I. POLICY

The Davis Police Department will respond to all reported injury traffic collisions in the city limits. This includes injury collisions occurring on public and private property.

Vehicle Code § 20008 specifies the driver of any vehicle involved in a traffic collision resulting in any injury or death notify the police department of any city where the collision occurred and make a written report. It is the duty of the Davis Police Department to make those reports and forward them to the California Highway Patrol.

There is no requirement to write a report for a non-injury collision, however the Davis Police Department will generally respond to the scene of any reported collision and assist any involved party in the exchange of information, pursuant to this policy.

II. PROCEDURE

A. Collision Response, Injury or Unknown Injury (Just Occurred)

1. The Police Department, Fire Department, and AMR Ambulance shall be dispatched to all reports of injury or unknown injury collisions. Collisions will be assumed unknown injury until involved parties make contact with dispatch and confirm they are not injured.

2. A written report and investigation shall be made or conducted for any injury collision, including any injury hit and run collision, except as otherwise stated in this policy.

B. Collision Response, Non-Injury

1. Non-Injury Collisions (Just Occurred)

   a. A patrol officer or PSS will be dispatched to non-injury collisions in the following cases:

      1. Involved vehicle(s) or collision debris is creating a reported traffic hazard; or
      2. At the request of an involved party or if an involved party need assistance in exchanging required information; or
      3. If anyone reports that an involved party may be under the influence; or
      4. If any involved party is not licensed to drive.

   b. Non-injury collisions will not be investigated, unless an officer or the Watch Commander determines for any reason a written report should be made.
c. When assistance is requested, the officer or PSS should assist in making sure involved parties are licensed to drive, have current insurance, and exchange required information using the Traffic Collision Information Exchange form. Involved parties can be given a copy of the form at the scene. Completed forms should be turned into the citation basket where they will be converted to a limited non-injury traffic collision report.

d. An involved party of any non-injury collision may also file a CHP Property Damage Only (PDO) report to document the collision. A PDO form can be obtained from an officer or PSS in the field or at the front counter of the Davis Police Department. If a PDO form is provided by an officer or PSS, the officer or PSS should instruct the involved party or parties to return the PDO report, in person, to the Records Unit at the Police Department. When Records receives a counter report, it will be given a report number, entered into RIMS by Data Entry, and be filed without supervisor review.

e. The on-scene officer or PSS should notify dispatch of the license plate(s) and drivers license(s) of involved parties, regardless of whether a PDO is filed or not.

2. Non-Injury, Late Reported (Reported by phone or at counter; Includes Hit and Run)

a. Late reported (meaning a delay between time of discovery and making the report or the vehicle has been moved) non-injury collisions occurring on public or private property will not be investigated, unless the Watch Commander determines for any reason a written report should be made. Non-injury late reported hit and run reports will not be investigated unless there are adequate investigative leads that would lead to the prosecution of the violator.

b. An involved party may file a CHP PDO report to document the collision. The report may be provided by Records staff at the front counter or be mailed to the reporting party if they do not want to respond to the Department.

c. When a completed PDO report is received by Records it will be given a report number, entered into RIMS by Data Entry, and be filed without supervisor review.

C. Late Reported Telephone Reports

To discourage fraudulent reporting, late reported injury, including hit and run with injury, collision telephone reports shall not be accepted by the Davis Police Department. To facilitate the investigation, the reporting party must respond to the Police Department or Davis City Limits. Additionally, they must bring the involved vehicle to Davis and allow the investigating officer access to the vehicle for examination. If the reporting party is unable to return to the city, they shall be referred to any California Highway Patrol office who shall make a report of the collision pursuant to Vehicle Code § 20008.

D. School Bus Collisions

The Davis Police Department shall respond to all school bus collisions. However, the California Highway Patrol is responsible for investigating and reporting any collision where the bus is transporting or carrying passengers, regardless of injuries. Collisions involving school buses that are not occupied or carrying passengers shall be investigated by the Davis Police Department.

E. Unitrans Buses

1. Injury collisions shall be reported and investigated as any other collision under this policy.
2. Collisions involving Unitrans buses or equipment where there are no injuries and no physical
damage to the property of others are generally not reported to the Davis Police Department
by Unitrans. If there is a hazard involved, such as a roadway blockage, a PSS or patrol officer
should be dispatched.

3. Collisions involving moving Unitrans buses and parked/unoccupied cars; Unitrans will call
the Davis Police Department and advise what occurred, where it occurred, and the
description of the parked vehicle(s). The complaint taker shall log all information in CAD.
Unitrans will be given the CAD event number. A police officer will not normally be
requested to respond. (Unitrans shall be responsible for contacting the owner and the CAD
number will document they did notify the police department).

F. Report Writing Procedure - Collisions

1. Reporting Employee Responsibility

   a. Prior to end-of watch on the day the report was made the officer or PSS shall minimally
do the following:

      1. Open the RIMS report, designate the report as a collision or a criminal collision, and
         enter the names of all persons involved under the Persons Tab and the vehicles under
         the Vehicle Tab.
      2. Enter the corresponding data in order to complete pages 1, 2, and 3 of the CHP 555,
         which is located in the Accident Form section of RIMS.
      3. Write a synopsis in the narrative field providing sufficient information to the reader
         as to determine an overview of what happened in the collision and whether injuries
         were sustained. This information can be used to provide information to the press in a
timely manner.

   b. The final report narrative shall be written in RIMS. The officer should check the narrative
      completed box in the RIMS narrative when completed with all components of the report.

   c. When the CHP 555’s, narrative, and all other required documents are completed, the
      officer shall turn in the completed report by placing it in the “Collision Review” box in
      the Watch Commander’s Office.

   d. If the report is not completed the day it is taken, on the following day the officer shall
      promptly complete the report, unless there is express permission from a supervisor for
      holding the case for a longer period of time. Express permission can be granted only
      where additional follow up must be completed in order to properly classify the case,
      contact essential parties or witnesses, or do a finding. It is the intent of this policy to have
      completed reports reviewed as soon as possible after the report is taken. Supervisors can
direct that follow-up be done from “work copies”, if needed.

   e. With supervisor approval, reports taken at or near the end of shift on the members last
      work day in the work week may be held over the member’s days off.

   f. All members who write reports are required to check their RIMS report queue at or near
      the beginning and end of each shift to make corrections on any report returned by a
      reviewing supervisor. It is the intent of this policy to have corrections completed as soon
      as possible to ensure timely completion and review of the final report.
2. Traffic Officer Responsibility
   a. A traffic officer will review the completed print outs of all CHP 555’s and RIMS narratives that have been placed in the “Collision Review” box.
   b. If the report needs corrections, the report will be returned to the “Collision Review” box with a notice of correction attached. In addition, the officer will receive a RIMS notification of the pending correction. This will show up in the officers RIMS report queue as a report needing correction.
   c. Any citation issued will be filled out and attached to the report by the reviewing supervisor or issuing officer.
   d. After the entire report is completed in RIMS, a supervisor must approve the RIMS report.

3. Records Unit Responsibilities
   a. Records personnel will be responsible for scanning the completed CHP 555 P-, 2 and 3.
   b. Citations and/or Reviewed Reports- Records personnel are responsible for typing and mailing any collision complaint letter and citation.
   c. Information from pending collision reports may be provided to involved parties and their insurance companies with presentation of proper identification.

G. Major Collision Investigation Team (MCIT)

The Major Collision Investigation Team is responsible for conducting in-depth investigations and analyses of major traffic collisions occurring in Davis.

1. Watch Commander Responsibility
   The MACT supervisor, or in their absence a Commander, shall be contacted if one of more of the following occurs so that a decision can be made on whether to have the Team respond:
   a. Any collision involving a fatality or where any involved party is seriously injured and on-scene medical personnel are concerned with patient survival.
   b. Any collision involving a severe injury that is likely to result in permanent disability (e.g., severed body parts).
   c. Any collision involving a City vehicle where any involved party is seriously injured. A serious injury is one which results in broken or dislocated limbs, severe lacerations, or unconsciousness at or when taken from the collision scene. It does not include minor lacerations.
   d. Any collision where roadway design or a City of Davis roadway condition may have contributed to the cause of the collision.
   e. Felony hit and run or felony DUI cases where any involved party suffers a serious injury.
   f. Any collision where complex speed analysis is needed.

   The Watch Commander should be prepared to discuss the following:
   a. Medical condition of involved parties.
   b. Location of involved parties.
   c. Some information about the scope of the scene and potential evidence.
   d. Potential scene hazards.

2. On-Scene Officer Responsibility
   a. Record the names of any fire and ambulance personnel on scene.
b. Ask involved parties and witnesses to remain at the scene, if possible, so that a member of the MCIT can interview them at the scene. If they are unwilling to remain at the scene, do a full-interview. MCIT will conduct any additional or follow-up interviews.

c. Preserve the scene/evidence using cones, barricades, and police tape. Look for visible skid marks and/or other physical evidence that may be involved and expand the crime scene to include anything of significance.

d. Take photos of the scene, personnel, involved parties, and potential witnesses as soon as possible so that MCIT can use them to help reconstruct the event.

e. The primary responding patrol officer is responsible for completing the CHP 555 form and the initial RIMS entry.

f. The MCIT supervisor will normally coordinate coroner response in accordance to legal requirements for notification and required response.

g. If a suspected alcohol and/or drug impaired party is involved, consider a blood draw being conducted by AMR prior to transporting to the hospital or while en route to the hospital (See PP 2.21-C, Blood Tests). UCDMC will not conduct an implied consent blood draw.

Darren Pytel
Police Chief
9/01

Revised 2/03 Counter reports authorized
3/07 RIMS procedure added
1/11 Officers do their own 555, no data entry
02/13 MAIT info added, no CAD info released to parties
8/15 Non-injury form added
05/19 slight changes to wording

Reviewed 01/03, 04/08, 04/10, 11/11, 06/17, 12/17