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# Traffic Collision Reporting

## 502.1 PURPOSE AND SCOPE

The Kitsap County Sheriff's Office prepares traffic collision reports and makes traffic collision reports available to the community with some exceptions.

## 502.2 TRAFFIC COLLISION REPORTS

All traffic collision reports taken by members of this department shall be sent to the appropriate supervisor for approval and entry into the Records Management System. The Traffic Sergeant will be responsible for reports on traffic collision statistics to be forwarded to the Patrol Division Chief, or other persons as requested.

### 502.2.1 STATEWIDE ELECTRONIC COLLISION AND TICKET ONLINE RECORDS (SECTOR)

This department utilizes SECTOR software to complete traffic citations and traffic collision reports. SECTOR shall only be used by those authorized employees who have completed department-approved training in the use of SECTOR software. Once trained, deputies shall use SECTOR to complete all traffic collision reports and all applicable traffic infractions and citations. All traffic collision reports completed with SECTOR software shall comply with established report approval requirements.

All reports completed using SECTOR software should be downloaded to the designated server as soon as practicable or in any case prior to the end of the employee's shift, unless approved by a supervisor.

## 502.3 REPORTING SITUATIONS

### 502.3.1 TRAFFIC COLLISIONS INVOLVING COUNTY VEHICLES

Traffic collision investigation reports shall be taken when a County-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 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 County vehicle, a Vehicle Damage Report shall be completed and forwarded to the appropriate Division Chief or designee.

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

### 502.3.2 TRAFFIC COLLISIONS WITH SHERIFF'S OFFICE EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Kitsap County Sheriff's Office resulting in a serious injury or fatality, the Traffic Sergeant or the Shift Sergeant, after consultation with the Chief of Patrol may notify an outside agency for assistance.

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

### **502.3.3 TRAFFIC COLLISIONS WITH OTHER COUNTY EMPLOYEES OR OFFICIALS**

The Traffic Sergeant or on-duty Shift Sergeant, after consultation with the Patrol Chief may request assistance from an outside agency for the investigation of any traffic collision involving any County official or employee where a serious injury or fatality has occurred.

### **502.3.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY**

Traffic collision reports should not be taken for traffic collisions occurring on private property, unless there is a death or serious injury to any person involved, a hit-and-run violation, or applicable criminal RCW violation.

### **502.3.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS**

Traffic collision reports should be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

- (a) When there is a death or injury to any persons involved in the collision.
- (b) Property damage exceeding the dollar amount currently established by WSP. If the collision involves a hit and run that does not meet the above criteria, the incident should be recorded using either traffic collision report (SECTOR), a case report (ILeads) or the department online reporting system if no suspect information is available.

In all cases where a traffic collision report is required by policy, the current state authorized form will be used to document the collision (RCW 46.52.070). SECTOR is the department authorized collision reporting system.

## **502.4 NOTIFICATION OF TRAFFIC UNIT SUPERVISION**

In the event of a serious injury or death related traffic collision, the Shift Sergeant shall notify the Traffic Sergeant to relate the circumstances of the traffic collision and seek assistance from the Traffic Unit. In the absence of a Traffic Sergeant, the Shift Sergeant or any supervisor should notify the appropriate Patrol Lieutenant who may assign an accident investigator deputy to investigate the traffic collision, or authorize outside agency assistance.