

Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

The Santa Ana Police Department takes 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 Traffic Commander will be responsible for distribution or posting the Collision Investigation Manual on the Intranet. The Traffic Commander will receive all changes in the state manual and ensure conformity with this policy.

501.3 TRAFFIC COLLISION REPORTING

All traffic collision reports prepared by members of this department shall be completed and submitted utilizing the department approved collision report program (Currently Crossroads Collision Software) and forwarded to the Traffic Division for approval and data entry into the Records Management System. The Traffic Commander will be responsible for monthly and quarterly reports on traffic collision statistics to be forwarded to the Field Operations Bureau Bureau Commander, or other persons as required. For further details refer to Procedure 5011.

501.4 REPORTING SITUATIONS

501.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

Traffic collision investigation reports shall be prepared 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 prepared 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 Bureau Commander.

Photographs of the collision scene and vehicle damage should be taken at the discretion of the traffic investigator 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 Santa Ana Police Department resulting in a serious injury or fatality, the Traffic Commander or the Watch Commander, may notify the California Highway Patrol or other allied agency for assistance.

When a collision involving an on-duty Santa Ana Police Department employee occurs, the supervisor assigned the administrative investigation shall make notification to a supervisor assigned to the Collision Investigation Unit within 24 hours of the incident.

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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 CITY EMPLOYEES OR OFFICIALS

The Traffic Commander or on-duty Watch Commander may request assistance from the California Highway Patrol or other allied agency for the investigation of any traffic collision involving any City 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 prepared for traffic collisions occurring on private property unless the following circumstances exist:

- (a) There is a death or injury to any person involved in the collision
- (b) A hit-and-run violation, or other criminal activity including but not limited to a DUI or violations of CVC 2800.1, CVC 2800.2
- (c) If there is, or appears to be a potential for City Liability
- (d) If CHP is unable to respond - Collision involving an Occupied School Bus (CVC 545)
- (e) City, County, State, Federal Government property or on duty personnel are involved
- (f) Property damage collision and the owner of the damaged property cannot be located
- (g) One or more parties involved are found to be unlicensed or unable to provide proof of insurance - Officers should cite the party found to be unlicensed and/or uninsured

A Collision Report may be prepared at the discretion of any supervisor.

501.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be prepared 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) A hit-and-run violation, or other criminal activity such as DUI, violations of CVC 2800.1, CVC 2800.2 occurred
- (c) If CHP is unable to respond - Collision involving an Occupied School Bus (CVC 545)
- (d) City, County, State, Federal Government property or on duty personnel are involved
- (e) Property damage collision and the owner of the damaged property cannot be located
- (f) One or more parties involved are found to be unlicensed or unable to provide proof of insurance - Officers should cite the party found to be unlicensed and/or uninsured

501.5 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION

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