



Policy Name:	MOTOR VEHICLE INCIDENTS / COLLISION INVESTIGATION		
Policy #:	OP 4.36.4	Last Updated:	2025-10-29
Issued By:	COMMUNITY POLICING BUREAU	Approved By:	SURREY POLICE SERVICE
		Review Frequency:	AS REQUIRED

RELATED POLICIES

OP 4.36.5 *Police Involved Collisions*

1. PURPOSE

- 1.1. To provide Surrey Police Service (SPS) Members direction with respect to motor vehicle-involved collisions.
- 1.2. To ensure that serious motor vehicle involved collisions are investigated thoroughly to:
 - i. assist in determining if criminal or other charges are appropriate; ;
 - ii. gather evidence to support charges under federal, provincial legislation or municipal statutes; and
 - iii. to assist the City of Surrey and other stakeholders in identifying traffic engineering and road safety hazards.

2. SCOPE

- 2.1. This policy applies to all SPS Members.

3. POLICY

- 3.1. Members attending motor vehicle incidents (MVI) where there are no injuries or vehicle damage is less than \$10,000 may, after ensuring sobriety of the driver(s), and valid licencing and insurance, advise the involved parties to exchange information and file their own reports with ICBC or their insurance provider.
- 3.2. Members must attend, investigate, and report as required, motor vehicle collisions in the following circumstances:

- i. serious collisions resulting in fatalities or injuries, where the nature of injuries requires the victim to be transported to hospital via ambulance;
- ii. hit and run collisions where there is evidence at the scene, the suspect is at the scene and trying to leave, or the suspect or suspect vehicle is readily identifiable;
- iii. where there is cumulative vehicle damage estimated to be in excess of \$10,000;
- iv. where the collision has caused significant traffic disruption; and
- v. where there is reasonable grounds to believe there is evidence to support a criminal charge or an offence under provincial legislation.

3.3. In addition to the circumstances listed in s. 3.2, the SPS Collision Investigation Unit (CIU) will attend and assume conduct of the investigation for collisions involving:

- i. fatal injuries or life altering injuries to a vehicle occupant, cyclist or pedestrian;
- ii. ;
- iii. private vehicles being driven by Members or civilian SPS Employees in connection with their duties;
- iv. ;
- v. any emergency vehicle, that occurs when the operator of that emergency vehicle is exercising the privileges granted under s. 122(1) of the *Motor Vehicle Act*; and
- vi.
- vii. those at the direction of SPS Senior Management.

3.4. The provincial Integrated Collision Analysis Reconstruction Services (ICARS) Unit may be called to assist CIU with forensic evidence recovery and analysis involving collisions listed in s. 3.3 above.

4. PROCEDURE

4.1. When an MVI is reported, the Operational Communications Centre (OCC) will assess the information received and determine whether the police or any other agency should attend the scene.

4.2. Members attending MVIs must:

- i. assist any injured parties until British Columbia Ambulance Service or Fire Department personnel can assume their care;
- ii. provide traffic control and otherwise ensure the safety of the public and emergency services personnel at the scene;
- iii. seek and identify independent witnesses;
- iv. determine what, if any, charges should be considered;
- v. ensure that all necessary reporting is completed; and
- vi. seek and preserve corroborating evidence.

Minor Damage / No Injuries / No Charges

4.3. Members attending MVIs where:

- i. there is cumulative damage estimated to be less than \$10,000;
- ii. there are no injuries, or the injuries are minor and do not require a person to be transported via ambulance to a hospital; and
- iii. no criminal or *Motor Vehicle Act* (MVA) charges are contemplated,

the Members may direct the involved parties to exchange information and file their own reports with ICBC or their insurance provider.

4.4. Prior to clearing the scene, Members must ensure that:

- i. involved vehicles and large debris have been cleared from the roadway; and
- ii. involved parties have exchanged pertinent information.

General Occurrence (GO) Report

4.5. Members attending MVIs must complete a General Occurrence (GO) report where:

- i. there is cumulative damage estimated to be more than \$10,000;
- ii. there are injuries that require a person to be transported via ambulance to a hospital; or
- iii. there is evidence to support a criminal or MVA charge.

MV6020 Report

4.6. Members attending MVIs must complete an MV6020 Report where:

- i. there is cumulative damage estimated to be more than \$10,000;
- ii. there are injuries that require a person to be transported via ambulance to a hospital

4.7. If a criminal charge is appropriate, the attending Member must complete the GO Report to Crown Counsel (RTCC) template. The RTCC must include:

- i. a narrative of how the collision occurred;
- ii. the Member who identified the accused as the suspect driver and how that information was obtained;
- iii. witness statements;
- iv. any statement made by the accused, and all persons present when the statement was made; and
- v. a description of any physical evidence seized, photographs taken, video seized, or data downloaded from any vehicle involved.

4.8. If a MVA charge is appropriate, the attending Member must issue the Violation Ticket (VT) and indicate the VT number in the GO report. However, a Member must not issue a VT if a **criminal** charge will be recommended.

Hit and Run – No Injuries / Minor Damage / No Suspect

4.9. Members attending a complaint of a hit and run where there are no injuries, minor damage, and no suspect information, the Members may advise the complainant to contact ICBC or their insurance company to report the collision.

Hit and Run – Non-Life-Altering Injuries / Major Damage / Suspects

4.10. Members attending hit and run collisions where there are non-life-altering injuries, major damage or there is suspect information:

- i. are responsible for investigating the MVI;
- ii. must ensure that statements are obtained from the complainant and any witnesses;
- iii. seize and process any physical evidence;
- iv. determine whether charges are appropriate; and
- v. complete all necessary reports.

Life-Altering Injuries

4.11. Members attending MVIs where there are potential life-altering injuries, the Member's Supervisor may request, through the Duty Officer the assistance of CIU, and the Duty Officer, in consultation with the CIU Supervisor, may require CIU to attend the scene based on:

- i. the seriousness of injuries;
- ii. the age of injured persons (e.g., under 7 or over 70 years of age);
- iii. the number of injured persons;
- iv. the extent of physical evidence at scene; and
- v. the complexity of the collision.

Fatal MVIs

4.12. Members attending a fatal MVI must immediately inform their Supervisor, who will attend the scene and contact the Duty Officer or the Community Safety Operations Centre (CSOC).

4.13. The Duty Officer or delegate will assume initial command of the collision investigation until relieved by the CIU Supervisor and will direct Members as needed to:

- i. ensure the fatal MVI is thoroughly investigated;
- ii. ensure CIU and/or ICARS is called out to attend;
- iii. assist with initial scene response and lockdown;
- iv. divert traffic until Road Safety Section Members or contracted traffic control are able to assume responsibility;
- v. preserve evidence at scene;
- vi. set up inner and outer perimeters;
- vii. identify witnesses and take preliminary statements;
- viii. keep witnesses at scene;
- ix. assist with identification of the deceased, if ID is not available at scene;

- x. provide NOK notification assistance; and
- xi. ensure the Strategic Communications Section is informed.

Suspected Impaired Driver

4.14. In all MVI investigations if a driver of a vehicle involved in a collision is suspected of being impaired by alcohol or a drug, the attending Frontline Member is responsible for conducting the investigation. In serious and fatal MVIs where CIU has been called to attend, CIU will coordinate all aspects of the investigation, however, the attending Frontline Member remains responsible for the impaired investigation, unless relieved by a Member of the Impaired Driving Unit.

Victim Services

4.15. Members attending an MVI where there is a fatality or life altering injuries must consider contacting Victim Services staff to provide support for those involved who may experience significant emotional trauma as a result their involvement.

4.16. Members assigned to investigate serious injury and fatal MVIs must send a notification via PRIME to Victim Services.

Hazardous Materials

4.17. Members attending MVIs where a vehicle involved is significantly damaged and believed to be carrying hazardous materials must:

- i. immediately notify OCC Dispatch and request the attendance of the Surrey Fire Department;
- ii. secure the area from all civilians, including the media, to a distance of at least 200 metres;
- iii. seek to determine the Product Identification Number or United Nations Number of the dangerous goods from either:
 - a. the dangerous goods documentation from the driver or the cab of the truck, or
 - b. the placards displayed on the sides, front or back of the vehicle; and
- iv. if necessary, have OCC contact the Canadian Transport Emergency Centre (CANUTEC 888.226.8832) and request emergency assistance.

Provincial Highway

4.18. If a collision occurs on a provincial highway, the OCC must notify the Ministry of Transportation and Transit's (MOTT) contracted highway maintenance company to assist with traffic control and lane closures.

Freedom of Information Requests

4.19. Requests for records related to MVIs from drivers, registered owners of vehicles, insurance adjusters, lawyers or others, are to be submitted in writing and directed to the Manager of Information and Privacy, except for the records necessary to satisfy disclosure requests from accused persons or their defence counsel, which must be referred to Crown Counsel or, in the case of Member-prosecuted matters in the Traffic Division of Provincial Court, to SPS Court Liaison Unit.

APPENDIX A: DEFINITIONS

“CSOC” means Community Safety Operations Centre.

“Duty Officer” means the Frontline Policing Inspector on duty at any given time.

“Life-Altering Injuries” means a permanent or catastrophic injury which substantially interferes with one's life. Generally these injuries result in long-term medical problems, permanent disability, and/or shortened life expectancy.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“MOTT” means the Ministry of Transportation and Transit.

“MVI” means a motor vehicle incident involving a collision between a motor vehicle and another motor vehicle, bicycle, pedestrian, or property.

“NCO” means non-commissioned officer and includes the rank of Sergeant and Staff Sergeant and a Member acting in that role.

“OCC” means the Operational Communications Centre.

“Supervisor” means Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

APPENDIX B: REFERENCES

Criminal Code, R.S.C. 1985, c. C-46

Motor Vehicle Act, R.S.B.C. 1996, c. 318

Motor Vehicle Act Regulations, B.C. Regulation 26/58