drivers on Highways regardless of the severity of injuries).
 - a. If the crash results in a death or the probability of a death, the first officer arriving on the scene and/or the officer handling the crash will request a supervisor to make the scene of the crash.
 - b. On the Investigator Panel in the TxDOT CR-3, ensure that “Traffic Investigations” is selected in the District/Area box. This will forward the crash report to Traffic Investigations Detail Detectives for final approval.
8. The officer assigned by the dispatcher to handle a crash has report responsibility and oversees the crash scene. Upon the arrival of a supervisory officer, the supervisor oversees the crash scene.
9. Officers gather and record sufficient information, facts, or evidence to be able to determine if traffic or criminal violations have occurred and to be able to answer any reasonable questions concerning the crash.
10. An officer will remain at the scene of any crash until the vehicles can be towed from the location or safely moved off the roadway.
- B. Officers handling crashes that are required to be handled on the TxDOT Form #CR-3, as outlined in this procedure, will:
 1. Locate and identify all drivers, passengers, and witnesses. Interview each separately to determine their involvement in or knowledge of the crash.
 2. Distribute SAPD Form #12-DAR, *Crash Information Sheet*, to each driver with instructions to complete the form by exchanging the required information and witness identification with other drivers involved.
 3. Verify a valid driver’s license, current liability insurance, and check for active warrants on all drivers involved.
 4. Process non-drivable vehicles in accordance with GM Procedure 607, *Impounding Vehicles*.



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 707 – Crash Investigation

5. Collect any property belonging to drivers and/or passengers who are injured and not able to take custody of their own property. Place the property in the Property Room in accordance with GM Procedure 606, *Impounding Property*.
 6. Authorize the use of special equipment needed in the case of emergency or disaster (i.e., use of inflatable air bags by the contract wrecker).
 7. Clear the street of all debris if no contract wrecker is called to the scene. Request assistance from Public Works if needed.
 8. At large truck crash scenes, if time and conditions permit, authorize the owner of the vehicle to provide the necessary equipment and personnel to clear any spilled cargo or materials from the scene, provided such personnel and equipment are employed and owned in the regular course of the owner's business and are not hired for the special purpose of clearing the crash scene.
 9. On all crashes involving death or the probability of death, submit all reports to the handling Traffic Investigation Detail Detective or supervisor in the Homicide Unit for review and approval.
 10. Add CAD notes following GM Procedure 402.
- C. Officers handling crashes that are *not* required to be investigated and reported on the TxDOT Form #CR-3, as outlined in this procedure, will:
1. Distribute SAPD Form #12-DAR to each driver with instructions to complete the form by exchanging the required information. The officer shall assist drivers in obtaining this information upon request. The officer shall also verify the information on each SAPD Form #12-DAR before leaving the scene.
 2. Officers shall advise the reporting parties that a **CFS report** instead of a crash report will be prepared and document the crash using N-Code in accordance with GM Procedure 402, *Differential Police Response*.
- D. Supervisor Responsibilities:
1. Make the scene of all crashes involving a death or the probability of a death and ensure all investigative procedures are thoroughly followed.

.05 CRASH REPORT FORMS

- A. The guide for completing the TxDOT Form #CR-3 is the CR-100 booklet titled *INSTRUCTIONS to POLICE for REPORTING CRASHES*. **(The CR-100 booklet is available on the SAPDWEB and at the TxDOT CRASH website.)** In addition to the information required by the CR-100 booklet, a written explanation for any contributing factors listed will be included in the Investigator's Narrative Section of the Texas Peace Officer's Crash Report.
- B. Crashes occurring on any street, highway, or private property that require a police investigation are thoroughly investigated and reported using the TxDOT CRASH Form #CR-3.
1. The electronic submission of the TxDOT CR-3 is considered the original report.
- C. Witness information should be listed in the details of the crash report. Any witness information will be added to the CFS report, and the confidential button should be checked.

.06 HIT-AND-RUN CRASH INVESTIGATIONS

- A. Hit-and-Run Crashes - Personal Injury or Death
1. In addition to the TxDOT CR-3, a Mark 43 report for Failure to Stop and Render Aid is completed.
 2. A member from the Traffic Investigation Detail or a member from the Night CID Unit and Crime Scene Unit Investigator is requested to make the scene of the crash if hospitalization, serious bodily injury, or death occurred.
 3. Any charges to be filed against the hit-and-run driver, if located, will be determined by the Traffic Investigation Detail or the Night CID Unit.
 4. The complainant or a relative is advised to contact the Traffic Investigation Detail for inquiries relating to the follow-up investigation.
- B. Hit-and-Run Crashes - Property Damage Only (\$200.00 or more):



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 707 – Crash Investigation

1. In addition to the TxDOT CR-3, a Mark 43 report for Failure to Stop and Give Info is completed and submitted to Records.
 2. The actor, if located, is identified and arrested if probable cause exists; and
 3. The complainant is advised to contact the Traffic Investigation Detail to provide a damage repair estimate and give a written statement to file criminal charges.
- C. Hit-and-Run Crashes - Property Damage Only (Less than \$200.00):
1. The TxDOT CR-3 is completed.
 2. The actor, if located, is identified; and
 3. The complainant is advised to contact the Municipal Court to file charges and to provide a damage repair estimate.
 - a. When the complainant obtains a damage repair estimate, and the estimated value of the damage is two hundred (\$200.00) or more, they should be advised to contact the Traffic Investigation Detail instead of the Municipal Court.
- D. Additional Responsibilities at Hit-and-Run Crash Scenes:
1. A description of the vehicle and driver, the direction of travel, and time-lapse are obtained and broadcast as soon as possible.
 2. When leaving the scene, officer(s) patrol the area to locate the hit-and-run vehicle; and
 3. Impound hit-and-run vehicles found abandoned in a public place or on private property as evidence in accordance with GM Procedure 607, *Impounding Vehicles*. Notify Traffic Investigations before placing a hold on any vehicle impounded under this procedure.

.07 DEATH/INJURY NOTIFICATION & FOLLOW-UP AT HOSPITALS

- A. In traffic crashes resulting in fatalities, the legal next of kin notification will be made in accordance with GM Procedure 704, *Apparent Sudden Deaths*. In cases resulting in serious injury/illness, hospital personnel will notify the next of kin.
- B. When information or identification is needed from a victim taken to a hospital, the officer assigned the report responsibility shall:
 1. Contact hospital personnel for the identity of the victim.
 2. Request to speak with the victim if additional information is needed for the report, and
 3. Notify the military police before contacting the victim at a military hospital.

.08 CRASHES INVOLVING CITY VEHICLES

- A. All City vehicle crashes will be investigated and reported on the TxDOT CRASH, #CR-3 form.
 1. City vehicles do not include vehicles belonging to CPS Energy, San Antonio Water Systems (SAWS), San Antonio Housing Authority (SAHA), and VIA Metropolitan Transit.
- B. City vehicle crashes require a UEDI/Crime Scene Unit Investigator to photograph the scene.
- C. Police vehicles that are not drivable are towed to the Central Vehicle Repair Shop at 329 S. Frio St. for inspection of any mechanical defects the driver claims may have contributed to the crash.
- D. Fire Department vehicles are towed to their vehicle repair shop for inspection of mechanical defects, which the driver claims may have contributed to the crash.
- E. Drivers of vehicles involved in crashes with city vehicles are advised that the city is self-insured. If they wish to file a claim against the city, they must contact the City Clerk's Office.

.09 CRASHES INVOLVING POLICE VEHICLES

- A. Police vehicle crashes will be investigated and reported on the TxDOT #CR-3 form. Private property crashes involving police vehicles with no injuries, in which only the city vehicle is damaged, and no other private vehicle or property is



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 707 – Crash Investigation

damaged, can be documented on a Mark 43 report.

- B. In accordance with the Collective Bargaining Agreement, all members involved in a police vehicle crash (on or off-duty) will be required to consent to post-drug/alcohol testing if the crash results in a fatality, injury requiring medical treatment (by a physician or hospitalization), significant property damage (as determined by a supervisor), or vehicle damage with a severity rating of three (3) or more.
 - 1. All members (on or off-duty) involved in a police vehicle crash must notify a supervisor of the crash and remain at the crash scene until a supervisor arrives or provides other instructions.
 - 2. Supervisors will assess vehicle damage by referring to the Texas Department of Transportation Vehicle Damage Guide for Traffic Crash Investigators.
 - 3. Supervisors developing probable cause for DWI will proceed in accordance with GM Procedure 507, *DWI Arrests*.
 - a. The handling of any incident along criminal investigation guidelines does not exempt a member from compliance with the administrative post-accident mandates in accordance with COSA Directives.
 - b. Test results stemming from compliance with administrative mandates will not be used for criminal investigations. Test results will be provided only to the Office of the Chief.
 - c. DWI Test results will be annotated on the TxDOT Form #CR-3.
 - 4. Acting pursuant to administrative guidelines, supervisors will contact Oracle Tech Diagnostics at 210-993-5100 (24 hours). If after business hours, provide the answering service with a call-back number, call-back name, and specify “San Antonio Police Department.” Supervisors will arrange for testing to be conducted by the testing agency at the member’s duty station or another reasonable department location.
 - a. *Note: Administrative testing requirements are non-investigatory and are not annotated on the TxDOT Form #CR-3.*
 - 5. Members will be placed on administrative duty for the remainder of their tour of duty/workday.
 - 6. Results of the tests are only released to the Office of the Chief. Any positive test result for a controlled substance, illegal drug, or any alcohol concentration will result in a formal investigation by Internal Affairs.
 - 7. Declining a test will result in the same consequences as a positive drug test result.
- C. Supervisors are assigned to investigate police vehicle crashes and will complete the TxDOT CR-3. This report responsibility will not be delegated to a non-supervisory officer. The diagram will be completed only on the TxDOT CR-3.
 - 1. Police vehicle crashes require a UEDI/Crime Scene Unit Investigator to photograph the scene.
 - 2. Non-supervisory officers may be delegated the processing of other reports or charges filed in conjunction with a police vehicle crash (e.g., D.W.I., active warrants, traffic violations, etc.).
 - 3. If members of the Department are injured in the crash, supervisors will also complete forms in accordance with GM Procedure 916, *Worker’s Compensation*.
- D. Supervisors investigating police vehicle crashes shall forward all original reports, including the TxDOT CR-3 or Mark 43 report, to the Traffic Investigation Detail.
 - 1. The electronic submission of the TxDOT CR-3 to the Traffic Investigation Detail is considered the original report; and
 - 2. On the Investigator Panel in the TxDOT CR-3, the supervisor will ensure that “Traffic Investigations” is selected in the District/Area box. This will forward the crash report to Traffic Investigations Detail Detectives for final approval.
- E. A member of the Traffic Investigation Detail will be requested to respond to the scene if the crash resulted in serious bodily injury or death to anyone.
- F. The driver of a police vehicle involved in the crash will complete SAPD Form #602-6, *Vehicle Crash Report or Loss Notice*.



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 707 – Crash Investigation

- G. Police vehicles (except motorcycles) involved in crashes are removed directly from the crash scene to the Central Vehicle Repair Shop at 329 S. Frio St., regardless of the amount of damage:
 - 1. The police vehicle may be driven or towed by a wrecker, depending on the condition of the police vehicle.
 - 2. If the driver of the police vehicle claims possible mechanical defects may have contributed to the crash, the police vehicle will be towed by the wrecker to the Central Vehicle Repair Shop for inspection.
 - 3. Police motorcycles are towed to the company, which has a motorcycle lease agreement with the city.
 - 4. The sergeant will ensure that any portable equipment is removed from inoperable police vehicles before they are placed in the repair shop.
- H. A work order will be filled out on the wrecked police vehicle listing the reason for placing the police vehicle in the repair shop, the case number of the crash, and the area of damage.
- I. Blue Team:
 - 1. Supervisors will create an appropriate Blue Team entry to document the police/city vehicle crash.
 - 2. Supervisors will include a draft copy of the TxDOT CR-3, a copy of the SAPD Form #602-6, *Vehicle Crash Report*, any pertinent AVL, message log transcripts, audio/video footage/links, or other documentation in the entry.
 - 3. The entry will be forwarded through the chain of command to the Section Commander, along with any recommendations.
 - 4. Section Commanders will forward the Blue Team entry to the Crash Evaluation Review Board (CERB).
- J. Fleet Services Office personnel will have a damage appraisal performed on the police vehicle and forward a copy of the damage appraisal to the Traffic Investigation Detail.
- K. When repairs are completed on the police vehicle, the Fleet Services Office will place the repaired police vehicle back into service.

.10 DAMAGE CAUSED BY POLICE VEHICLE PUSH BUMPERS

- A. Damage caused by a police vehicle's push bumpers is not documented on a crash report. The damage is noted on a Mark 43 Information report.
- B. Sergeants are assigned to investigate the damage to property incident and will complete the Mark 43 Information Report. Copies of the incident report are routed to the Traffic Investigation Detail and the Risk Management Office.
- C. Damage to property incidents involving police vehicle push bumpers requires a UEDI/Crime Scene Unit Investigator to photograph the damage.
- D. The driver of the police vehicle involved in the damage to property incident will complete SAPD Form #602-6, *Vehicle Crash Report or Loss Notice*.

.11 CITATIONS AND ARRESTS

Traffic citations issued or custodial arrests made during the investigation of traffic crashes are governed by applicable arrest procedures.

.12 HAZARDOUS MATERIALS

- A. Officers encountering a motor vehicle crash involving a vehicle transporting hazardous materials shall:
 - 1. Secure an area around the scene to prevent injury to anyone.
 - 2. Request a supervisor from the Fire Department to respond to the scene.
 - 3. Try to identify the hazardous materials by referring to the Department of Transportation *Emergency Response Guidebook*.
- B. The Fire Department, upon arrival, assumes incident command.
- C. A police supervisor is assigned and provides any assistance requested by the Fire Department and refers to GM



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL

Procedure 707 – Crash Investigation



Procedure 802, *Unusual Occurrences and Critical Incidents*, for guidance.