

	<b>TITLE</b> Traffic Fatality Procedures		<b>ACCREDITATION</b> CALEA Chapter 61.2
	<b>PROPOSER UNIT</b> Operations Bureau- Traffic Unit		<b>PRIOR REVISIONS:</b> 07/22/2020, 04/30/2021  <b>ATTACHMENT: 0</b>
<b>NUMBER</b> 61.8	<b>ISSUE DATE</b> 07/01/98	<b>REVISION DATE</b> 08/22/2024	<b>TOTAL PAGES</b> 3

I. **PURPOSE:** This Order establishes procedures for the investigation of traffic fatalities.

II. **POLICY:** The Gainesville Police Department shall thoroughly investigate traffic fatalities and, when feasible, assign a Traffic Homicide Investigator to the investigation. [CALEA 61.2.1]

### III. DEFINITION:

**Traffic Homicide Investigator (THI):** A Department member who is trained to investigate traffic crashes involving a fatality, life-threatening injuries, or serious bodily injury.

**Training:** Members assigned as a THI shall successfully complete an 80-hour approved Traffic Homicide Investigator course and be approved by the Traffic Unit Commander before performing as a Department THI.

### IV. PROCEDURE:

A. **Officer:** The officer initially assigned a traffic crash involving a fatality or life-threatening injuries shall: [CALEA 61.2.1 & 61.2.2.g]

1. Request emergency medical personnel for treatment and/or to verify death; [CALEA 61.2.2.b]
2. Request sufficient back up to control the scene, including eliminating immediately hazardous materials or extinguishing fires, and aiding with traffic control; [CALEA 61.2.2.c]
3. Document the name of medical personnel on scene and interview them regarding the position of the bodies (if the victims or their belongings were moved); [CALEA 61.2.2.f]
4. Notify a patrol supervisor, if one has not been dispatched;
5. Secure the scene until the arrival of a THI; [CALEA 61.2.2.e]

6. Gather personal information and preliminary statements from witnesses, and encourage them to remain on scene until the arrival of the THI; [CALEA 61.2.2.d]
  7. Complete a Florida Traffic Crash Report;
  8. Confer with the assigned THI before submitting the Florida Traffic Crash Report.
  9. Prior incidents that led to the traffic crash will be documented in a separate CR# that will be noted in the crash report, ie.. a traffic stop leads to a traffic crash. A supplement will also be added to each case report to show the cases are connected.
  10. All reports need to be reviewed by a THI before submission.
  11. If a signal box, street sign, or other traffic control device is damaged, the supervisor will notify City's Department of Transportation & Mobility - Traffic Signal Division via teletype.
- B. Communications:** Communications shall notify a patrol supervisor of a traffic crash involving life-threatening injuries or a traffic fatality.
- C. Supervisor:** A patrol supervisor shall respond to and evaluate the scene. The supervisor shall determine if a "THI" investigation will occur. If the supervisor determines a "THI" investigation is necessary they shall request a THI, and ensure that a thorough investigation is conducted. If a death is verified or thought possible, a supervisor/designee shall notify the: [CALEA 61.2.2.a]
1. Affected District Commander,
  2. Public Information Officer,
  3. Traffic Unit Commander,
  4. City of Gainesville's Traffic Operations Manager.
  5. Shift Commander or designee at a sudden traffic death crash scene shall request Alachua County Crisis Center (ACCC) Care Team to respond and assist the with death notification of the family members.
    - i. Ensure the next-of-kin is notified.
    - ii. Supervisor will email the victim advocate DG\_GPD victim advocate group when a death occurs with contact information for the next-of-kin so they can follow-up during regular hours.
- D. Traffic Homicide Investigator:** The responsibilities of the THI include, but are not limited to: [CALEA 61.2.1]
1. Respond to the traffic crash scene;

2. Interview involved parties and witnesses;
3. Ensure the scene is processed;
4. Notify the Medical Examiner if the victim is still on scene
5. Reconstruct the crash;
6. Inform the shift commander of important facts regarding the incident prior to leaving work;
7. Notify the DHSMV within 24 hours of the driver identity conformation;
8. Conduct a follow-up investigation, if necessary;
9. Coordinate the investigation with outside agencies if necessary;
10. Coordinate the release of involved vehicles and personal property;
11. Complete and submit a Department Traffic Homicide Report and all applicable paperwork for the incident;
12. Review the findings with the Traffic Unit Commander prior to submitting the Department Traffic Homicide Report, making charges, or issuing citations.
13. Complete an incident report (face Sheet) using the traffic crash case report number for NIBRS submission if charging vehicular homicide or DUI manslaughter.
14. Submit the case to the State Attorney's Office, if a fatality involving criminal charges occurs;
15. Obtain the necessary State Attorney's release;
16. Complete a DHSMV Traffic Crash update.

**E. No Fatalities:** If no one dies, the THI may return the responsibility for issuing any applicable citations to the originally assigned Department member. The THI shall notify the originally assigned member.

**F. Criminal Investigations Bureau:** The THI may request assistance from the Investigations Bureau.

**G. THI Unavailable:** If a THI is unavailable, after conferring with the Traffic Unit Commander, Florida Highway Patrol (FHP) should be requested to respond and investigate the incident. If neither a THI nor FHP can respond, the original officer shall be responsible for the investigation. The Traffic Unit Commander can re-assign another member to investigate the crash or assist the primary officer in the investigation.

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**By Order of**

Signed Original on File in the  
Accreditation Unit

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**Nelson Moya**

**Interim Chief of Police**