

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
TRAFFIC CRASH INVESTIGATION**



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POLICY STATEMENT

The safe and orderly movement of vehicular traffic comprises a very important part of a police department's duties and responsibilities to the community it serves. The primary objective of the Dayton Police Department's traffic enforcement philosophy is to increase citizen awareness of, and compliance with, traffic laws through strict but fair enforcement practices, and by police officers setting an example with their own driving habits. This policy includes information pertaining to: traffic administration, traffic law enforcement, traffic crash investigation, and notification of next-of-kin.

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I. RESPONSE TO TRAFFIC CRASH

- A. Officers dispatched to or encountering a traffic crash are to assess the scene and determine severity, extent of traffic disruption, and other related activity to determine how the crash will be investigated.
- B. Any combination of factors including severe weather, call load (geographical, or city-wide), or disaster requiring a large response, will require that traffic crashes be given a reduced priority. The highest-ranking on-duty field supervisor, in consultation with the RDC (Regional Dispatch Center) supervisor, can make this determination. During these conditions, the Dayton Police Department will only provide a priority response to traffic crashes when the following circumstances exist:
 - 1. Death and/or Injury.
 - 2. Hit and Run (public roadways).
 - 3. OVI (Operating a Vehicle Under the Influence).
 - 4. Damage to City or Government vehicles.
 - 5. Major traffic congestion or damage necessitating the towing of one or more vehicles.

If none of the above exists, participants will be instructed to exchange information and depart.
- C. Any officer encountering a traffic crash to which they have not been dispatched, will immediately advise the dispatcher, and conduct a preliminary investigation to determine if there are injuries involved. The dispatcher will decide what crew(s) to send for any applicable investigation.
- D. Approach to and arrival at crash scenes:
 - 1. While approaching the scene, officers should avoid destroying evidence (i.e., tire marks, debris, etc.).
 - 2. When approaching the scene, officers should be alert for conditions or factors that may have contributed to the crash (i.e., visibility / view obstructions, faulty traffic control device, hazards, etc.).
 - 3. Officers should park cruisers so as to provide protection to, but not endanger the scene. Officers will not jeopardize their cruisers by placing them in hazardous locations unless necessary by terrain or necessary as a traffic barrier to protect human life.
 - 4. Any city personnel on scene, and outside of their vehicle, will put on a department-issued traffic safety vest as soon as practicably possible.
 - 5. If the responding officers determine the crash is serious enough to warrant protecting the scene, a supervisor will be advised of the facts and determine whether to call the TSU (Traffic Services Unit).



E. PERSONAL INJURY CRASHES

1. The Department provides training in First Aid and CPR (Cardiopulmonary Resuscitation) for the treatment of injured persons.
2. In the event of more than one injured person, administer first aid to the most seriously injured first.
3. Officers will request medical assistance and administer appropriate emergency medical aid for injured persons, but will not attempt aid beyond their training, or permit incompetent volunteers to treat injured persons. If there is any question as to whether a person is deceased, that person should be removed to the hospital.
4. Injury or threat of injury takes precedence over investigative or reporting activities.
5. If an ambulance or helicopter is not available, and the officer believes the life of the victim depends upon immediate medical aid, the injured person may be transported in a cruiser.
 - a. Before transporting in a cruiser, preliminary emergency medical aid should be administered.

F. PROTECTING THE SCENE AND CLEARING THE ROADWAY

1. A traffic crash scene may be a crime scene and will be treated as such.
2. Determine the extent of the scene and cordon off the scene with scene tape, if needed
3. Using overhead lights, flares, and other warning devices, protect the scene and alert approaching traffic. This is especially important if the victim, their vehicle, or hazardous debris is in the road.
4. When necessary, officers will direct traffic until the scene is cleared or assistance arrives.
5. Failure to expedite removal of vehicles involved in crashes may result in traffic congestion and contributes to additional serious collisions. Recommend drivers remove their vehicles immediately from the traffic lanes when involved in crashes if the vehicle can be moved under its own power.
6. Officers will direct passersby (except witnesses) to leave the scene.
7. Be alert to potential dangers at scenes (i.e., fire hazards and other hazardous materials).

G. CLEARING THE SCENE AND TERMINATING ON-SCENE ACTIVITIES

1. Arrange for the prompt and safe removal of all involved vehicles, debris, and warning devices, and assist drivers in entering the main traffic stream. Tow companies are responsible for removing debris at crash scenes to which they respond. If officers have trouble with tow company employees not fulfilling their contractual obligations, they should direct an inter-office memo to the Tow Administrator, Records Section.
2. Officers must enter specific driver information to all traffic accident calls prior to clearing the call.
 - a. The race and gender information will be added via the MDC (Mobile Data Computer). Officers may ask the information or enter it based upon their observations. Drivers are not required to answer these questions. The information will be used as an anonymous baseline for drivers in the City of Dayton.
 - b. From the Incident Summary screen, select the Incident type. Select the Persons tab and "Add Person". Add the person details.

H. STOP SIGN REPLACEMENT

When officers encounter a downed stop sign, they will take the following steps to have a temporary sign placed at an intersection:



- A Stop sign pedestal(s) must be placed at the intersection. Stop sign pedestals are located in what is referred to as the "Ped Cage" just past the Ottawa Yard gatehouse off of Monument Street.
- "Ped Placement" reports are in the gatehouse and must be filled out each time pedestals are removed from the cage (damaged stop signs, or signal outages). Officers should also complete a "Damaged Sign" report.
- The Sign Shop will pick up any reports every weekday morning, repair damaged signs, and return the pedestal(s) to the cage.
- If pedestals have been placed for signal outages, the Sign Shop will return them to the cage when the signals are returned to service.

Between 0630 and 1500 hours Monday through Friday., reporting any sign damage to RDC will generate a phone call to the Sign Shop and they will fix the sign immediately. No pedestal will be necessary.

These procedures will reduce the City's liability exposure risk.

I. WHEN TO TOW A VEHICLE

Consult General Order 3.02-6 - Towing Motor Vehicles and/or General Order 3.02-3 - Parking Enforcement.

II. UNIFORM STATE CRASH REPORTING PROCEDURES

A. General Considerations and Officer's Responsibility

1. An OH-1 (Ohio Traffic Report) may be completed when a driver is operating a motor vehicle on a city street or dedicated alley and loses control, leaving the public way or lane of travel, and colliding with a vehicle or property.
 - Officers will only complete an OH-1 (Ohio Traffic Report) when the following circumstances exist:
 - Death and/or Injury (Injury is defined as being removed to a hospital by medics).
 - Hit and Run (public roadways).
 - OVI (Operating a Vehicle Under the Influence).
 - Damage to City or Government vehicles.
 - Damage necessitating the towing of one or more vehicles.
 - If the officer is able to determine the at-fault unit in the collision, they should issue a citation for any/all applicable traffic law violations.
 - Crashes involving police vehicles when no OH-1 is necessary (General Order 3.02-4, Police Vehicles, IV.A.3.)
2. Reports are made on private property crashes only when injury occurs, city or government property is involved (except as noted above), or an officer witnesses the hit and run.
3. Any crash combining an uninsured motorist along with personal injuries or combined property damage exceeding \$1,000; advise the drivers they must submit State Form BMV 3303 within six (6) months. Forms are available at the Records Section, patrol districts, and insurance companies.
4. When a driver raises a question of brake failure, park the vehicle(s) in question out of traffic and "pedal test" the brakes of vehicle(s). (Press the brakes. If the pedal goes all the way to the floor without resistance, then the brakes are faulty.) Note the results in reports, or as a comment on the citation. Do not allow a vehicle with faulty brakes to be driven from the scene.
 - a. If the brakes appear defective, cite the driver for defective brakes under ORC §4513.20, Brake Equipment for Vehicles.
 - b. Cite violations causing the crash (i.e., red light, assured clear distance, etc.).



- c. Upon request, summon a tow truck for the vehicle. If the vehicle is legally parked, advise the violator not to drive the vehicle until it is repaired or towed. A vehicle may not be towed because it is unsafe. The driver of such a vehicle may be cited under ORC §4513.02 (A), Unsafe Vehicles. If a violator is cited for defective brakes and told not to drive, this section also applies.
5. If an on-duty employee is involved in a crash, a "Certification of Performance of Official Duties" letter will be completed by the supervisor. The OH-1 and "Certification of Performance of Official Duties" letter will be forwarded to the Deputy Director / Assistant Chief to be mailed to the Ohio Department of Public Safety.

Do not complete a "Certification of Performance of Official Duties" letter if the Department investigates another agency's crash. It is the responsibility of the agency employing the covered employee to complete the "Certification of Performance of Official Duties" letter.

- a. In addition to the Department employees, the following government employees operating official vehicles are covered by the statute (see ORC §3937.41(D)):
 - 1) Law enforcement officers of state, city, county, township, and village governments; transit and housing authority police officers; qualified nonprofit corporation police officers; veteran's home police officer; and an investigator for the bureau of criminal identification and investigation.
 - 2) Person operating an ambulance for a local government, or a private company contracted by a local government for ambulance services.
 - 3) Government employees operating emergency vehicles.
 - 4) Firefighters using fire department vehicles to respond to fire emergency calls or to provide emergency medical service.
 - 5) Government employees operating vehicles engaged in mowing or snow and ice removal.
- b. BMV Traffic Crash Report (BMV3303) and City Vehicle Crashes – The investigating supervisor must submit the BMV3303 when a Department employee is involved in an on-duty traffic crash in a Department vehicle that results in personal injury or property damage in excess of \$1,000.00 and it is determined that the other involved driver(s) was uninsured at time of crash. Single-vehicle crashes involving city vehicles do not require the submission of the BMV3303. If the city vehicle involved has a covert plate, the vehicle number assigned by the Department will be used in the license plate caption on the form. The city vehicle should be listed as vehicle number one. If there are more than four vehicles involved in the crash, there is no need to list the additional vehicles.
 - 1) Section A – List "City of Dayton" as the name of the insurance company. No other information is needed in this caption.
 - 2) Section B – Calculate an estimated total cost of the damage. If a claim for injury will be filed by a Department employee, this section must be completed and signed by the attending physician.
 - 3) Signature – The Department employee who was the driver is required to sign the form at the bottom of the page.
6. Officers are required to record the DIBRS number on all OH-1 crash related forms. The DIBRS number will be placed in the block labeled "Local Report Number" on any OH-1, OH-2, OH-3. The DIBRS number will also be placed in the space labeled "Accident No." at the upper left corner of the Accident Envelope (Form F-324). Officers are required to enter the DIBRS number in the provided space in DIBRS.
7. Officers will obtain written statements (Form OH-3) from all victims, participants and/or witnesses in all traffic crash investigations where an OH-1 is being completed. In the event any witness is unable to write out the statement, the officer shall write out the statement for the witness. If the witness refuses to write or sign a statement, the officer will write "Refused" on the OH-3 and include it in the OH-1 packet.
8. If the investigating officer completes the investigation and determines there is probable cause to believe a person violated a traffic law, a citation should be issued.
9. All OH-1 forms, supplements, and traffic citations must be completed in black ink if handwritten.



B. Hit and Run Investigations

1. An OH-1 will be completed on ALL non-private property hit and run crashes. In addition to the regular OH-1 report and addendums, the officer will complete the "Hit and Run Information" OH-2 Addendum (see Appendix 1). If completed within the OH-1 program, note that on the envelope. The OH-1 narrative must have the added language "[The driver of unit (number)] or [Unit (number)] failed to stop and properly identify themselves as required by law."
2. If the Hit and Run is solved by Patrol crews, the officer must notate how the Hit and Run was solved (i.e., found car and suspect admitted fault) on the OH-2 Hit and Run Supplement Form.
 - a. When issuing a CITATION for Hit and Run, cite the driver under **ORC (Ohio Revised Code) §4549.02** (Public Streets) or **ORC §4549.021** (Private Property), and state "Did have an accident and failed to stop at the scene and properly identify themselves as required by law."
 - b. There is no need to tow a solved Hit and Run vehicle if the driver was identified and cited for the Hit and Run.
3. If the Hit and Run is unsolved and there is suspect information, make sure that a broadcast is completed for the suspect vehicle. List in the addendum how you came about the information of the suspect (witness, video, etc.)
 - a. In addition to the OH-1, a DIBRS report for Hit and Run will be completed on all Hit and Run offenses that would constitute a felony offense (i.e., caused Serious Physical Harm). In most cases, the TSU will be called out and will complete the report.
 - b. When locating a vehicle on public property believed to be involved in a Hit and Run or the vehicle is located on private property and can be accessed, tow the vehicle for the TSU, place a **HOLD** on the vehicle for **CRIMES** and send the TSU an email advising them of the above information.
4. If fatal or serious injury occurred, contact TSU, as they will determine whether the vehicle will be towed.

C. Completing an OH-1 and Routing

1. **OH-1 TRAFFIC CRASH REPORT FORM COMPLETION** – The following sections will provide guidance on completing certain captions of the OH-1 form. The OLEIS (Ohio Law Enforcement Information System) is the current electronic program used for the OH-1. If additional guidance is needed, officers should reference the current versions of the Ohio Traffic Crash Report Procedure Manual and/or the Manual on Classification of Motor Vehicle Accidents.
 - a. **Local Information** – The box provided for Local Information will contain the designator for the district the crash occurred in (West, East, or Cent).
 - b. **Diagram** – The diagram on the crash page of the OH-1 must be completed.
 - c. **Covert License Plates** – If a department vehicle bearing covert license plates is involved in a car crash, the City of Dayton vehicle number will be used throughout the report, including the license plate caption on the OH-1. The covert plate number will **NOT** be documented anywhere in the report and photos of the plate should be avoided when possible.
 - d. **Police / Firefighter / EMT** – To limit the release of the personal information on certain drivers operating a vehicle in the course of their employment (e.g., police officers, firefighters, emergency medical technicians, etc.), use the driver's business address and telephone number on the OH-1. Automated redaction of personal information from the online OH-1 will occur when the following information is keyed into the Unit section(s) of the OH-1:
 - 1) "Type of Use" must be keyed as "3 - Government" AND
 - 2) "Special Function" must be keyed as "09 - Ambulance," "10 - Fire," or "13 - Police".
 - e. **Driver Caption - Parked** – Driver information for unoccupied-parked or unattended vehicles shall not be placed in the "Driver" caption of the "Motorist / Non-Motorist / Occupant" page of the OH-1.



The information for the persons parking such vehicles shall be listed on an OH-2. If a parked vehicle is occupied at the time of a crash, all persons within the vehicle will be listed as occupants on the "Motorist / Non-Motorist / Occupant" page of the OH-1 and OH-1P if necessary.

- f. **Train / Transport Vehicle / Device Exclusions** – The name of the engineer or conductor of a train or driver of any transport vehicle / device (see Manual on Classification of Motor Vehicle Accidents) will not be listed in the "Driver" caption of the OH-1. All references to the engineer, conductor, or driver of any transport vehicle / device shall be indicated on the OH-2. Ownership of a train or transport vehicle will be entered on the "Unit" page of the OH-1.
 - g. **Snow Removal / Mowing** – ORC §3937.41(D) applies to operators of vehicles engaged in mowing or snow and/or ice removal (including drivers plowing snow, spreading salt, mowing, spreading gravel, etc.). The information for these operators will be listed on the OH-1 in the applicable captions. If challenged, officers should explain the provisions of §3937.41(D), Traffic Crash Certification Letter, as recourse to not having the crash listed on the operator's driving record.
 - h. **Listing Passengers** – All passengers must be listed on the "Motorist / Non-Motorist / Occupant" page of an OH-1 or an OH-1P "Occupant / Witness Addendum." Passengers must be listed in the order of most serious injury first (fatal, incapacitating, non-incapacitating, etc.).
2. Officers will advise crash victims that copies can be obtained five (5) business days after the crash.
 - a. Officers will provide a Form RF-603 to all drivers and interested parties involved in a crash.
 - b. Social security numbers will not be placed in an OH-1, OH-2 or OH-3.
- D. **SUBMISSION OF "APPROVED" OH-1 CRASH REPORTS** – In order to submit OH-1 crashes to the Records Section, the following steps must be taken:
1. When completed, the investigating officer will validate the crash and make any corrections as necessary. Officers will complete and submit the OH-1 by the end of their tour of duty.
 2. Once the OH-1 has been checked for accuracy and approved by a supervisor, the supervisor will enter their PDA number in the "checked by" caption. The supervisor's name will automatically populate. When the supervisor checks the "approve" caption, the approval date and time will automatically populate and the crash will be transmitted to the ODPS (Ohio Department of Public Safety) database, if there are no additional errors.
 3. Once the submission is "APPROVED" by a supervisor, the OH-1 will automatically be submitted electronically and downloaded to the ODPS. Any hard-copy documents associated with the crash (OH-2, OH-3, etc.) will be forwarded to the Records Section where they will be stored under the DIBRS number of the original OH-1. The hard-copy documents should not be submitted to the Records Section until the crash is in an "APPROVED" status; otherwise, there will be no OH-1 in the system on which to attach the documents.
- Note:** Even if there are no hard-copy documents associated with the OH-1, a Traffic Crash Envelope form F-324 must be submitted to the Records Section which will indicate that the crash report is completed.
- E. **SUBMISSION OF OH-1 SUPPLEMENTAL CRASH REPORTS** – The process below is to be used to submit supplemental information to the OH-1. It is to be used to modify or add information to an OH-1 report that has previously been submitted to the Records Section.
1. Open the crash report module. From the crash menu page, enter the Local Report Number and search.
 2. The report will appear in a new window and "Approved". Double click the report, and it will open. This will automatically check the "supplement" box on the crash report and bring the crash from the ODPS server to allow changes to be made.
 3. Make the necessary changes to the crash report. Below the original narrative add a brief description of the changes made. DO NOT delete the original narrative.



4. Validate the crash, submit it for approval, and notify your supervisor of the validated report so they can approve it.

F. Sergeant's Responsibility

1. The sergeants will review crash investigations before the end of the tour, including any additional reports associated with the crash / Hit and Run and have the officer make any necessary corrections. If the supervisor is off-duty, the supervisor of the next relief will review the report. Sergeants will enter their PDA in the "Checked By Badge Id" Section under the Approval tag in OLEIS.
2. Sergeants will make sure that crash reports are turned in for review at the earliest practical moment during a tour of duty but no later than the end of the tour of duty.
3. OH-1 packets must be delivered to the TSU, the following morning after completion. The TSU will collect all OH-1 packets and distribute them as necessary.

III. REQUESTING TRAFFIC SERVICES UNIT INVESTIGATORS

Some traffic crashes are beyond the abilities and time constraints of the patrol officer. It is necessary on occasion to request special investigators, who have the specialized training and experience to conduct follow-up investigations of traffic crashes.

A. CRITERIA FOR REQUESTING TSU ASSISTANCE.

- See General Order 2.07-1 Call Out / Call Back Procedures

B. PROCEDURES FOR REQUESTING USE OF THE UNIT.

1. Active Scene Request. The investigating officer or on-duty supervisor will make an initial assessment of the need for TSU assistance. The request for TSU assistance should be initiated through the on-duty supervisor.
2. Non-Active Scene Request. If the need for TSU assistance is identified during an investigation, or after an investigation has been completed, the criteria requesting TSU assistance should be used.
 - a. The Dayton Police Department performs follow-up investigation services in support of ongoing or anticipated criminal (NOT CIVIL, except litigation involving the City of Dayton) prosecution.
 - b. All requests to have the TSU review city vehicle crashes must be made in writing to the TSU supervisor. This does not change the procedure for call-out of the TSU. It only pertains to complete crash investigations where the opinion solicited from the TSU could become part of any disciplinary hearing. After reviewing such crashes, personnel will submit written reports of their findings to the Deputy Director and Assistant Chief of Police and maintain the confidentiality of the investigation.
3. Mutual Aid Request for TSU Assistance. All requests for TSU assistance from other agencies or prosecuting attorneys must be directed through a TSU supervisor and after determining the following:
 - The request meets one of the criteria for requesting TSU assistance.

NOTE: If the request cannot be handled by District personnel and the request meets the criteria for requesting TSU assistance, the district or watch commander or designated alternate shall refer the requesting agency to the appropriate TSU supervisor.

4. TSU personnel may be reached during normal business hours through their respective district headquarters.
5. After hours, the TSU sergeant or designated alternate may be reached.

C. PROCEDURES WHILE AWAITING THE UNIT

1. The on-scene supervisor is responsible for maintaining the scene, and preservation of evidence and witness statements. **Witnesses will remain on the scene until investigators have reviewed their**



statements. Drivers, and anyone who could be the cause of the crash (pedestrian, cyclists, etc.), should be secured and separated in the rear of marked cruisers with the MVR (Mobile Video Recorder) running.

2. If alcohol and/or drugs of impairment are suspected, then the on-scene supervisor will ensure that a crew collects a blood, breath and/or urine sample for testing from the suspected driver. Due to time limitations, this needs to be done as soon as possible, prior to the arrival of the TSU.
3. Upon arrival at the crash scene, the TSU shall take control of the scene and assume responsibility for the submission of the applicable reports. The lead investigator will determine when to open the crash scene. If a crash scene is cleared, and the victim's injury becomes life threatening later, the TSU sergeant will determine if there is a need for the investigators to respond.
4. The first responding officer shall fill out the "First On-scene" form. All other officers will fill out the additional officer on-scene forms. For felony cases, all responding officers shall submit DIBRS supplemental reports.

IV. NOTIFICATION OF NEXT-OF-KIN

A. Traffic Fatalities

Notification of a traffic fatality must be carried out promptly by a supervisor or their designee of the Dayton Police Department in a considerate professional manner. The Coroner's Office will be immediately contacted pursuant to ORC §313.12 and will accompany the supervisor or their designee to notify the next-of-kin.

B. Serious / Life-Threatening Injuries

Responding officers will make all reasonable efforts to notify next-of-kin in the event of serious / life-threatening injuries. Release of any information will be in accordance with General Order 1.09-1, Public Information and News Release. Circumstances surrounding each incident will dictate how a particular notification should be accomplished. Often assistance can be obtained from clergy, neighbors, or other relatives.

C. Notification Within Montgomery County

The on-scene supervisor will either make the notification or designate an officer to make the notification. If the next-of-kin resides within Montgomery County, the notification should be made without delay. If the next-of-kin resides outside of the City of Dayton but within a reasonable distance, the officer will make the notification. Otherwise, RDC will contact the appropriate department and have them make the notification. The Uniform Traffic Crash Report should contain a notation as to who was notified and the time that they were notified.

D. Notification Outside of Montgomery County

If the next-of-kin resides outside of Montgomery County, Teletype will send a LEADS (Law Enforcement Automated Data System) message to the appropriate jurisdiction for the notification to be made or contact them by phone. The LEADS message will contain the name, address and phone number if known of the person to be notified, the name of the relative involved in the accident, a brief description of the incident, the name of the contact person and a phone number to call for further details. Verification of the notification will be requested and the Uniform Traffic Crash Report should contain a notation as to who was notified and the time that they were notified.

E. Notification Requests from Other Agencies

When other jurisdictions request a notification of next-of-kin, every attempt will be made to cooperate with the requesting agency so long as the location falls within the City of Dayton. If notification is not made, a message will be left indicating that the person should call the requesting agency. The requesting agency will then be notified of the results of the notification.



Appendix 1



**OHIO TRAFFIC CRASH REPORT
DIAGRAM/NARRATIVE CONTINUATION**

OH-2

HIT AND RUN INFORMATION

Can the driver be positively identified? Yes / No

LOCAL REPORT NUMBER	REPORTING AGENCY: DAYTON POLICE DEPARTMENT	DATE OF CRASH M D Y
IN COUNTY OF MONTGOMERY	CRASH LOCATION:	

Suspect Information: Broadcast: Sheet: _____ Call: _____

Suspect's Name: _____

Address: _____

Phone: # _____

DOB: _____ O.L/ ID Number# _____

Race _____ Sex _____ Age _____ Ht _____ Wt _____ Hair _____

Characteristics: _____

Clothing _____

Did the suspect stop or say anything? _____

Suspect Vehicle Information: Broadcast: Sheet: _____ Call: _____

Owners Name: _____

Address _____

City: _____ State: _____ Zip code: _____

Phone # _____

Vehicle Year _____ Make _____ Model _____ Color _____

License _____ State _____ Damage _____

Vehicle Towed: Y / N Tow # _____ Evidence Collected?: _____

Follow up Investigation:

(TSU ONLY) OK TO SCAN	OFFICER'S SIGNATURE X	BADGE NO.
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