

Traffic Collision Reporting

502.1 PURPOSE AND SCOPE

Discretionary MODIFIED

The Indio 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

Discretionary MODIFIED

The Traffic Sergeant will be responsible for distribution of the Collision Investigation Manual. The Traffic Sergeant will receive all changes in the state manual and ensure conformity with this policy. Accident reporting and investigation will be the primary responsibility of the Community Service Officer and Motor Officer while they are on duty.

502.3 TRAFFIC COLLISION REPORTING

Best Practice MODIFIED

All traffic collision reports taken by members of this department shall be forwarded to the Traffic Sergeant for approval. The Traffic Sergeant will be responsible for monthly and quarterly reports on traffic collision statistics to be forwarded to the Field Services Division Chief, or other persons as required. Personnel responding to a traffic scene will take the following steps to gather relevant information to assist in completing traffic accident reports if the collision meets the requirements to generate a traffic collision report;

- Each driver and all witnesses will be interviewed by the investigating officer. Assigned personnel will record all information obtained on the traffic accident report if the circumstances require a report is to be generated.
- Investigating personnel will determine vehicle damages and document the information in the CAD/RMS software. Damages to city property will be noted, and the appropriate city department will be notified.
- Assigned personnel will determine the cause of the accident but, should not issue a citation for the primary collision factor unless they have completed a POST certified basic traffic investigation school per CVC 40600(a), however they may issue citations for driver license and insurance related vehicle code violations.
- Assigned personnel will obtain measurements by use of roll-a-tape, Lidar, Laser, GPS or tape measures, or by pacing and record this information on the traffic collision digital forms.
- Assigned personnel should photograph or record the scene with body-worn camera video. If photos and or body-worn video are taken, the items will be downloaded into FileOnQ.
- Any items of evidence of evidentiary value shall be measured, collected, packaged and placed into Property and Evidence following department procedures.

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- Assigned personnel will assist in the exchange of required information at property damage and non-injury collision scenes.
- Assigned personnel will attempt to locate and interview any potential witness.
- Reconstruction and skid analysis will be conducted on a case-by-case basis by the traffic accident investigator or his designee trained in those areas
- Should a driver be disabled as a result of their injuries, investigating personnel should, at their discretion, remove any property of apparent obvious value and hold the property in evidence for safekeeping. All property removed from vehicles will be noted on the FileOnQ evidence storage system.

502.4 REPORTING SITUATIONS

Best Practice MODIFIED

502.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

Best Practice MODIFIED

Traffic collision investigation reports (CHP 555) 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 Chief and Risk Manager along with the traffic collision report and any other related documents regardless of whether it occurred on a city street or private property.

At a minimum, a supervisors report, as well as photographs of the collision scene and vehicle shall be taken regardless of the lack of any damage to a city vehicle.

502.4.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES

Best Practice MODIFIED

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Indio Police Department it will be investigated by a Traffic Officer, Community Service Officer or Patrol Officer. The Investigation Report format will be utilized.

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Indio Police Department resulting in a "serious injury or fatality", the Traffic Sergeant or the Watch Commander, shall notify the California Highway Patrol for assistance.

For purposes of this policy, the term serious injury is defined as any injury that may result in a fatality.

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502.4.3 BLUE TEAM GUIDELINES

Agency Content

In cases involving a traffic collision where an Indio Police Department employee/volunteer is driving a City owned vehicle, a Blue Team entry should be made by the supervisor as soon as possible, and must be created before the end of the investigating supervisor's shift. Investigations will be completed within 14 calendar days from the date of the incident by the investigating supervisor and forwarded to a lieutenant or next level supervisor. The investigations should include the following items as applicable: BWC footage, interviews, photos, reports, other documents as appropriate. The lieutenant/next level supervisor must complete his or her review within 10 calendar days from receiving the investigation from the investigating supervisor. After the second level of review is complete, the investigation will be forwarded to an Assistant Chief/Chief Administrative Officer (CAO), who will complete their review and provide a recommendation to the Chief of Police.

An employee must receive an extension from their supervisor in order to exceed the established timeline.

502.4.4 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS

Best Practice MODIFIED

When a City official or employee, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Indio Police Department it will be investigated by a Traffic Officer, Community Service Officer or Patrol Officer. The Traffic Sergeant or on-duty Watch Commander shall request assistance from the California Highway Patrol for the investigation of any traffic collision involving any City official or employee where a serious injury or fatality has occurred.

502.4.5 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

Best Practice MODIFIED

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 Vehicle Code violation. An Incident Report may be taken at the discretion of any supervisor.

502.4.6 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Best Practice MODIFIED

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 one or more vehicles needs to be towed due to the driver being incapacitated

Exceptions to this are non-injury private property accidents; minor damage, non-injury accidents on the roadway where officers will only provide assistance with traffic control and keeping the peace if needed.

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502.5 NOTIFICATION OF TRAFFIC TEAM SUPERVISION

Best Practice **MODIFIED**

In the event of a serious injury or death related traffic collision, the Watch Commander shall notify the Traffic Sergeant and seek assistance from the Traffic Team. In all situations involving death or serious injury, the traffic collision investigator will be called to the scene to assist with the investigation. If a Motor Officer or Traffic Investigator arrives on scene, he / she will be designated as the assigned case agent.

In the absence of a Traffic Sergeant, the Watch Commander or any supervisor may assign an accident investigator or motor officer to investigate the traffic collision.