

## Traffic Collision Reporting

### 502.1 PURPOSE AND SCOPE

The Union City Police Department prepares traffic investigation and 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 in accordance with the Public Records Act.

### 502.2 RESPONSIBILITY

The Traffic Unit Sergeant will be responsible for distribution of the CIM. The Traffic Unit Sergeant will receive all changes in the state manual and ensure conformity with this policy.

### 502.3 TRAFFIC INVESTIGATION AND COLLISION REPORTING

Traffic investigation and collision reports taken by members of this Department shall be forwarded to the Traffic Unit for approval. Approved traffic investigation and reports will be forwarded to Records for data entry into the Records Management System. The Traffic Sergeant 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.

The basic form of accident documentation shall be the collision investigation as outlined by:

Documentation of investigations or reports shall be on Traffic Collision Report forms CHP § 555, 556, 555-03, and 555 page 3 as prescribed herein. Traffic investigation and collision reports that involve an arrest, and the arrestee is not eligible for cite-release, shall be reviewed by the on-duty Patrol Supervisor. If the arrestee is cite-released the investigation or collision report can be routed to the traffic unit supervisor for review.

#### 502.3.1 SUPPLEMENTAL TRAFFIC COLLISION REPORTING

All traffic collision reports taken by this Department requiring follow-up investigation shall be done in accordance with the Union City Police Department Report Writing Manual.

### 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, highway, or on private property, wherein significant damage or injury results. Whenever there is minor damage to a city vehicle or property, such as that resulting from a solo vehicle accident, a collision report may be completed at the discretion of the Traffic Sergeant or on-duty supervisor, and copies forwarded to the Field Operations Division Captain.

The Division Captain will review all employee involved collisions to determine if policy was adhered to and/or identify any training issues. Photographs of the collision scene and vehicle damage shall be taken.

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#### 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 Union City Police Department resulting in a severe injury or fatality, the Traffic Sergeant or on-duty supervisor shall notify the Tri-City Accident Investigation Team (T.A.I.T.) and may notify the California Highway Patrol for assistance.

#### 502.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS

The Traffic Unit Sergeant or on-duty supervisor shall contact T.A.I.T. for the investigation of any traffic collision involving any City official or employee where a severe injury or fatality has occurred. The supervisor may request assistance from the California Highway Patrol if necessary.

#### 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 Vehicle Code violation. An Incident Report may be taken at the discretion of any supervisor. An exchange of information report on CHP Form § 555-03 may be taken for documentation purposes if requested.

#### 502.4.5 TRAFFIC COLLISIONS INVOLVING CITY PROPERTY

A traffic collision investigation shall be taken when there is damage to City property. The investigation shall be forwarded to the Traffic Section for review.

Whenever there is minor damage to city property, such as that resulting from a solo vehicle accident, a collision report may be completed in lieu of a collision investigation at the discretion of the Traffic Sergeant or on-duty supervisor.

#### 502.4.6 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision investigations may be taken when they occur on a roadway, highway, or private property within the city's jurisdiction. A collision shall be documented as an INVESTIGATION when one or more of the following conditions exist:

- (a) When there is a death or injury to any persons involved in the collision (on or off highway).
- (b) When there is personal visible injury (on or off highway) requiring transportation by ambulance or any non-visible injury warranting a trauma activation.
- (c) When the collision results from an identifiable violation of law and collection of evidence is required to support prosecution.
- (d) When the collision involves a City of Union City vehicle or other governmental agency vehicle.
- (e) When the collision involves a school bus as defined in the CIM.
- (f) When the collision involves a hit and run with sufficient information or evidence for follow-up and potential prosecution at a later time.

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- (g) When a collision involves the release or potential release of Hazardous Materials, the Union City Police Department will take a supporting role to the Alameda County Fire Department, who is responsible for all hazardous material incidents.
- (h) If the collision involves a City of Union City vehicle or other government agency vehicle involved in a solo vehicle accident with minor damage, a report may be authorized at the discretion of the traffic sergeant or on-duty supervisor.

#### 502.4.7 SUMMARY COLLISION REPORT

A Collision Report CHP § 555 (Summary Cause) shall be made when one or more of the following conditions exist:

- (a) A non-injury property damage only collision.
- (b) When a "complaint of pain" injury results in the injured party being transported via ambulance for medical care. Officers must use sound judgment and evaluate the totality of factual circumstances. Airbag activations, rollovers, etc. should be documented as investigations.
- (c) When collisions result in those injuries classified as "other visible injuries", as defined by the CIM, and the person was not transported for medical care. Officers must use sound judgment and evaluate the totality of factual circumstances. Airbag activations, rollovers, etc. should be documented as investigations.
- (d) When an officer witnesses a property damage only collision and the causing violation, including DUI (Vehicle Code § 23152(a)) and the officer issues a traffic citation or collision notice for that violation.

Narrative of Summary Cause reports shall include:

- Notifications
- Statements
- Summary
- Cause
- Recommendations

#### 502.4.8 OFFICER RESPONSE TO MINOR TRAFFIC COLLISIONS IN THE FIELD

Officers responding to minor traffic collisions in the field, including no-suspect hit and run collisions, should only refer involved principals to UCPD for purposes of a counter summary collision report if there are extenuating circumstances, i.e. heightened shift activity, and with supervisor approval.

#### **502.5 NOTIFICATION OF TRAFFIC UNIT SUPERVISION**

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

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#### **502.6 CONTROLLING PROPERTY BELONGING TO COLLISION VICTIMS**

When an officer at the scene of a traffic collision becomes aware of the personal private property of an incapacitated subject, said property should be taken into custody for safekeeping if that officer is not able to secure the property.

An evidence tag shall be filled out completely, checking the box labeled "Safekeeping." All property will be secured in paper bags or other forms of evidence containers and forwarded to the Property/Evidence Section for storage until the owner is able to arrange for its return.

#### **502.7 DISTURBANCES AT SCENES OF COLLISIONS**

Disturbances between principals at scenes of collisions occur on occasion. Upon arriving at the scene of a collision where a disturbance between involved individuals or others is on-going, defuse the situation as appropriate. At the discretion of the officer, it may be prudent to document the circumstances of the disturbance in the corresponding collision report.

#### **502.8 REVISIONS**

Revised: November 15, 2017

Revised: December 14, 2017

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