



# Edina Police Operations Manual

Policy Number  
620.00

Subject:

## MOTOR VEHICLE ACCIDENT INVESTIGATIONS

Effective Date  
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10/22/2019

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### PURPOSE:

To establish a Department policy and procedure for the uniform handling of motor vehicle accident investigations.

**620.01**

### GENERAL POLICY STATEMENT

It is the policy of the Edina Police Department to respond to and appropriately investigate all motor vehicle accidents that occur on any street, highway, and public or private property within the geographical boundaries of the City of Edina.

**620.02**

### DEFINITIONS

#### **Subd. 1 Motor Vehicle**

Any motorized (mechanically or electrically powered) road vehicle not operated on rails. Motor vehicle does not include an electric personal assistive mobility device or a vehicle moved solely by human power.

#### **Subd. 2 In Transport**

When applied to motor vehicles, "in transport" means in motion or on a roadway.

#### **Subd. 3 Motor Vehicle Accident**

A transport accident that involves a motor vehicle in transport.

#### **Subd. 4 Fatal Injury**

An injury that results in death within twelve months of the motor vehicle traffic accident.

#### **Subd. 5 Substantial Bodily Injury**

MS [609.02](#) subd. 7(a)

Bodily injury, which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or which, causes a fracture of any bodily member.

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Bodily injury which creates a high probability of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm.

**Subd. 7 Minor Personal Injury**

Any other visible or complaint of injury.

**Subd. 8 Property Damage (\$1,000 or More)**

The combined damage to all vehicles and other property damaged as a result of the accident.

**Subd. 9 State Accident Report**

The State of Minnesota Traffic Accident Report.

**620.03 PROCEDURES****Subd. 1 Fatal, Suspected Fatal, Great Bodily Harm, or Probable Cause Felony Hit and Run**

- a) The on-duty supervisor should be notified as soon as possible. The on-duty supervisor should respond to the scene and direct the investigation.
- b) Administer appropriate medical aid as needed.
- c) Protect the accident scene.
- d) Identify witnesses, driver(s), passenger(s), and deceased.
- e) If a fatal, notify the Hennepin County Medical Examiner's office.
- f) Request Hennepin County Crime Lab to respond and process the scene.
- g) Request an accident reconstructionist to the scene. Hennepin County Sheriff's Department is the first call for assistance. If the County is unavailable, request the Minnesota State Patrol reconstructionist. Impound all involved vehicles.

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- h) Request blood samples from all involved drivers, and deceased persons. (Refer to Section 820.03 - Obtaining Blood/Urine Samples).
- i) Obtain formal (recorded) statements from all involved drivers, passengers and witnesses. Gather accident information for the State Accident Report.
- j) Complete a Minnesota Department of Public Safety Fatality Report, when appropriate.
- k) Advise all drivers that they must complete and submit a personal Minnesota Motor Vehicle Accident Report to the Department of Public Safety within ten days of the accident.
- l) Complete a State Accident Report.
- m) The Investigative Division will review all reports, statements, and follow-up material to determine if a criminal case should be submitted to the appropriate charging authority.

**Subd. 2 Substantial Bodily Injury Accident**

- a) The on-duty supervisor should be notified and should respond to the scene to direct the investigation when practical to do so.
- b) Administer appropriate first aid and medical care.
- c) Protect the accident scene.
- d) Identify and interview witnesses, driver(s), and passenger(s).
- e) Identify, collect, and preserve physical evidence when practical, including evidentiary testing for DWI, if suspected.
- f) Take photographs of pertinent evidence when practical to do so.
- g) Assist drivers in completing the Accident Exchange Information Forms.
- h) Advise the drivers to complete and submit a personal Minnesota Motor Vehicle Accident Report to the Department of Public Safety within ten days of the accident.
- i) Complete a State Accident Report.

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- a) Administer appropriate first aid and medical care.
- b) Protect the accident scene.
- c) Identify and interview witnesses, driver(s), and passenger(s).
- d) Identify, collect, and preserve physical evidence when practical, including evidentiary testing for DWI, if suspected.
- e) Take photographs of pertinent evidence when practical to do so.
- f) Assist drivers in completing the Accident Exchange Information Forms.
- g) Advise the drivers to complete and submit a personal Minnesota Motor Vehicle Accident Report to the Department of Public Safety within ten days of the accident.
- h) Complete a State Accident Report.

**Subd. 4 Property Damage Accident (\$1,000 or more)**

- a) Protect the accident scene.
- b) Identify and interview witnesses, driver(s), and passenger(s).
- c) Identify, collect, and preserve physical evidence when practical, including evidentiary testing for DWI, if suspected.
- d) Take photographs of pertinent evidence when practical to do so.
- e) Assist drivers in completing the Accident Exchange Information Forms.
- f) Advise the drivers to complete and submit a personal Minnesota Motor Vehicle Accident Report to the Department of Public Safety within ten days of the accident.
- g) Complete a State Accident Report.

**Subd. 5 Property Damage Accident (Under \$1,000)**

- a) A State Accident Report is not required for property damage accidents that are obviously under \$1,000 combined damage. If a driver(s) and/or owner(s) request that a report be made, a State Accident Report will be written.

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- b) If the officer does not write a State Accident Report, the officer should do the following:
- Protect the accident scene and check driver's license status of all drivers.
  - Inform the involved parties that you will not be completing a State Accident Report.
  - Assist the drivers in completing the Accident Exchange Information Form.
  - Have the 911 Police/Fire Dispatcher record the license numbers of the involved vehicles.

**Subd. 6 Property Damage Accidents Not Reported At The Time of Occurrence**

- a) It is not necessary to complete a State Accident Report of a property damage accident when it is not reported to the Police Department at the time of occurrence and the vehicles have left the scene.
- b) The assigned officer should assist the involved parties in obtaining pertinent information relating to the accident and an I.C.R. should be made.

**Subd. 7 Hit and Run Accidents**

If the accident has just occurred, the assigned officer should:

- a) Immediately furnish the Communications Specialist with all pertinent information to be broadcasted to other patrol units in an attempt to locate and apprehend the suspect driver.
- b) Notify appropriate allied agencies through the radio or computer systems if it appears that the suspect vehicle may have left Edina.
- c) Follow the specific procedures for the appropriate type of accident described in Subdivisions 1 through 6 of this section.
- d) Continue to investigate the hit and run accident as long as there are leads and this activity can be performed within the scope of the officer's assignment. The on-duty supervisor should be consulted if the officer cannot pursue an active lead.
- e) If the complainant's vehicle was parked unattended and information is available that identifies a possible suspect vehicle or driver, the assigned officer should:

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- Follow the procedures described in Subdivisions 4 and 5 of this section.
- Attempt to identify the driver of the suspected striking vehicle.
- If appropriate, submit all pertinent reports and documentation to the City Attorney for review.

**Subd. 8 Accidents Involving City-Owned Vehicles**

Refer to Sections 700.03 to 700.05 of this manual for procedures surrounding the investigation of accidents that involve City-owned vehicles.

**620.04 Exceptions**

Adverse weather may cause a high number of traffic accidents, exceeding the capacity of the department to maintain emergency police services. In that situation, the on-duty supervisor may direct officers to discontinue writing property damage accident reports. Personal injury accident reports should be written regardless of weather conditions or volume of accidents.

**620.05 State Accident Reports**

Accident reports submitted will be completed in accordance with instructions provided by Minnesota Department of Public Safety.