Traffic Collision Reporting

502.1 PURPOSE AND SCOPE
The Pasadena Police Department will respond to collision scenes to assess injuries and assist the involved parties with tow requests and information exchange. Collisions involving injuries, damage to City property, or criminal involvement shall be documented in compliance with the California Highway Patrol Collision Investigation Manual (CIM).

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
Copies of all traffic collision reports taken by members of this department shall be forwarded to the Traffic Section for entry into the Traffic Management System maintained by the Department of Transportation. The Traffic Lieutenant will be responsible for monthly reports on traffic collision statistics to be forwarded to the Criminal Investigations Division Commander.

502.4 COLLISION RESPONSE
(a) Response to non-injury collisions shall be in an expedient manner. Personnel shall not interrupt their response unless a greater emergency arises requiring their response. Non injury collision cases shall be assigned to a police officer, community services officer (CSO), or a qualified volunteer and their duties/responsibilities will be to:

1. Take whatever steps are necessary to clear traffic congestion.
2. Assist involved parties in obtaining tow service, if needed.
3. Advise all parties of their legal requirements pursuant to the state financial responsibility laws.
4. Complete the appropriate collision reporting forms. (See 502p)
(b) Response to collision cases, which have been reported as having injured persons involved, shall be handled in the following manner:

1. The closest patrol unit shall respond in an expedient manner.
2. With the report of a person down in the street, or other circumstances that indicate that lives may be in danger, the closest unit shall be dispatched Code 3.
3. The foregoing shall not preclude a supervisor or dispatcher from directing a Code 3 response to an injury collision when circumstances dictate an immediate need for police presence at the scene.
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4. The first officer arriving at the scene shall make an appraisal of the situation and make appropriate notification requesting additional assistance (paramedic, fire, police, public works, etc.) and/or canceling previously dispatched emergency units. Injury collision cases shall be assigned to a police officer, or community services officer (CSO), and their duties/responsibilities will be to:
   
   (a) Attend to injured victims
   (b) Take whatever steps are necessary to clear traffic congestion.
   (c) Assist involved parties in obtaining tow service, if needed.
   (d) Advise all parties of their legal requirements pursuant to the state financial responsibility laws.
   (e) Complete the appropriate collision reporting forms.

5. Under the following circumstances, the on-duty Traffic Lieutenant or Sergeant shall be notified for traffic investigators' response. The Watch Administrator shall make notification during off-duty hours to the Traffic Lieutenant for the response of qualified traffic investigation personnel.
   
   (a) Fatalities
   (b) Major injury with the likelihood of death
   (c) Serious injury to any on-duty City employee.
   (d) Substantial liability on behalf of the City.
   (e) Other circumstances, at the discretion of the on-duty Watch Administrator, in consultation with the Traffic Lieutenant

While awaiting arrival of the Traffic Investigation Team, the duties/responsibilities of Patrol personnel shall be to:

(a) 1. (a) Patrol will complete the face sheet(s) of the collision report as well as document their actions while they were on scene.
   (b) These Patrol reports will be submitted, reviewed by Traffic, and approved prior to the end of shift.
   (c) Scene and all potential evidence shall be preserved as much as possible
   (d) Cars shall not be moved unless there are compelling reasons.
   (e) If cars must be moved, tires will be marked to indicate final resting positions.
   (f) The area will be taped off at least 100 feet further than the first sign of an impending collision (Skid marks).
   (g) Check all drivers for impairment (SFSTs) and obtain blood samples as appropriate.
   (h) Initiate crime scene log and limit access to collision scene.
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(i) Obtain and record initial statements from drivers, passengers and any potential witnesses
(j) Initiate Vehicle Report (CHP 180) for each involved vehicle.
(k) Request photos of the scene, including aerial shots as soon as possible.
(l) Check surrounding locations for surveillance cameras.
(m) Initial arriving officer should be available to brief traffic investigators on arrival.

(b) Formal investigations (including narrative) shall be made under the following special circumstances:

(a) 1. (a) A traffic fatality occurs.
(b) Major injury where the likelihood of death may occur.
(c) Collisions as the result of a police pursuit.
(d) City Vehicles Involved.
(e) City Property Damage.
(f) Drivers under the influence of alcohol and/or drugs.
(g) Any on duty City employee is seriously injured.
(h) All Hit & Run cases will be investigated. However, the amount of information supplied at the scene will dictate the depth of the investigation.
(i) A city employee is driving their personal vehicle on city business as provided in the City Manual of Personnel Rules, Practices and Procedures.

502.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES OR PERSONAL VEHICLES ON CITY BUSINESS
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 Supervisor’s Accident/Incident Investigation 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 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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502.4.3 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.

502.5 REFERENCE

POLICY MODIFIED 8/17