

Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

The Fresno State 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.

501.2 RESPONSIBILITY

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

501.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to the Shift Sergeant for approval and data entry into RiMS. The Patrol Operations Lieutenant will be responsible for monthly and quarterly reports on traffic collision statistics to be forwarded to other persons as required.

501.4 REPORTING SITUATIONS

501.4.1 TRAFFIC COLLISIONS INVOLVING STATE VEHICLES

Traffic collision investigation reports shall be taken when a State-owned vehicle is involved in a traffic collision upon a roadway or highway within the jurisdiction of this department and 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 a member of this department driving a State owned vehicle is involved in a traffic collision, required official forms shall also be completed and forwarded to a Lieutenant. The shift sergeant shall fill out the Department of General Services (DGS) State Driver Accident Review Form and the DGS Vehicle Accident Report Form. Both forms shall be sent to University Risk Management and the State Office of Risk and Insurance Management. A copy of the forms will be given to the state driver.

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the reporting officer or any supervisor.

501.4.2 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 Fresno State Police Department resulting in a serious injury or fatality, the appropriate Lieutenant or the Shift Sergeant may notify the California Highway Patrol for assistance.

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

501.4.3 TRAFFIC COLLISIONS WITH OTHER STATE EMPLOYEES OR OFFICIALS

The appropriate Lieutenant or on-duty Shift Sergeant may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any State official or employee where a serious injury or fatality has occurred.

501.4.4 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 Vehicle Code violation (including driving under the influence of alcohol or drugs). An Incident Report may be taken at the discretion of any supervisor (i.e. property damage only).

501.4.5 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
 1. The appropriate Lieutenant or on-duty Shift Sergeant should request assistance from the Fresno Police Department or California Highway Patrol for the investigation of any traffic collision where a fatality has occurred.
- (b) When there is an identifiable violation of the Vehicle Code (including driving under the influence of alcohol or drugs)
- (c) When a report is requested by any involved driver
- (d) Public/mass transportation vehicles (i.e. Bulldog Express)
 1. California Highway Patrol shall handle school bus collisions (pursuant to Vehicle Code section 12517.1)
 2. Fresno Police Department should be notified of collisions involving Fresno City public buses (FAX buses)

501.5 RESPONSE TO COLLISION SCENE

The primary officer (first arriving officer, until relieved by beat officer) should do the following as needed:

- (a) Advise Dispatch of:
 1. Exact location of traffic collision;
 2. Number of vehicles involved;
 3. Injury or non-injury/number of persons injured;
 4. If there is a need for emergency services (fire/paramedics); and
 5. If additional police units are needed to assist in caring for injured parties or diverting traffic.

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- (b) Secure the scene, preserve evidence, and prevent other vehicles from becoming involved in the collision scene.
- (c) Identify injured parties:
 - 1. Provide extent of injuries to Dispatch;
 - 2. Administer emergency medical care (basic life support) until emergency services (fire/paramedics) arrives, if needed.
- (d) Identify any fire hazards and/or hazardous materials:
 - 1. On collisions involving any fire hazard or actual fire, any officer arriving prior to the fire department should make every effort to handle initial fire suppression.
 - 2. The initial fire suppression efforts will be limited to utilizing fire suppression equipment that is readily available (i.e., fire extinguisher, blankets, garden hoses, etc.).
 - 3. The officer will be responsible for advising Dispatch that fire department services are needed and will direct other responding police units to appropriate locations for evacuation or traffic control.
- (e) Address disturbances between involved parties. Request additional resources to assist in maintaining the peace if needed.
- (f) Collect and record information:
 - 1. Mark position of vehicles and move vehicles out of the roadway as soon as practicable;
 - 2. Locate and identify drivers and passengers of all vehicles involved, as well as witnesses to the collision;
 - 3. Attempt to prevent drivers, passengers, or other witnesses from collaborating on stories before statements can be taken;
 - 4. Investigate the traffic collision and attempt to determine the contributing factors;
 - 5. Collect and preserve evidence;
 - 6. Interview involved parties and witnesses and secure necessary identity/address information, including telephone numbers;
 - 7. Examine and record vehicle damage - Officers may utilize field notes for recording information at the collision scene. However, officers are encouraged to record damage whenever practical via photography;
 - 8. Examine and record effects of the collision on the roadway or off of the roadway on other property, structures, etc.
 - 9. Take measurements as appropriate - Measurements should be taken from fixed locations. These locations can include curb lines, fire hydrants, utility poles and buildings (avoid using fences, trees, other vehicles or any object that is likely or able to be moved or altered);
 - 10. Assist in the exchange of information among involved parties;

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11. Take photographs as appropriate - Photographs should note damage and any other evidence at the scene and should depict any landmark(s) later indicated in a diagram.
- (g) Protect the collision scene:
1. Secure the scene with fixed barricades, cones, and additional personnel as needed;
 2. Ensure evidence is not destroyed or removed;
 3. Document the scene within the written collision report;
 4. Provide traffic control that includes safe and effective diversion around the collision scene.
- (h) Expedite removal of persons, vehicles and debris from roadway that pose a hazard.
- (i) Control property belonging to involved parties:
1. Request towing services for vehicles with damage to the extent that towing is required or if a driver requests services. Involved parties' vehicles will be removed by a tow service of the involved parties' choice or by contract with the police department. Any vehicle that is impounded/stored will be inventoried by a police officer, and particularly valuable items will be removed and kept for safekeeping at the police department until the owner or his/her designee can arrive to claim them.
 2. Any property belonging to involved parties that cannot be secured in the parties' vehicle or turned over to a designee, should be brought to the police department and secured for safekeeping until the owner or his/her designee can arrive to claim it.

501.6 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION

In the event of a serious injury or death related traffic collision, the Shift Sergeant shall notify a Patrol Operations Lieutenant to relate the circumstances of the traffic collision. In the absence of a Patrol Operations Lieutenant, the Shift Sergeant or any supervisor may assign an accident investigation to the investigator or available officer.