

## Traffic Collision Reporting

### 501.1 PURPOSE AND SCOPE

The East Palo Alto 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 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to their patrol sergeants for approval and data entry into the Records Management System. The Records Supervisor will be responsible for monthly and quarterly reports on traffic collision statistics to be forwarded to State of California, the Operations Commander and posting of traffic information on information boards.

The Operations Division Commander may appoint an officer to act as a coordinator for traffic related matters.

### 501.3 REPORTING SITUATIONS

#### 501.3.1 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. The informational report must contain a diagram of the scene. Whenever there is damage to a City vehicle, a Vehicle Damage Report shall be completed and forwarded to the appropriate Division Commander.

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

An electronic copy of the collision information shall be forwarded to Operations Division Commander and the City Risk Manager no later than the next work day.

If the collision report is incomplete notification is still required.

#### 501.3.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES

When an employee or elected official of the City of East Palo Alto either on duty or off duty is involved in a traffic collision within the jurisdiction of the East Palo Alto Police Department resulting in great bodily injury or fatality, the Watch Commander, should consider requesting the South County MAIT team, the California Highway Patrol, or neighboring police agency to conduct the investigation.

A separate administrative investigation will be made if it is an on duty collision.

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### 501.3.3 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, or Vehicle Code violation. An Incident Report may be taken at the discretion of any supervisor.

### 501.3.4 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 there is an identifiable violation of the Vehicle Code
- (c) When a report is requested by any involved driver
- (d) Officers are permitted to facilitate the exchange of information if all parties consent and there are no injuries