

Traffic Crashes

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Issuing Authority:	

502.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to, investigating, and reporting traffic crashes.

502.2 NOTIFICATION OF SUBURBAN MAJOR ACCIDENT RECONSTRUCTION TEAM (SMART TEAM)

In the event of a serious injury or death related traffic crash, the Patrol Sergeant shall notify the Patrol Lieutenant to relate the circumstances of the traffic crash and seek assistance from the SMART Team. In the absence of a Patrol Lieutenant, the Patrol Sergeant or any supervisor may assign a crash investigator or motor officer to investigate the traffic crash.

502.3 POLICY

It is the policy of the Alsip Police Department to respond to traffic crashes and render or summon aid to injured victims as needed. The Alsip Police Department will investigate and prepare reports in compliance with the Illinois Department of Transportation, Division of Traffic Safety Illinois Traffic Crash Report (Form SR 1050) Manual. As a public service, the Alsip Police Department makes traffic crash reports available to the community with some exceptions with the goal of reducing the occurrence of crashes by attempting to identify the cause of the crash and through enforcing applicable laws.

502.4 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

- (a) Is within the jurisdiction of this Alsip Police Department and there is:
 1. A life-threatening injury.
 2. A fatality.
 3. A Village vehicle involved.
 4. A Village official or employee involved.
 5. Involvement of an on- or off-duty member of this Alsip Police Department.

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- (b) Is within another jurisdiction and there is:
 - 1. A Village of Alsip vehicle involved.
 - 2. A Village of Alsip official involved.
 - 3. Involvement of an on-duty member of this Alsip Police Department.

502.4.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

- (a) Traffic direction and control.
- (b) Proper placement of emergency vehicles, cones, roadway flares, or other devices if available to provide protection for members, the public, and the scene.
- (c) First aid for any injured parties if it can be done safely.
- (d) The potential for involvement of hazardous materials.
- (e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire hazards requiring the fire department, hazardous materials response, tow vehicles).
- (f) Clearance and cleanup of the roadway.
- (g) Disturbances between the parties.

502.5 NOTIFICATION

If a traffic crash involves a life-threatening injury or fatality, the responding officer shall notify a supervisor or, if unavailable, the Patrol Sergeant. The Patrol Sergeant or any supervisor may assign a traffic investigator or the SMART Teamt. The Patrol Sergeant will ensure notification is made to the Patrol Lieutenant, command staff, and the Finance Director in accordance with the Major Incident Notification Policy.

502.5.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Medical Examiner, or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic crash should not be released until notification is made to the victim's immediate family.

502.6 MINIMUM REPORTING REQUIREMENTS

A crash report shall be taken when:

- (a) A fatality, any injury (including complaint of pain), driving under the influence, or hit-and-run is involved.
- (b) An on-duty member of the Village of Alsip is involved.
- (c) The crash results in any damage to any Village-owned or leased vehicle.

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- (d) The crash involves any other public agency driver or vehicle.
- (e) There is damage to public property.
- (f) There is damage to any vehicle to the extent that towing is required.
- (g) Prosecution or follow-up investigation is contemplated.
- (h) Directed by a supervisor.

502.6.1 PRIVATE PROPERTY

Generally, reports should not be taken when a traffic crash occurs on private property unless it involves an injury or fatality, a hit-and-run violation, or other traffic law violation. Members may provide assistance to motorists as a public service, such as exchanging information and arranging for the removal of the vehicles.

502.6.2 VILLAGE VEHICLE INVOLVED

A traffic crash report shall be taken when a Village vehicle is involved in a traffic crash that results in property damage or injury.

A general information report may be taken in lieu of a traffic crash report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a Village vehicle, a vehicle damage report shall be completed and forwarded to the appropriate Lieutenant. The traffic investigator or supervisor at the scene should determine what photographs should be taken of the scene and the vehicle damage.

502.6.3 INJURED ANIMALS

Alsip Police Department members should refer to the Animal Control Policy when a traffic crash involves the disposition of an injured animal.

502.7 INVESTIGATION

When a traffic crash meets minimum reporting requirements, the investigation should include, at a minimum:

- (a) Identification and interview of all involved parties.
- (b) Identification and interview of any witnesses.
- (c) A determination of whether a violation of law has occurred and the appropriate enforcement action.
- (d) Identification and protection of items of apparent evidentiary value.
- (e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence, reporting) on the appropriate forms.

502.7.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY

The Patrol Lieutenant or on-duty Patrol Sergeant should request that the Illinois State Police or other outside law enforcement agency investigate and complete a traffic crash investigation

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when a life-threatening injury or fatal traffic crash occurs within the jurisdiction of the Alsip Police Department and involves:

- (a) An on- or off-duty member of the Alsip Police Department.
 - 1. The involved member shall complete the traffic crash form. If the member is unable to complete the form, the supervisor shall complete it.
- (b) An on- or off-duty official or employee of the Village of Alsip.

Alsip Police Department members shall promptly notify a supervisor when any Alsip Police Department vehicle is involved in a traffic crash. The crash investigation and report shall be completed by the agency having jurisdiction.

502.8 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the crash, authorized members should issue a citation or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter, or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

502.9 REPORTS

Alsip Police Department members shall utilize forms approved by the Illinois Department of Transportation as required for the reporting of traffic accidents (625 ILCS 5/11-408; 625 ILCS 5/11-411). All such reports shall be forwarded to the [TrafficBureau] for approval and filing.

502.9.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

502.9.2 PATROL LIEUTENANT RESPONSIBILITIES

The responsibilities of the Patrol Lieutenant include but are not limited to:

- (a) Ensuring the monthly and quarterly reports on traffic crash information and statistics are forwarded to the Patrol Lieutenant or other persons as required.
- (b) Ensuring that traffic crash reports are submitted timely to the appropriate state agencies pursuant to 625 ILCS 5/11-408.