
Traffic Collision Reporting

502.1 PURPOSE AND SCOPE

The Elk Grove Police Department prepares traffic collision reports in compliance with the California Highway Patrol Collision Investigation Manual (CIM) and as a public service makes traffic collision reports available to the community with some exceptions.

502.2 RESPONSIBILITY

The Traffic Lieutenant will be responsible for distribution of the Collision Investigation Manual. The Traffic Lieutenant will receive all changes in the state manual and ensure conformity with this policy.

502.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to the shift supervisor for approval and data entry into the Records Management System. The Traffic Lieutenant will be responsible for monthly and quarterly reports on traffic collision statistics to be forwarded to the Patrol Division Commander, or other persons as required.

502.4 REPORTING SITUATIONS

502.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

Traffic collision investigation reports shall be taken when a City-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report (CHP 555 form) at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a City vehicle, a Vehicle Damage Report shall be completed and forwarded to the appropriate Division Commander.

Photographs of the collision scene and vehicle damage shall be taken on all collisions unless otherwise directed by the traffic investigator or any supervisor.

502.4.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Elk Grove Police Department resulting in a serious injury or fatality, it will be investigated by an on-duty Traffic or Patrol Officer. The Traffic Lieutenant or the Watch Commander, may notify the California Highway Patrol for assistance.

The term serious injury is defined as any injury that may result in a fatality.

502.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS

Generally, any traffic collision involving any City official or employee where a serious injury or fatality has occurred will be investigated by an on-duty Traffic or Patrol Officer. The Traffic

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Lieutenant or on-duty Watch Commander may request assistance from the California Highway Patrol for such an investigation.

502.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

In compliance with the Collision Investigation Manual, traffic collision reports shall not be taken for traffic collisions occurring on private property, unless there is a death or injury to any person involved, a hit and run violation, or other Vehicle Code violation such as reckless driving or driving under the influence. An Incident Report or Property Damage report may be taken at the discretion of the officer.

502.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

- (a) When there is a death or injury to any persons involved in the collision
- (b) When there is an identifiable violation of the Vehicle Code
- (c) When a report is demanded by any involved driver

502.5 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION

In the event of a serious injury or death related traffic collision, the Watch Commander shall notify the Traffic Lieutenant to relate the circumstances of the traffic collision and seek assistance from the Traffic Bureau. In the absence of a Traffic Lieutenant, the Watch Commander or any supervisor may assign an accident investigator or motor officer to investigate the traffic collision.

502.6 EMPLOYEE-DRIVER RESPONSIBILITIES AT A COLLISION

General instructions in case of any accidents:

Be calm.

Be courteous.

Do not engage in any conversation or controversy at the scene of the accident regarding faults, damage or loss. Leave the handling of the claim to the City's Claim Administrator.

The reporting procedure to be followed by City employees who are involved in a vehicle accident while driving a City owned or their own vehicle on City business is listed below:

- Call the Elk Grove Police Department Communication Center immediately. Tell the Elk Grove Police Department Communication Center this is an accident involving a City owned or vehicle on City business.
- Civilian personnel shall request an Elk Grove Police Officer to respond.
- Officers involved in an accident shall immediately notify their supervisor/watch commander.
- On minor traffic accidents or when injury is questionable, the Communication Center shall dispatch a patrol officer to handle the accident report.

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- All fatalities, serious injuries/ and serious property accidents involving a City employee will require a Traffic Officer or the on-call Traffic Investigator to respond. The Communications Center will notify a Patrol Supervisor and Watch Commander of the accident and the supervisor will respond whenever there is a fatality, serious injury, serious property damage or the when any party complains of pain which may be questionable.
- When there is an accident involving serious injuries/fatality and/or serious property damage, immediately telephone the City's Risk Manager.
- All employees involved in an accident shall complete an Elk Grove Motor Vehicle Accident Report. The Employee's supervisor will forward a copy to Risk Management within 24 hours of incident.
- If the driver is injured and unable to complete the report, the driver's immediate supervisor should complete it.
- Elk Grove Police Department supervisors shall complete an Inter-Department Correspondence (IDC) addressed to his/her Commander. The IDC shall detail the supervisor's investigation into all factors related to the cause of the accident as well as the Supervisor's assessment of cause of accident based upon investigation and documentation.
- Photographs of the accident shall be taken by the responding officer or a Crime Scene Investigator.
- Elk Grove Police supervisors shall complete an Accident Review Package (see Investigative Report Format). The supervisors shall forward the Accident Review Package to his/her Commander for modification or approval.
- The Commander shall make review the accident Review Package for any necessary modifications or follow-up. Upon completion the Commander shall attach an administrative route sheet to the completed Accident Review Package and forward it to the next authority in the chain of command as indicated on the route sheet.
- When a City employee is involved in an accident, in another jurisdiction, the employee shall notify that jurisdiction's law enforcement agency and requesting a report. The employee shall contact the Elk Grove Police Department's Communication Center and advise them of the accident. The Communication Center shall notify the on-duty supervisor or watch commander. The employee will still be responsible for completing the appropriate forms and submitting them to his/her supervisor.

502.7 INCIDENTAL DAMAGE

Incidental damage to a vehicle or equipment is defined as damage while the vehicle is unattended or damage such as a broken windshield from a flying rock or any damage not as the result of a collision with another vehicle or object.

- Incidental damage must be reported on Elk Grove Motor Vehicle Accident Report and Memorandum and forwarded to the employee's immediate supervisor. The documentation

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should detail the circumstances in which the incident occurred to include; location, approximate speed, time of day, damage to vehicle, parties involved, and any actions taken. If necessary a traffic accident report may be requested.

- Photographs of the damage shall be taken by the employee or the supervisor.
- The Elk Grove Motor Vehicle Accident Report shall be forwarded to Risk Management within 24 hours.

All Accident reports will be maintained and tracked in the Bureau of Professional Standards.

502.8 INVESTIGATIVE REPORT FORMAT

The supervisor's investigative report shall be completed on Inter-Department Correspondence and utilize the format identified below to complete an accident review package.

Statement of Problem: Concise narrative summarizing the incident

Investigation: Detailed reporting of supervisor's investigation into all factors related to the cause of the accident

Documentation-Accident Review Package: The supervisor's report shall include all available documentation including:

- The Elk Grove Motor Vehicle Accident Report.
- The Elk Grove Police Department Traffic Accident report.
- Any outside agency investigations (i.e., CHP, SPD, etc.)
- Any necessary correspondence/statement from involved or witnessing employee(s)
- Copy of driver's DMV printout
- Copy of driver's training and accident record
- Photographs of damaged vehicle(s) and/or property (placed in photo evidence envelope)
- Any other relevant information pertinent to the vehicle accident

502.8.1 COLLISION REVIEW PROCESS

Upon completion, the Supervisor's Investigative Report shall be reviewed and routed as identified below. Note: Where applicable, timelines have been bolded.

Supervisor: Forwards completed Accident Review Package (ARP) to Watch Commander/Manager if minor damage and operable. Assures vehicle is submitted to Fleet for safety inspection. The ARP shall be forwarded to the Watch Commander summarizing investigation and including cause of accident. **(Within 5 days of receipt of report). (Within 2 weeks of date of accident. Supervisor shall contact BPS if report will be delayed).**

Watch Commander/Manager: The Watch Commander shall attach an Administrative Route Sheet to the Accident Review Package (ARP). The Watch Commander shall note his/her findings and

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sign the route sheet. If applicable the Watch Commander shall attach a memorandum to support any recommended actions. The ARP shall be forwarded to BPS Commander **(Within 5 days of receipt of report)**.

Bureau of Professional Standards Commander: Reviews report package for completeness. The BPS Commander forwards the ARP to Accident Review Board. **(Within 5 days of receipt of package from Watch Commander/Manager)**.

Accident Review Board (ARB): At next scheduled meeting, makes recommendation as to cause of accident and any remedial training and/or equipment modifications. ARB Chair notes recommendations on Route Sheet and returns to the Assistant Chief of Police. Note: ARB Chair is BPS Commander.

Assistant Chief of Police: Reviews ARB recommendations, makes recommendation for disposition, corrective or punitive action and forwards to the Chief of Police. When adverse action is proposed, The Assistant Chief of Police shall notify BPS and to receive an Internal Affairs report number for tracking and follow-up. The Route Sheet is updated with report number, if applicable. **If a "preventable" finding is recommended, the employee is to be notified and allowed 7 days to submit a written rebuttal directly to the BPS Commander.**

Chief of Police: Reviews Accident Report package for final recommendation/disposition and corrective or adverse action, if applicable. If adverse action is proposed that includes a suspension, demotion or termination, package is forwarded to BPS. **(Within 5 days of receipt of Accident Report package)**.

At the conclusion of the review and final disposition, all original copies will be forwarded the Bureau of Professional Standards where the reports will remain secured in compliance with the Public Safety Officers Procedural Bill Of Rights Act.

502.8.2 ACCIDENT REVIEW BOARD

The purpose of the Vehicle Accident Review Board (ARB) is to review each departmental vehicle and determine if:

- The accident was preventable, non-preventable or operational damage and to recommend appropriate remedial training for the City vehicle operator.
- Mechanical problems caused or contributed to the accident.
- General Orders or Operations Orders should be modified.

502.8.3 COMPOSITION OF THE ACCIDENT REVIEW BOARD (ARB)

Bureau of Professional Standards Commander. The commander will served as chairperson and Administrative Services representative.

- Traffic Commander or designee
- Department Fleet Manager
- City Risk Management representative, who will also provide financial impact information

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- City Safety Officer

502.8.4 FREQUENCY OF MEETINGS

The Board shall meet at least once each month to consider completed vehicle accident packages. The Board will decide the appropriate meeting date and location and may schedule meetings more often than once a month, if necessary.

502.8.5 ARB RECOMMENDATIONS

The Board shall review all documentation and comments made by the Watch Commander prior to issuing a recommendation. The purpose of the recommendations, when made, will be to correct personnel or equipment problems that contributed to or caused the accident. The recommendations may consist of, but are not limited to:

- Vehicle accident disposition.
- Changes or additions to procedural orders.
- Mechanical changes to existing vehicles or change to future bidding requirements to increase the safety of vehicles, both active and passive.
- Corrective remedial training for the City vehicle operator.
- Liability reduction recommendations relative to ongoing driving assignments.

The Chairperson of the Board shall note the recommendations of the Vehicle Accident Route Sheet and return to the originating Division Commander.