

Traffic Crash Reporting

501.1 PURPOSE AND SCOPE

The Urbana Police Department prepares traffic crash reports in compliance with the Illinois Department of Transportation, Division of Traffic Safety Illinois Traffic Crash Report (Form SR1050) Manual and as a public service makes traffic crash reports available to the community with some exceptions.

501.2 RESPONSIBILITY

A Patrol Commander will be responsible for distribution of the Illinois Traffic Crash Report Manual. A Patrol Commander will receive all changes in the state manual and ensure conformity with this policy.

501.3 TRAFFIC CRASH REPORTING

The Urbana Police Department responds to traffic accidents when possible. However certain conditions, as described in this policy, may vary the methodology of handling the calls.

Reports shall be completed on a computer based crash report writing system. Officers will print out a copy of the driver's exchange and give them to the parties involved. In the event that the crash report writing system is down officers will complete a paper form of the Traffic Crash SR1050 forms and issue the parties the driver's exchange copies attached to the forms.

501.3.1 DESK REPORTS

The Urbana Police Department does not take desk reports. Normally there will be no report taken if there is minor property damage and the police were not called to the scene. If it is a hit and run, injuries resulted or a significant amount of property damage, supervisors shall assign officers to investigate.

501.4 REPORTING SITUATIONS

501.4.1 TRAFFIC CRASHES INVOLVING POLICE AND CITY VEHICLES

Supervisors shall follow the attached guidelines when determining who is responsible for investigating traffic accidents involving police vehicles in Urbana.

[See attachment: Accident Chart.pdf](#)

Supervisors may deviate from these guidelines if, in his/her judgment, circumstances dictate a change.

Photographs of the crash scene and vehicle damage shall be taken at the discretion of the officer investigating the crash or any supervisor.

The Patrol Supervisor shall notify the Patrol Commander about significant property damage or injury accidents. Additionally, they shall notify the CID Commander in those situations where CID is required as described in the attached guideline.

Urbana Police Department

Urbana PD Policy Manual

Traffic Crash Reporting

501.4.2 TRAFFIC CRASHES WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic crash within the jurisdiction of the Urbana Police Department resulting in a serious injury or fatality, the Watch Commander or the Shift Supervisor, should notify an allied agency, the County Sheriff, or the Illinois State Police for assistance.

The term serious injury is defined as any injury that may result in a fatality.

501.4.3 TRAFFIC CRASHES ON PRIVATE PROPERTY

Officers shall respond and investigate private property accidents if any of the following criteria are present:

- Fatality
- Injury
- Hit and Run
- DUI related incident
- Reckless driving
- Drag racing
- Any accident that is significant enough that a vehicle cannot be driven from the scene
- Uninsured driver
- Supervisory judgement/discretion

If no report is warranted, the officer will supply the driver(s) with the appropriate forms and explain how they are to be completed. In addition, the officer will facilitate the exchange of driver information if it is a multi-vehicle accident. Officers will note the accident was a private property accident on the dispatch ticket and fill out and turn in FI on all involved parties.

501.4.4 TRAFFIC CRASHES ON ROADWAYS OR HIGHWAYS

Officers shall investigate traffic accidents involving:

- Fatality
- Personal injury
- Any alcohol or drug impairment
- Any damage over \$1,500 or where vehicles may not be driven away
- Any hazardous materials spill
- Hit and run accidents
- Incidents where a supervisor directs an accident report be taken

Urbana Police Department

Urbana PD Policy Manual

Traffic Crash Reporting

Investigating officers are required to issue citations that are warranted based on their investigation into the accident. This does not apply for accidents involving city vehicles. In cases of fatalities or extremely serious injuries the issuance of a traffic citation may be deferred.

501.4.5 ON SCENE TRAFFIC ACCIDENT PROCEDURES

Responding officers are responsible for the following issues present at the scene of most traffic accidents:

- Keep the situation from getting worse and protect the scene (including the use of reflective safety vests to improve visibility of the officers at the scene)
- Attend to traffic direction and flow issues
- Locate participants and provide medical assistance as necessary
- Identify and locate any hazardous materials
- Arrange for towing of disabled vehicles
- Complete the Illinois Traffic Crash Report Form (SR1050)
- Issue citations and make arrests as necessary
- Collect and preserve evidence as necessary

501.4.6 ACCIDENT REVIEW BOARD

The Chief of Police shall appoint an Accident Review Board. This Board shall meet and review every accident involving an Urbana Police Department vehicle. During the review, the Board determines whether or not the employee was "At Fault" and records that finding. It is then forwarded to the Deputy Chief. The Accident Review Board may recommend:

- No Action
- Appropriate discipline pursuant to the policy establishing such discipline*
- Rehabilitative efforts for the employee

*It should be noted, that the Board does NOT recommend specific discipline. They report their findings to the Chief via the chain of command, and the Chief makes the final determination based on factors he deems appropriate.

501.5 EMERGENCY ACCIDENT REPORTING POLICY

Rare circumstances occur where, due to weather or other conditions, the number of traffic accidents is too high for the immediate resources of the Department to handle. As a result, the Shift Supervisor has the authority under the following conditions, to declare an "Emergency Accident Policy" condition.

a. Weather

The weather can produce conditions (such as ice) which results in a large number of accidents

b. Number of Accidents

Urbana Police Department

Urbana PD Policy Manual

Traffic Crash Reporting

Only after the number of accidents rises to an unmanageable level may the Shift Supervisor implement this policy. It shall not be implemented in anticipation of large numbers of accidents.

c. Notification

Once the decision has been made to implement the "Emergency Accident Policy," the Shift Supervisor shall notify METCAD, on-duty officers and the Patrol Commander.

d. Procedure

Once the "Emergency Accident Policy" is implemented, the on-duty supervisor will direct officers to continue to be dispatched to accidents; however, they are not required to write reports as obligated in Sections 2 and 3 above, if there are no injuries and the cars can be driven from the scene. The participants are directed to go to the station to pick up their report forms. Appropriate action should be taken for obvious hazardous conditions. If, in the opinion of the ranking supervisor on-duty, the numbers of accidents becomes so overwhelming that even relieving officers from the reporting requirements is not practical, he may notify METCAD to direct all non-injury accident participants to report to the station for their report forms. Officers would then only respond to personal injury accidents. Nothing herein shall prevent an officer from writing a report if he/she believes that it is necessary and gains permission from a supervisor.

501.5.1 SUPERVISORY DISCRETION

A supervisor may, if appropriate to the circumstances, request assistance from an allied agency, the County Sheriff, or the Illinois State Police for the investigation of any traffic crash.

Attachments

Accident Chart.pdf

Agency	Accident Type	Responsibility
Other police agency has a traffic accident in Urbana or an accident occurs as a direct result of another agency's pursuit.	The damage is minor and both vehicles can be driven away or very minor "complaint of pain" type injury.	Urbana Supervisor (unless the other agency's policy directs otherwise)
	The vehicles cannot be driven from the scene due to significant damage, OR there is significant personal injury.	Urbana Supervisor with assistance from CID (unless the other agency's policy directs otherwise)
Urbana Police vehicle has a traffic accident in Urbana or an accident occurs as a direct result of an Urbana Police pursuit.	The damage is minor and both vehicles can be driven away.	Urbana Supervisor (If the driver is a Sergeant and no other supervisor is available, then a supervisor from a jurisdiction with concurrent jurisdiction should complete the report such as UIPD, CCSO or ISP)
	The vehicles cannot be driven from the scene due to significant damage and there are no injuries to anyone but the officer.	A supervisor from a jurisdiction with concurrent jurisdiction should complete the report with assistance from an Urbana Supervisor.
	There is significant personal injury to the officer or there is more than "complaint of pain" injury to anyone besides an Urbana employee.	Illinois State Police with assistance from Urbana CID
Urbana Police Vehicle outside of Urbana or an accident occurs as a direct result of an Urbana Police pursuit.	Minor or major	The police jurisdiction where the accident occurred will determine who investigates
City of Urbana vehicle	The damage is minor and both vehicles can be driven away or very minor "complaint of pain" type injury.	Urbana Police Officer with Supervisor present
	There is significant personal injury to the employee or there is more than "complaint of pain" injury to anyone besides an Urbana employee.	Urbana Police Supervisor possibly with assistance from CID depending on the judgment of the supervisor at the scene.