

401.4 FLORIDA TRAFFIC CRASH REPORTS

- I. **DISCUSSION:** Florida State Statute 316.066 identifies when traffic crash reports should be initiated. Beyond the legal criteria, there are other reasons that a crash report should be initiated, as well as identifying the community service related to traffic crash response and assistance.
- II. **PURPOSE:** This policy will outline the response and investigation procedures that are associated with state law and departmental philosophy.
- III. **FORMS:**
 - A. Florida Traffic Crash Report - HSMV 90010S (Electronic Long and Short form crashes have three components built into the TraCS electronic reporting system):
 1. HSMV 90010S (E) (Event form);
 2. HSMV 90010S (V/P) (Vehicle/Person form); and
 3. HSMV 90010S (N/D) (Narrative/Diagram form).
 - B. Driver Exchange of Information – Electronic driver/vehicle information exchange form issued to drivers and/or property owners involved in a related traffic crash.
- IV. **GUIDELINES:** When law enforcement officers respond to reported calls for traffic crashes, upon arrival they will:
 - A. Render first aid, call EMS if necessary, and protect the scene;
 - B. Identify any potential hazards (fire, fuel spills, downed lines, etc.);
 - C. Locate any witnesses or involved parties;
 - D. Establish and maintain order as necessary;
 - E. Provide the necessary traffic control throughout the investigation and clean up; and
 - F. Investigate the involved parties for all traffic and criminal activity as necessary, to include license, registration and valid insurance, etc.
- V. **REPORTING TRAFFIC CRASHES:**
 - A. **Long Form Report:**
 1. This department shall utilize the TraCS reporting system to initiate a Florida Traffic Crash Report, (long form) regardless of whether the crash occurs on the public right-of-way or private property when the:

- a. Crash results in death or personal injury, to include complaint of injury;
- b. Crash involves hit and run of **ATTENDED** property, F.S. §316.061 (1).

Investigative leads present – A MRE report in conjunction with a long form crash report shall be completed to assist in solving the case. The crash report narrative shall chronologically describe the sequence of events occurring during the crash for each vehicle, drivers, and non-motorist. Officers shall indicate there were investigative leads found during the investigation.

No Investigative leads present – The long form crash report will serve as the complete report. The crash report narrative shall describe the sequence of events occurring during the crash for each vehicle, drivers and non-motorists. Officer shall indicate there were no investigative leads found during the investigation.

- c. Any crash involving a D.U.I. (316.193), whether the DUI operator is the at-fault party or not in causing the crash;
- d. Crash involves a commercial, government owned vehicle or City of Tampa owned property.
 - i. If damage to any *non-vehicle* **City of Tampa property** (i.e. trees, grass, sprinkler systems, sidewalks, stop signs, fire hydrants, etc.) occurs, officers/supervisors shall ensure Risk Management is notified by listing the City of Tampa as the owner under the non-vehicle property damage section in the long form. This will alert records to route a copy of the accident report to Risk Management.
 - ii. If damage occurs to a **City of Tampa** owned *vehicle* occurs, the City of Tampa should be listed as the owner of the vehicle so records ensures a copy of the accident report is routed to Risk Management. Please use 306 East Jackson Street 7th Floor Tampa, FL 33602
 - iii. If a **City employee** is involved in the accident, an Injury or Property Damage Report (HR-307-B) must be completed and sent to Risk Management. Officers involved in accidents should follow SOP 623.2 and a complete report of the incident using HR 307-B. (*See also* Legal Bulletin 20-14).
- e. Crash is a result of a police pursuit, regardless of the agency involved, and regardless of the absence of personal injury or death;

- f. Crash resulted in a vehicle being rendered inoperable to a degree that required a wrecker to remove it from the scene of the crash;
 - g. Crash involves a commercial motor vehicle; or
 - h. Crash involves a unique circumstance and the investigator or supervisor deems it necessary to originate a long form crash report, such as a HAZMAT or other large scene.
2. Calls should be cleared with Tampa Police Communications indicating the crash was documented as a “Signal 4L or Signal 3L”, indicating a long form crash report was originated.
 3. All long form traffic crash investigations require the appropriate traffic, civil, and criminal investigation, including the issuance of a citation and/or an arrest when applicable. The crash report narrative shall chronologically describe the sequence of events occurring during the crash for each vehicle, drivers, and non-motorist. and diagram should be completed for each long form crash investigation. Officers are responsible for ensuring the crash is properly classified and in cases involving hit and run, all investigative leads are documented.

B. Short Form Report:

1. As referenced in Florida State Statute 316.066, when none of the above criteria applies and the crash occurs on public roadways, the officer shall initiate a Florida Short Form Traffic Crash Report when the:
 - a. Crash involves a criminal traffic offense other than DUI or hit and run of attended property, such as DWLS, NVDL, reckless driving, etc.; or
 - b. The crash occurs on the public or private right-of way and does not meet any of the statutory long form reporting requirements outlined in 316.066(1)(a).
 - c. Crash involves hit and run of **UNATTENDED** property to include possible delayed reports outlined in F.S. §316.063 (1).

Investigative leads present – A MRE report in conjunction with a short form crash report shall be completed to assist in solving the case. The crash report narrative shall chronologically describe the sequence of events occurring during the crash for each vehicle, drivers, and non-motorist. You must indicate there were investigative leads found during the investigation.

No investigative leads present – The short form crash report will serve as the complete report. The crash report narrative shall chronologically describe the sequence of events occurring during

the crash for each vehicle, drivers, and non-motorist. You must indicate there were no investigative leads found during the investigation.

2. Calls should be cleared with Tampa Police Communications indicating the crash was documented as a “Signal 4S or Signal 3S”, indicating a short form crash report was originated.
3. Issuance of a citation and completion of the narrative and/or diagram is not required for a civil short form crash report. A citation and a narrative and/or diagram may be completed at the discretion of the investigating officer/supervisor to document any facts unique to the crash (I.E. the lack of investigative leads in a hit and run). All of the above investigations require a complete traffic, civil, and criminal investigation to ensure each crash is properly classified.

C. Electronic Driver’s Exchange of Information:

The department shall utilize the Electronic Driver’s Exchange of Information in the TraCS reporting program only to issue an exchange of driver/vehicle information at a crash scene to all drivers and/or property owners that may have sustained damage to property. Officers shall also complete either a Long Form or Short Form crash report and submit via the TraCS reporting system.

1. Officers shall attempt to gather an e-mail address from drivers and property owners if applicable, during the course of a crash investigation. If email addresses are provided, officers will email the driver’s exchange through TraCS.
2. If email addresses are not available, officers will provide a printed copy of the driver’s exchange to drivers and/or vehicle owners.

D. Florida Traffic Crash Reports (long form and short form) shall be completed by following the instructions published by the Florida Department of Highway Safety and Motor Vehicles, specifically:

1. Long form traffic crash reports require that all mandated sections are completed, along with a narrative, describing in chronological order the sequence of events occurring during the crash for each vehicle, drivers, and non-motorist and a diagram. An MRE report shall also be completed if warranted by the severity of the crash or to document any applicable criminal investigation as directed by SOP.
2. Short form traffic crash reports require that all mandated sections are completed. A narrative and diagram are not required, unless the narrative is to document any applicable criminal investigation as directed by SOP. A MRE report shall also be completed to document any applicable criminal investigation as directed by SOP. Citations are not required, but may be issued at officer’s discretion.

3. The DHSMV instructions do not address every possible scenario for the Florida Traffic Crash Report. For purposes of uniformity, the following additional procedures are established:

- a. The vehicle committing the primary violation causing the crash will be designated as **Vehicle 1**, when able to be determined.
- b. DHSMV does not require measurements on the diagram portion of the crash report. Estimated or approximate measurements of the area of impact are therefore not required on the diagram, but may be included at the discretion of the investigating officer or as directed by a supervisor.
- c. The narrative portion shall describe the crash in a concise and easily understood manner, reflecting the actual sequence of events during the crash. For example:

“Vehicle #1 was traveling north on N Dale Mabry Hwy and was following too closely, striking Vehicle #2’s rear. Vehicle #2 was stopped in traffic prior to impact. The driver of Vehicle #1 was transported to Tampa General Hospital for further medical evaluation.”

Any additional vehicles should be listed in the sequence of events describing their involvement in the crash.

- d. Additional pertinent information may be added in the narrative section as deemed necessary by the investigating officer or supervisor.

E. All Florida Traffic Crash Reports (long form and short form) shall be completed by officers electronically, utilizing the Traffic and Criminal Software (TraCS) program.

1. After completing a crash report, the investigating officer shall “validate” the report utilizing the TraCS program. Once the report is in “Validated” status, the report is then ready for supervisor review.
2. Officers shall complete and validate reports within one work day following the completion of their investigation. No reports shall be kept in “Open” status over the officer’s days off unless the officer’s investigation is ongoing.
3. Supervisors shall utilize the TraCS program at least once per shift to review and electronically approve or reject crash reports in “Validated” status completed by officers under their command. If a report is rejected, the supervisor shall note the reason for the rejection and notify the officer.
 - a. Reports written by traffic re-constructionists during the course of

investigations where a traffic homicide detective responds to the scene will be reviewed by the Traffic Sergeant or assigned detective. These reports shall not be reviewed by patrol supervisors.

4. Officers shall utilize the TraCS program to submit timely corrections to any of their crash reports with the status of "Rejected." Rejected reports shall be corrected and then validated so they are again ready for supervisor review. Officers shall complete this process within one work day of the report initially being rejected.
 5. To complete an update to a Florida Traffic Crash Report with the status of "Submitted," officers shall utilize the "Update Crash Form" function in the TraCS program. After the update is completed, the officer shall validate the report and it will follow the supervisory review process described above.
 - a. Updates to Florida Traffic Crash Reports that were originally written prior to the implementation of the TraCS program must be completed using handwritten HSMV 90010S forms.
- F. The Driver's Exchange shall be completed electronically by utilizing the TraCS reporting program and provided by email or printed copy to all parties involved.
1. Officers will facilitate the exchange of information by printing a "Driver Exchange" utilizing the TraCS program if their vehicle is equipped with a printer. Officers shall not provide any parties with a printed copy of the actual Florida Traffic Crash Report (long or short form).
- G. In the event that TraCS is inoperable, officers will provide all involved parties with the TPD CAD/report number as well as:
- a. The name, address, and phone number of the owner and driver of the other involved vehicle,
 - b. The license plate number and state of the other vehicle,
 - c. The name of the liability carrier and policy number for the other vehicle, and
 - d. Any pedestrian and/or property owner contact information to all parties involved.
 - e. Officers should then initiate a TraCS short or long form traffic crash report as soon as the TraCS system is available.
- H. For delayed crashes where the involved parties have both mutually departed the scene and for private property crashes that do not meet Long Form reporting guidelines. Drivers can utilize the Desk Officer Reporting System (D.O.R.S.)

located on the TPD public web page to self-report their involvement in a traffic crash. The D.O.R.S crash reporting system does not serve as an official Florida traffic crash report, but will allow citizens to report the information for insurance purposes. A link to the state self-reporting portal is included on the crash reporting portion of the D.O.R.S. system.

- I. Officers should use good judgment based a totality of the facts before originating a delayed traffic crash report in the TraCS system; including verification of the driver/vehicle information and the circumstances of the crash.

VI. GENERAL INFORMATION:

- A. All investigators should refer to the following related SOPs associated with traffic crash reporting:
 - 1. 833 - Traffic Crash Investigations;
 - 2. 402.4 – Traffic Citation;
 - 3. 404.5 – Special Traffic / Crash Information; and
 - 4. 404.7 – Hit and Run.
- B. Crash debris can be detrimental to motorists, pedestrians and the environment. All wreckers responding to the scene of a crash investigation are required by state law to clean up all associated debris, to include fluids. It is the officer/investigator’s responsibility on scene to ensure the wrecker drivers are in compliance.
- C. Any arrests of any parties involved in traffic crash investigations and reporting, unless outlined in 316.066, can be handled completely separate from the crash reporting responsibilities. Specifically, any non-DUI or non-hit and run of attended property arrest can be processed without the necessity of using a long form crash report, especially if none of the other long form reporting criteria is present. Normal MRE / Versadex reports still need to be generated as appropriate.

Supersedes SOP 401.4, dated 12/20