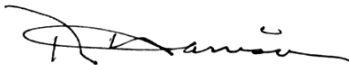


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Investigating Accidents on State and Federal Highway Systems		
NUMBER	1107.03	EFFECTIVE DATE	December 08, 2010
Scheduled Review Date	August 30, 2018	ISSUE DATE	December 08, 2010
Date Reviewed	July 12, 2017	REVISION DATE	July 12, 2017
APPROVED BY		ALEAP Standards	7.18; 7.19

I. Scope and Purpose

- A. The mission of the Texarkana Police Department includes the responsibility of investigating traffic accidents within its jurisdiction. The purpose of this policy is to define, establish and coordinate all responses and the subsequent investigation of all traffic crashes that occur on a state or federal highway.

II. Policy ALEAP 7.18

- A. It shall be the policy of the Texarkana Police Department to coordinate and manage the response of Department personnel all reports of traffic crashes that occur on all state and federal highway systems within its jurisdiction. To that end, officers shall respond to all traffic accidents once the report/request is received.
- B. All department personnel shall recognize and adhere to the following guidelines within this policy, and supervisory personnel shall ensure department personnel remain compliant with the directives contained within this General Order.

III. Procedures ALEAP 7.18

- A. Officers of the Texarkana Police Department will have the primary responsibility to investigate all traffic crashes that occur within the areas located on Interstate 30 that have been placed, assigned or established within the city limits of Texarkana, Arkansas.
1. Should a traffic crash on Interstate 30 within the established city limits of Texarkana, Arkansas result in a fatality, the Arkansas State Police (ASP) shall be contacted and referred to them for investigation. ASP must be notified immediately when there is a fatality and/or the interstate is closed. A teletype should be sent to document the notification.
 2. Officers of the Texarkana Police Department will remain available to assist ASP with traffic control or other needs as requested. Should ASP lack the resources or the manpower to respond, officers from this Agency will investigate and report the fatality crash.

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B. Accident Scene Response

1. Officers shall respond to all traffic accidents in a manner that provides for the scene's stabilization as quickly as practicable while prioritizing the need to facilitate immediate medical assistance for those who are injured.
2. While facilitating the need for immediate medical assistance and bringing stabilization to the scene are paramount, officers shall ensure the evidentiary nature of the accident scene is preserved to the greatest extent possible.
3. Officers should ensure the orderly flow of traffic is restored as soon as possible and all applicable reports documenting the investigation of the accident are completed pursuant to reporting protocols. For additional information regarding the accident reporting, please refer to *General Order 1108.03---Incident Reporting Procedure*.
4. Traffic Safety Reflective Vest [ALEAP 7.19](#)
 - a. The Department will issue all officers a traffic safety vest. The traffic safety vest shall be worn by all officers during those periods in which the officer is investigating all traffic accidents. The issued vest will meet or exceed all ANSI/ISEA safety standards.

C. Federal and State law prohibits the closing, stoppage or the act of detouring any vehicular traffic located on any highway without notifying the Arkansas State Highway and Transportation Department's (ASHTD) District Engineer.

1. Contact telephone numbers for both ASHTD and ASP have been provided to all Agency supervisors as well as Central Records and Communication. It will be the responsibility of the Uniform Patrol Division Commander to ensure these contact numbers are updated annually.

D. Officers of the Texarkana Police Department will not close, stop or re-route traffic located on any federal or state highway unless an absolute emergency exists or develops. When such action is taken, the action shall occur for the minimum amount of time necessary to remove victims and/or debris.

E. Officers of the Agency will not close or re-route traffic solely for the purpose of the reconstruction of an accident. However, a narrowing of the roadway using traffic cones and/ or police vehicles is permitted as needed. When relying on this action, officers shall ensure traffic is allowed to continue moving. With proper authorization from ASHTD and the Shift Commander, very brief stoppages of traffic are permitted for the purpose of taking measurements, collecting evidence or documenting the scene. Brief stoppages of traffic should be conducted in a manner that causes the least amount of disruption to the flow of traffic and only if there are no other means available to accomplish the task.

F. **ASP Fatality Accident Reporting**

1. In addition to the Departmental investigation requirements of fatality traffic accidents, ASP requires appropriate notification be sent to the Troop G Headquarters following all fatality traffic accidents occurring within our jurisdiction.
2. During the course of the fatality accident's investigation, it will remain the responsibility of the on-duty supervisor at the time of the fatality accident to ensure this notification is made. Under ASP guidelines, supervisors will have up to twenty-four (24) hours after the fatality accident to make this notification. In any event, supervisors are encouraged to make the notification before the completion of their tour of duty, but if that is not possible, the supervisor will remain responsible for the notification after their tour of duty has concluded.

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3. To facilitate this notification, the supervisor must complete [ASP Form 25 \(Arkansas State Police Fatal Accident Report Form\)](#). This form can be accessed within the Patrol Forms folder located in the Information Folder on the Department's server.
4. Once the form is completed, the supervisor must ensure the form is either faxed or emailed to the following location:
 - a. Fax Number: (870) 777-3437; or
 - b. Email address: troopgcomm@asp.arkansas.gov

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