

Traffic Collision Reporting

502.1 PURPOSE AND SCOPE

The Azusa 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

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

502.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to the Traffic Bureau 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 Operations Division Commander, or other persons as required.

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 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 Commander.

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

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 Azusa Police Department resulting in a serious injury or fatality, the Traffic Lieutenant or the Watch Commander, may notify the California Highway Patrol for assistance.

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

502.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS

The Traffic Lieutenant or on-duty Watch Commander may 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.

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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.

502.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be taken when they occur on a roadway or highway within the City of Azusa under any of the following circumstances:

- (a) When there is a death or injury to any persons involved in the collision pursuant to California Vehicle Code Section 20008.

Pursuant to the California Highway Patrol Collision Investigation Manual, injury classifications are as follows:

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."

NOTE: The death of a fetus involved in a traffic collision will be documented as a fatal injury if the coroner classifies the injury as a death and attributes the death to the collision.

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

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

- (b) When the collision is a hit and run violation with sufficient information available to identify the hit and run driver through follow-up.
- (c) Collisions involving an identifiable violation when prosecution will be sought.

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Property damage only reports should be documented using Department approved reporting procedures.

502.5 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION

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