

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 61.2

SUBJECT: TRAFFIC CRASH INVESTIGATION

EFFECTIVE DATE: 10/01/09

REVISED DATE: 11/23/21

REFERENCE ILEAP: OPR.06.05
OPR.06.06
OPR.06.07

INDEX AS:

61.2.1 TRAFFIC CRASH INVESTIGATION AND REPORTING
61.2.2 TRAFFIC CRASH OFFICER RESPONSE
61.2.3 EMERGENCY TRAFFIC CRASH PROCEDURE
61.2.4 CRASH SCENE RESPONSIBILITY
61.2.5 FOLLOW-UP PROCEDURES
61.2.6 ACCIDENTS INVOLVING POLICE VEHICLES
61.2.7 DAMAGE TO POLICE DEPARTMENT VEHICLES

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for the reporting and the investigation of traffic crashes.

DEFINITIONS:

Traffic Crash Reporting: The collection of data for the completion of an Illinois Traffic Crash Report. An Illinois Traffic Crash Report typically includes identifying and classifying the involved persons and vehicles, the time and location of the crash, and contributing factors such as traffic law violations.

Traffic Crash Investigation: The collection of factual information, which includes identifying and describing people, roads, and vehicles involved in a crash; describing the results of the crash in terms of damage to vehicles and roadside objects, injuries to people, marks and residue on the roadway, and final positions of vehicles and bodies; interpretation of these facts in terms of the behavior of the motorists involved; and, sometimes, an attempt to specify the particular combination of factors required to produce the crash.

Traffic Crash Investigator: An officer who has been specially trained in the investigation and reconstruction of traffic crashes.

POLICY:

61.2.1 TRAFFIC CRASH INVESTIGATION AND REPORTING

A. The Department will comply with all statutes requiring the reporting of traffic crashes. The primary officer assigned to investigate a traffic crash shall investigate and/or report all crashes occurring on public roads or property as required by statute. Officers will conduct an on-scene investigation of all traffic crashes involving the following:

1. Death or injury crashes.

- a. A shift supervisor shall be notified in the event of a fatal, or probable fatal, crash.
- b. A Traffic Crash Investigator and/or an on-call detective will be called to assist with every fatal or potentially fatal traffic crash investigation, unless a Lieutenant, Deputy Chief, or Chief of Police directs otherwise.
- c. All other injury crashes will be investigated and reported by the initially assigned officer.

2. Property damage crashes that meet or exceed statutory requirements.
3. Hit and run crashes meet or exceed statutory requirements.
4. Crashes involving driver impairment due to alcohol and/or drugs.
5. Crashes involving hazardous materials.
6. Crashes occurring on private property involving injury, a DUI-related offense, reckless driving, or drag racing, or which results in either driver leaving the scene shall be reported and/or investigated by the assigned officer.

B. All traffic crashes requiring a report shall be reported on a State of Illinois Traffic Crash Report (SR1050).

C. Drivers involved in traffic crashes that do not meet or exceed statutory reporting requirements will be directed to file a report electronically via online reporting through the Department's website.

61.2.2 TRAFFIC CRASH OFFICER RESPONSE

- A. At least one officer shall respond to the scene of a reported traffic crash involving any of the following:
1. Death or injury.
 2. Driver impairment due to alcohol and/or drugs.
 3. Damage to public vehicles or property.
 4. Hazardous materials.
 5. Disturbances between the parties involved.
 6. Major traffic congestion as a result of the crash.
 7. Damage to vehicles to the extent towing is required.

61.2.3 EMERGENCY TRAFFIC CRASH PROCEDURE

- A. When there is a heavy demand for shift services during severe weather conditions, a shift supervisor, Division Head, or the Chief of Police may activate the Emergency Traffic Crash Procedure. When the Emergency Traffic Crash Procedure is in effect, traffic crashes will be investigated only when:
1. There is an injury, **or**
 2. One or more of the involved vehicles cannot be driven from the scene.
- B. If a traffic crash is not investigated due to the Emergency Traffic Crash Procedure, the driver(s) will be instructed to file a report with the Secretary of State's Office if damage to any involved vehicle meets or exceeds statutory reporting requirements. Report forms may be obtained at the Champaign Police Department or any other police agency in the state.

61.2.4 CRASH SCENE RESPONSIBILITIES

- A. The primary officer at a crash scene shall be the officer assigned by METCAD, unless reassigned by a supervisor. Upon arrival, the primary officer shall maintain control of the scene until the investigation is complete or the scene is turned over to a Traffic Crash Investigator.
- B. Upon arrival, the first responding officer shall:
1. Position the police vehicle, with emergency lights activated, in such a manner as to protect the crash scene while, if possible, still maintaining traffic flow through the area.
 2. Determine if there are any injuries and, if appropriate, request that an ambulance responds to the scene. To the extent possible, first aid should be administered until the ambulance arrives.
 3. Determine if additional officers are necessary for traffic control and, if so, request assistance.
 4. If both vehicles can be driven and there are no injuries, the officer may instruct the drivers to relocate their vehicles safely off the roadway.
 5. The officer shall advise a supervisor whenever there are life-threatening injuries.
 6. A supervisor shall respond to the scene if an officer has determined that a crash involves life-threatening injuries or death. The supervisor will then be responsible for requesting appropriate additional resources
 7. In addition to those traffic accident scenes where the Fire Department is dispatched by METCAD, the Fire Department will also be notified under the following circumstances:
 - a. A person is trapped in or under a vehicle.
 - b. A vehicle is overturned or on its side.

- c. A train is involved.
 - d. Hazardous materials are involved.
 - e. Aircraft is involved.
 - f. Medical response is requested for an injury.
 - g. Any fire hazard is identified or observed.
8. If hazardous materials are involved, the procedures outlined in Policy 61.4, Traffic - Ancillary Services, shall be followed.
 9. Officers shall not call off or terminate medical response to accident scenes, but they may provide updates through METCAD.
 10. The officer shall interview all witnesses and involved parties.
 11. The officer shall request tow truck(s) to remove disabled vehicles and debris from the roadway and scene.
 12. The assigned officer shall complete crash reports and any enforcement actions.
- C. In the event of injury where the injured party cannot take possession or control of personal property, the officer shall provide for the safekeeping of all property by doing one of the following:
1. Turning property over to paramedics for transport with the victim.
 2. Retaining control of the property and returning it to the victim at the hospital.
 3. Inventorying the property and placing it in evidence for safekeeping at the Department.
 4. When possible, securing it in the victim's vehicle.

61.2.5 FOLLOW-UP PROCEDURES

- A. At times, follow-up crash investigations require special skills and technical assistance not available within the Department. In those instances, the Department may request assistance from outside certified crash reconstruction investigators, photographers, surveyors, mechanics, physicians, engineers, or other experts.
1. The request for outside technical assistance will be done only with the approval of the appropriate Deputy Chief.

61.2.6 ACCIDENTS INVOLVING POLICE VEHICLES (INCLUDING PRIVATE PROPERTY)

- A. A supervisor will investigate or be present during a traffic crash investigation involving a Department vehicle.
1. If the other driver is determined to be at fault, a citation shall be issued for the appropriate violation.

2. If the employee is at fault, the matter will typically be handled through internal discipline. However, under some circumstances an employee may be issued a citation.

- B. The employee driving or responsible for a Department vehicle involved in a traffic crash will complete the following, whenever possible, within 48 hours of the traffic crash:

1. City of Champaign Vehicle Crash Report.
2. City of Champaign Accident/Incident Report.
3. City of Champaign Incident Injury Report (if the employee was injured).
4. Blue Team Traffic Crash Report.
5. SR1050 Traffic Crash Report.
 - a. The following information is to be included: the name and phone number of the other driver, plus the name, address, and policy number of their insurance provider.
6. Once completed, the employee will forward the above report forms to the appropriate supervisor.

- C. The supervisor will be responsible for the following:

1. Ensuring the employee completes all required reports.
2. Completing any of the required reports not able to be completed by the employee.
3. Notifying Fleet Services and Human Resources of the traffic crash.

61.2.7 DAMAGE TO POLICE DEPARTMENT VEHICLES

- A. An officer who discovers damage to a Department vehicle shall promptly notify a supervisor.
1. The supervisor will check the Squad Car Damage Book for a previous report of the damage.
 2. If the damage is less than \$500 and no previous report is found, then the supervisor will note the damage in the Squad Car Damage Book.
 3. If no previous report is found and the damage exceeds \$500, the officer discovering the damage will complete a City of Champaign Accident/Incident Form detailing the damage and documenting any circumstances known. The supervisor will note the damage in the Squad Car Damage Book and forward a copy of the Accident/Incident Report Form to the Deputy Chief of Professional Standards.

ISSUING AUTHORITY



Matthew D. Henson
Interim Chief of Police
Champaign Police Department