

# Traffic Collision Reporting

## **502.1 PURPOSE AND SCOPE**

The Fontana 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.

## **502.2 RESPONSIBILITY**

The Traffic Sergeant will be responsible for distribution of the Collision Investigation Manual. The Traffic Sergeant will receive all changes in the state manual and ensure conformity with this policy. The traffic sergeant may delegate responsibility for distribution of and updating the collision investigation manual.

## **502.3 TRAFFIC COLLISION REPORTING**

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

## **502.4 REPORTING SITUATIONS**

### **502.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES**

Traffic collision investigation reports (CHP 555) 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.

Whenever a traffic collision occurs involving only minor property damage and City owned property a traffic investigation report (CHP 555) is not required. whenever there is damage to a City vehicle, an Administrative Memorandum and SCAR report shall be completed by a supervisor and forwarded to the appropriate Division Commander. Photographs of the collision scene and vehicle damage shall be taken at the scene to document all property damage, injuries and the collision scene.

The responding supervisor shall be responsible for completing all necessary documentation along with a Fontana Police Department Employee Involved Traffic Collision Routing Checklist (FPD 336). These forms will then be forwarded as indicated on the routing checklist.

### **502.4.2 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 Fontana Police Department resulting in a serious injury, fatality, or any injury that might cause a liability concern for the City a supervisor shall notify the on-call MAIT investigators and a MAIT supervisor to respond to the scene. The supervisor shall then notify the on-duty watch commander or on-call staff lieutenant, if outside normal business hours, who will approve an AOD request to contact the San Bernardino County Sheriff's Department (SBSO) Major Accident Investigation Team (M.A.I.T.) in handling the collision investigation.

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

#### **502.4.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS**

When any City employee or City official, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Fontana Police Department resulting in a serious injury, fatality, or any injury that might cause a liability concern for the City a supervisor shall notify the on-call MAIT investigators and a MAIT supervisor to respond to the scene. The MAIT supervisor shall then notify the on-duty watch commander or on-call staff lieutenant, if outside normal business hours, to determine the need, if any, to request the assistance of the San Bernardino County Sheriff's Department (SBSO) Major Accident Investigation Team (M.A.I.T.).

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

#### **502.4.4 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, or Vehicle Code violation. A collision report may be taken at the discretion of any supervisor.

#### **502.4.5 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 report is requested by any involved driver

#### **502.5 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION**

In the event of a serious injury or death related traffic collision, the Watch Commander shall notify the Traffic Sergeant or M.A.I.T. Supervisor to relate the circumstances of the traffic collision and seek assistance from the Major Accident Investigation Team as appropriate. In the absence of a Traffic Sergeant, the Watch Commander or any supervisor may assign an accident investigator or motor officer to investigate the traffic collision.