

Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

The Redding Police Department prepares traffic collision reports in compliance with the California Statewide Integrated Traffic Records System (SWITRS) Collision Investigation Manual (CIM) and as a public service makes traffic collision reports available to the community with some exceptions.

501.2 RESPONSIBILITY

All traffic collision reports taken by members of this Department shall be forwarded to the Traffic Unit for approval and data entry into the Records Management System. The Traffic Sergeant will be responsible for monthly traffic statistics to be forwarded to the Field Operations Commander via the chain of command, or other persons as required.

Traffic collisions shall be reported in the form of full investigations, reports, or log entries.

Risk Management shall be notified of all collisions involving City of Redding vehicles or City of Redding property.

501.3 REPORTING SITUATIONS

The on-duty supervisor has the discretion to authorize whether a traffic report and/or traffic investigation should be taken, or if a log report is acceptable.

501.3.1 LOG REPORT

- (a) Collisions with property damage only, including those late reported.
- (b) Private-property collisions with complaint of pain or property damage only.
- (c) Hit-and-run collisions with less than \$1000 damage, no injuries and no reasonable likelihood of developing suspect information.
- (d) Late reported collisions with complaint of pain or property damage only, when all the involved parties cannot be sufficiently identified.
- (e) Hit-and-run collisions to City of Redding property, other than city vehicle, with less than \$1000 damage and no reasonable likelihood of developing suspect information.
- (f) Late reported non-injury traffic collision with any party involved not having proof of insurance, or provided false proof of insurance.
- (g) Collisions involving City of Redding property, other than a city vehicle, resulting in less than \$1000 damage and no injuries.
- (h) Collisions involving City of Redding vehicles resulting in less than \$1000 damage and no injuries. For RPD emergency vehicles see 501.4.
- (i) Hit-and-run collisions involving City of Redding vehicles resulting in less than \$1000 damage, no injuries, and no reasonable likelihood of developing suspect information. For RPD emergency vehicles see 501.4.

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501.3.2 TRAFFIC COLLISION REPORT

- (a) Collisions with complaint of pain and the involved parties can be sufficiently identified. This includes late reported collisions. Private property is excluded (see 501.3.1(a)).
- (b) Collisions with visible injuries, including late reported.
- (c) Property damage only (including City of Redding property) collisions involving a party that is unlicensed, suspended, does not have valid insurance, or is arrested for driving under the influence.
- (d) Collisions involving City of Redding property (non-vehicle) with damage of more than \$1000.
- (e) All collisions involving City of Redding vehicles when there is a complaint of pain, other visible injury, or damage of more than \$1000.
- (f) Hit-and-run collisions with damage of more than \$1000, possible or suspected injury, and no reasonable likelihood of identifying the suspect.
- (g) Hit-and-run collisions where the suspect is identified during the initial investigation or there is sufficient information to conduct a follow-up investigation.
- (h) Collisions involving a train in an intersection with a minor injury or suspected minor injury.

501.3.3 FULL INVESTIGATION REPORT

- (a) All suspected serious injury and fatal collisions, including late-reported and hit-and-run.
- (b) All suspected serious injury and fatal collisions involving a train in an intersection.

501.3.4 TRAFFIC COLLISIONS INVOLVING A DUI DRIVER

- (a) All suspected minor injury, possible injury and property damage only collisions shall be documented in a traffic collision report.
- (b) All suspected serious injury and fatalities shall be documented in a traffic investigation.

NOTE: Officers preparing the report involving a DUI driver shall compute the hours spent on the investigation by all RPD personnel and other city personnel. The time shall be documented in the collision report, in the miscellaneous box on page 3 of the CHP 555.

501.3.5 COLLISION REPORTS - RPD EMERGENCY VEHICLES

- (a) Log Report and City of Redding Incident Report:
 - 1. Collisions involving on-duty RPD emergency vehicle resulting in damage less than \$1000 and no injuries.
 - 2. Hit-and-run collisions with damage of less than \$1000, no injuries, and no reasonable likelihood of developing suspect information.
- (b) Traffic Collision Report and City of Redding Incident Report:

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1. Collisions involving an on-duty RPD emergency vehicle resulting in damage of more than \$1000.
 2. Collisions involving an on-duty RPD emergency vehicle resulting complaint of pain or minor visible injury.
 3. Hit-and-run collisions with damage of more than \$1000, no injuries, and no reasonable likelihood of developing suspect information.
- (c) Full Investigation Report and City of Redding Incident Report:
1. All collisions involving on-duty RPD emergency vehicle with any moderate or major injury.
- (d) All RPD Emergency Vehicle collisions shall include digital photos by the supervisor or designee.

501.3.6 OPERATIONAL DAMAGE - RPD VEHICLES

- (a) At the supervisor's discretion, operational damage to any RPD vehicle may be documented on a City of Redding Incident Report.
- (b) Operational Damage is limited to minor damage, such as a bent tailpipe, broken light lens, broken mirror, minor scrapes, minor dents, damage to wheel rim or a broken antenna.
- (c) Operational damage includes incidents with damage only to Department equipment/vehicles and no other involved party.
- (d) An incident report documenting the circumstances and damage shall be completed by the on-duty supervisor and forwarded, via chain of command, to the Division Commander. Damage to the vehicle/equipment shall also be documented with digital photographs.

501.3.7 OUTSIDE AGENCY REPORT REQUESTS

All outside agency requests for a traffic collision report should be reviewed and approved by a supervisor. The supervisor will determine the type of report required.