

Traffic Collision Reporting

502.1 PURPOSE AND SCOPE

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

502.2 RESPONSIBILITY

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) All motor vehicle collisions involving injury or death to persons involved.
- (b) All motor vehicle collisions involving an identifiable CVC violation.
- (c) Collisions involving bicycles.
- (d) Non-traffic collisions.
- (e) Property damage only traffic collision.

502.3 EXTENT OF INJURY DEFINITIONS

Fatal Injury: A fatal injury is any injury that results in death within 30 days after the motor vehicle collision in which the injury occurred. If the person did not die at the scene but died within 30 days of the motor vehicle collision in which the injury occurred, the injury classification should be changed from the injury previously assigned to "Fatal Injury."

Suspected Serious Injury: A suspected serious injury is any injury other than fatal which results in one or more of the following:

- (a) Severe laceration resulting in exposure of underlying tissues/muscles/organs or resulting in significant blood loss.
- (b) Broken or distorted extremity (arm or leg).
- (c) Crush injuries.
- (d) Suspected skull, chest, or abdominal injury other than bruises or minor lacerations.
- (e) Significant burns (second and third degree burns over 10% or more of the body).
- (f) Unconsciousness when taken from the collision scene.
- (g) Paralysis.

Suspected Minor Injury: A minor injury is any injury that is evident at the scene of the collision, other than fatal or serious injuries. Examples include lump on the head, abrasions, bruises, and minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).

Possible Injury: A possible injury is any injury reported or claimed which is not a fatal, suspected serious, or suspected minor injury. Examples include momentary loss of consciousness, claim of

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injury, limping, or complaint of pain or nausea. Possible injuries are those which are reported by the person or are indicated by their behavior, but no wounds or injuries are readily evident.

502.4 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 Investigations Division Commander, or other persons as required.

502.4.1 TRAFFIC COLLISION REPORTING FORMATS

Traffic collisions shall be documented using one of the following reporting formats:

- (a) **Investigation Report-** Completed when one or more of the following are met:
 - 1. Motor vehicle collision resulting in suspected minor or serious injury, or death.
 - 2. Motor vehicle collision with an identifiable violation and prosecution will be sought.
 - 3. Hit and Run collisions where any possible follow-up investigation is likely.
 - 4. A City of Elk Grove vehicle and/or employee is involved (see section 502.5 for details).
- (b) **Summary Report-** Completed when one or more of the following conditions apply:
 - 1. Motor vehicle collision resulting in possible injury.
 - 2. Motor vehicle collision with an identifiable violation and no prosecution will be sought.
 - 3. Misdemeanor hit and run collisions where no information is available to identify the hit-and-run driver, or follow-up has been conducted through all means available and the identity of the hit-and-run driver is still unattainable.
- (c) **Property Damage Only (PDO) Report-** Completed in the field or at the public counter when the collision involves:
 - 1. One or two parties,
 - 2. No injuries or fatalities, and
 - 3. No anticipated prosecution, or
 - 4. Non-injury hit and run collisions where prosecution is not desired by the victim and no follow-up information is available, or follow-up investigation and prosecution is not desired by the victim.

Collisions reported after parties have left the scene can be completed on a PDO if the collision meets the PDO criteria.

PDO's shall not be used for DUI related collisions.

502.5 REPORTING SITUATIONS

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502.5.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

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 Summary Report may be taken in lieu of an Investigation Report at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle.

Photographs of the collision scene and vehicle damage shall be taken on all collisions.

The supervisor of the employee operating the City vehicle must enter the incident in Blue Team and forward it to the appropriate Bureau or Watch Commander upon completion.

502.5.2 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 it will be investigated by an on-duty Traffic Officer or Patrol Officer. The Investigation Report format will be utilized. The Patrol Officer will complete all portions of the report with the exception of the "Opinions and Conclusion" section. The Patrol Officer will submit the report to their supervisor for approval. The report will be forwarded to the Traffic Sergeant for assignment to a Traffic Detective for review. Traffic Officers can complete the "Opinions and Conclusion" section of the report.

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, the on-duty or on-call Traffic Sergeant will be contacted to determine if a traffic callout is necessary. The Traffic Lieutenant or the Watch Commander, may notify the California Highway Patrol for assistance.

502.5.3 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

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 Only report may be taken at the discretion of the officer.

502.6 NOTIFICATION OF TRAFFIC BUREAU SUPERVISOR

In the event of a traffic collision involving fatalities or suspected injury the Watch Commander or designee shall notify the on-duty Traffic Sergeant, or after hours, the on-call Traffic Sergeant to relate the circumstances of the traffic collision and seek assistance from the Traffic Bureau.

The on-duty Traffic Sergeant, or on-call Traffic Sergeant, shall be notified of collisions under the following circumstances:

- (a) Fatal collisions
- (b) Potential fatal collisions
- (c) Suspected serious injury collisions (including, but not limited to, serious injury collisions involving EGPD personnel (on-duty or off-duty) and COEG personnel (on-duty))

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- (d) Significant DUI or Hit & Run collisions requiring accident reconstruction
- (e) Collisions involving significant liability concerns

502.7 EMPLOYEE-DRIVER RESPONSIBILITIES AT A COLLISION

General instructions at all collisions:

- (a) Be calm.
- (b) Be courteous.
- (c) 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 vehicle or their own personal vehicle on City business is listed below:

- (a) Contact the Elk Grove Police Department Communication Center immediately to inform them of the collision and request an EGPD officer to respond.
- (b) Employees involved in an accident shall immediately notify their supervisor.
- (c) Photographs of the accident shall be taken by the responding officer or a Crime Scene Investigator.
- (d) When a City employee is involved in an accident in another jurisdiction, the employee shall notify that jurisdiction's law enforcement agency and request 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.

502.8 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 an Elk Grove Motor Vehicle Accident Report and forwarded to the employee's immediate supervisor. The documentation 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.

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[See attachment: Elk Grove Motor Vehicle Accident Report.pdf](#)

502.9 ACCIDENT REVIEW BOARD

The purpose of the Vehicle Accident Review Board (ARB) is to review each vehicle accident involving an employee operating a City vehicle. Any time an employee is driving a city vehicle and is involved in an accident the ARB will review the circumstances of the incident. This includes those incidents where the collision was intentional, such as during an authorized use of the Police Intervention Technique (PIT) maneuver. The ARB will determine if:

- (a) The accident was preventable or non-preventable by the involved employee.
- (b) The incident was an intentional act such as a PIT maneuver
 - 1. If it is determined that the act was intentional and within policy otherwise, the finding of the ARB should be "Operational".
- (c) Any appropriate remedial training is needed for the employee operating the City vehicle.
- (d) Mechanical problems caused or contributed to the accident.

502.9.1 COMPOSITION OF THE ACCIDENT REVIEW BOARD (ARB)

The following individuals are on the Accident Review Board (ARB):

- (a) Traffic Sergeant
- (b) Traffic Commander
- (c) Training Sergeant

The Department Fleet Manager may be consulted during the review process if any reviewer believes there may have been a mechanical problem with the involved City vehicle. When this circumstance arises, the Blue Team incident will be routed to the Department Fleet Manager for comments.

502.9.2 ARB RECOMMENDATIONS

The ARB shall review all documentation and comments entered in Blue Team by the Sergeant and Watch Commander prior to issuing a recommendation. The purpose of recommendations will be to correct personnel or equipment issues that contributed to or caused the accident. The recommendations may consist of, but are not limited to:

- (a) Vehicle accident disposition
- (b) Corrective remedial training for the City vehicle operator
- (c) Mechanical changes needed on existing vehicles

The recommendations made by the ARB will be forwarded to the employee's Division Commander via Blue Team for review and recommendations. The Division Commander shall forward the

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Blue Team entry to the Chief Police, or designee, who shall provide the final disposition and any required training for the involved employee.

If a "preventable" finding is made, the employee is to be notified and allowed 10 days to submit a written rebuttal.

Attachments

502 Motor Vehicle Accident Report.pdf

MOTOR VEHICLE ACCIDENT REPORT

Employee: _____ Department: _____ Supervisor: _____

Vehicle Make/Model:	Year:	License Plate No:
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Passenger: <input type="checkbox"/> Yes <input type="checkbox"/> No

Passenger: _____ Address: _____
 Phone: W: _____ H: _____

THIRD PARTY VEHICLE INFORMATION

1	2
Driver: _____	Driver: _____
Phone: W: _____ H: _____	Phone: W: _____ H: _____
Address: _____	Address: _____
<small>mm dd yy</small>	<small>mm dd yy</small>
Date of Birth: / / Drivers Lic: _____	Date of Birth: / / Drivers Lic: _____
Vehicle Make/Model: _____ Year: _____ License Plate: _____	Vehicle Make/Model: _____ Year: _____ License Plate: _____
Insured By: _____ Policy Number: _____	Insured By: _____ Policy Number: _____
Ins. Phone: _____	Ins. Phone: _____

ACCIDENT INFORMATION

Date of Accident: mm dd yy / / _____ Time: _____ am pm Location - Address or Intersection: _____

Police Notified? Yes No Officer Name: _____ Department: _____ Report #: _____ Anyone Cited? Yes No
 Any Injuries? Yes No If yes, state nature of injury(ies): _____

Conditions:
 Road: Wet Dry

Weather: _____

Visibility: _____

Use Diagram to Illustrate Scene:

City Vehicle	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Check Points of Impact	Check Points of Impact	Check Points of Impact	Check Points of Impact	Check Points of Impact

ADDITIONAL VEHICLE INFORMATION

3	4
Driver: _____	Driver: _____
Phone: W: _____ H: _____	Phone: W: _____ H: _____
Address: _____ _____	Address: _____ _____
Date of Birth: <small>mm dd yy</small> ____ / ____ / ____ Drivers Lic: _____	Date of Birth: <small>mm dd yy</small> ____ / ____ / ____ Drivers Lic: _____
Vehicle Make/Model: _____ Year: _____ License Plate: _____	Vehicle Make/Model: _____ Year: _____ License Plate: _____
Insured By: _____ Policy Number: _____	Insured By: _____ Policy Number: _____
Ins. Phone: _____	Ins. Phone: _____

Witness 1 Name: _____	Phone: W: _____ H: _____
Witness 2 Name: _____	Phone: W: _____ H: _____
Witness 3 Name: _____	Phone: W: _____ H: _____
Witness 4 Name: _____	Phone: W: _____ H: _____
Witness 5 Name: _____	Phone: W: _____ H: _____

Use the space below to further describe the accident, conditions, or provide other necessary information:

I attest the information provided herein is true and correct to the best of my knowledge.

Signed: _____ Print Name: _____