



**MICHELLE LUJAN GRISHAM**  
GOVERNOR

**KEN ORTIZ**  
CABINET SECRETARY

**JAMES CHAVEZ**  
DEPUTY DIRECTOR  
TRANSPORTATION SERVICES

**State of New Mexico**  
General Services Department

ADMINISTRATIVE SERVICES DIVISION  
(505) 476-1857

FACILITIES MANAGEMENT DIVISION  
(505) 827-2141

PURCHASING DIVISION  
(505) 827-0472

RISK MANAGEMENT DIVISION  
(505) 827-2036

STATE PRINTING & GRAPHIC SERVICES BUREAU  
(505) 476-1950

TRANSPORTATION SERVICES DIVISION  
(505) 827-1958

MEMORANDUM

Date: March 20, 2019

To: ASD Directors, Agency Vehicle Coordinators

From: James P. Chavez, Deputy Director  
Transportation Services Division

Subject: Acquisition of Police Reports When State Vehicles are in Accidents

---

State Centralized Fleet Authority (SCFA) has experienced a significant increase to insurance claims associated with state vehicle accidents being denied because we are failing to acquire police reports. 1.5.3.28 Accidents and Accident Reporting NMAC requires that whenever a state vehicle is involved in an accident a police report must be acquired. Instead our state drivers and those involved in the accident are being directed to the nearest police sub-station and are asked to file an accident report. Since the reports are completed by the various individuals that show up to the sub-station, identifying the individual who is responsible for the cause of the accident becomes very difficult. This allows the private insurance companies to dispute the claim and therefore they are denying any claim leaving the state to repair all damages associated with the accident. Our existing budgets are already being pushed to the limits and we need to ensure that we do everything we can to ensure that the costs associated with repairing the vehicles are taken care of by the responsible party.

Every effort must be taken to get State Police to respond first; if not, then another police agency needs to respond and produce a report. The police report identifies who was at fault making it difficult for the other party's insurance company to deny the claims.

Failure to acquire the required police reports that lead to insurance claim denials will result in the agency having to pick up the costs associated with repairing the vehicle. This will be treated as if though your driver was at fault.

If you have any questions, feel free to contact me at (505) 660-5562.