

<b>MESA POLICE</b>  Department Policy Manual	<b>Traffic Collision Reporting</b>	<b>DPM 2.7.125</b> Effective 04/05/2012 Revised 11/28/2023
Approved by: <b>Chief of Police</b>	Chapter: Traffic Related Incidents	Page: 1 of 1

## 1. PURPOSE

This policy provides Mesa Police Department (MPD) members with guidelines for completing traffic collision reports. [\[ALEAP 22.4C\]](#)

## 2. GENERAL

### 2.1 Traffic Collision Reports

- A. Complete traffic collision reports in compliance with the current edition of the Arizona Traffic Collision Report Instruction Manual & Glossary.
- B. Complete all traffic collision reports electronically in MRE.
- C. If a collision occurs on private property and is investigated according to [DPM 2.7.105 Traffic Collision Investigations](#), document in a GO# in MRE. Do not complete the EMVA.
- D. Complete all accident diagrams:
  1. Electronically in Faro and attach as a PDF to the EMVA.
  2. As an attachment on a Traffic Collision Supplemental Report (the accident diagram can be electronically created or hand-sketched on the supplemental report).
- E. A supervisor reviews and approves all completed traffic collision reports and supplements in MRE.
- F. The Criminal Justice Information Division (CJID) conducts final approval of traffic collision reports to ensure reports meet all necessary requirements.

### 2.2 Non-Contact Vehicle Involved

- A. Do not list as a traffic unit or give it a traffic unit number on the report.
- B. Describe a non-contact vehicle and driver in the narrative.
- C. If shown on a diagram, designate with an "X".
- D. A non-contact driver can be cited.
- E. If cited, include that information in the arrest information box.

### 2.3 Special Report Instructions

- A. If there are no injuries, indicate with a zero.
- B. If there are no fatalities, indicate with a zero.
- C. If the collision occurs in an intersection comprised of multiple grids, use the grid for the northwest quadrant.
- D. If the driver is an on-duty MPD member, use 130 N. Robson, Mesa, AZ.
- E. When a City of Mesa (COM) vehicle is involved, record the city vehicle number in the "Body Style" box.
- F. Include a complete city or state code number.