

## Traffic Collision Reporting

### 501.1 PURPOSE AND SCOPE

The San Leandro Police Department prepares traffic collision reports in compliance with the California Highway Patrol Collision Investigation Manual (CIM) and as a public service makes traffic collision reports available to the community with some exceptions.

### 501.2 RESPONSIBILITY

The Traffic Sergeant or Traffic Lieutenant will be responsible for distribution of the Collision Investigation Manual. The Traffic Sergeant or Traffic Lieutenant will receive all changes in the state manual and ensure conformity with this policy.

### 501.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to the Traffic Division for approval and data entry into the Records Management System.

### 501.4 REPORTING SITUATIONS

#### 501.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

Traffic collision investigation reports shall be taken when a City-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 (CHP 555 form) 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 City vehicle, a collision report shall be completed and forwarded to the appropriate Bureau Captain, via chain of command.

Photographs of the collision scene and vehicle damage shall be taken.

The Department Fleet Manager shall forward a copy of the collision report to the Finance Department to the attention of the Risk Manager. Photos shall remain at the Police Department unless requested.

#### 501.4.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the San Leandro Police Department resulting in an injury or fatality, the Watch Commander may notify the California Highway Patrol for assistance.

#### 501.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS

The Traffic Sergeant or on-duty Watch Commander may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any City official or employee where a serious injury or fatality has occurred.

# San Leandro Police Department

San Leandro PD Policy Manual

## *Traffic Collision Reporting*

---

### 501.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

In compliance with the Collision Investigation Manual, traffic collision reports shall not be taken for traffic collisions occurring on private property unless there is a death or injury to any person involved, a hit-and-run violation with suspect information. An Incident Report may be taken at the discretion of any supervisor.

### 501.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall 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) When a vehicle must be removed from a roadway (i.e. tow for any reason)
- (c) When a report is requested by any involved driver

### 501.5 NOTIFICATION OF TRAFFIC DIVISION

In the event of a serious injury or death related traffic collision, the Watch Commander shall notify the Traffic Lieutenant to relate the circumstances of the traffic collision and seek assistance from the Traffic Division. In the absence of a Traffic Lieutenant, the Watch Commander or any supervisor may assign an accident investigator or motor officer to investigate the traffic collision.

### 501.6 ON-DUTY COLLISION REVIEW PROCESS

It shall be the responsibility of the Traffic Lieutenant to evaluate all reports of on-duty vehicle collisions and to determine whether or not the accident was preventable. In fatal or serious injury collisions, the Traffic Lieutenant will convene a Collision Review Board to determine whether or not the collision was preventable.

If the Traffic Lieutenant determines a Collision Review Board is unnecessary, he/she shall review those collisions found to be preventable with the involved employee. This review is to discuss prevention issues, and the review may be conducted by employee's division commander.

### 501.7 COLLISION REVIEW BOARD

The Collision Review Board shall hear all cases upon recommendation of the Traffic Lieutenant. The board shall be comprised of:

- (a) A Division Commander designated by the Chief of Police.
- (b) The involved employee's immediate supervisor.
- (c) The Traffic Division Accident Investigator.
- (d) An employee of equal rank to the involved officer (at the discretion of the involved employee).
- (e) Any other person(s) designated by the Chief of Police (optional).

# San Leandro Police Department

San Leandro PD Policy Manual

## *Traffic Collision Reporting*

---

The purpose of the hearing is to determine whether or not the collision was preventable. It is neither the purpose of the hearing to determine the responsibility for vehicle code violations, nor to determine and/or apportion negligence.

### **501.7.1 CONDUCT OF THE COLLISION REVIEW BOARD HEARING**

The Division Commander designated by the Chief of Police shall be the Chairperson of the Board. The Chairperson will ensure the involved officer is made aware of his/her rights per Section 3303 of the Government Code.

The involved employee may have a representative of his/her choosing present during the hearing. The employee's representative shall not be a member of the Board, nor is he/she to be present during the deliberations of the Board. After the involved employee has described the collision and answered questions by the Board members, the Chairperson may excuse the employee from the hearing prior to deliberation of the Board.

The Board's finding will be reported in writing to the involved employee and to the appropriated Bureau Captain, who shall be responsible for remediation training, discipline, etc.

### **501.8 RESCINDED POLICY**

This policy rescinds San Leandro Operations Directives 83-06, 84-16, 84-24, and 87-37.