



## GENERAL ORDER #18-04 TRAFFIC COLLISION REPORTING SITUATIONS

Date: July 21, 2018

### I. PURPOSE AND SCOPE

This General Order supersedes Winters Police Department General Order #17-03 and #18-03 "TRAFFIC COLLISION REPORT FORMATTING" in amending Winters Police Department Policy 502.4 "REPORTING SITUATIONS."

### II. POLICY

#### EXCHANGE OF INFORMATION

Members may facilitate the exchange of information between the parties involved in a traffic collision when the collision involves:

- (a) No injuries
- (b) All involved parties are present
- (c) Involved parties do not demand a report
- (d) All involved parties have valid driver's license, registration, and insurance

Members will ensure the following information is exchanged between the parties:

- (a) Driver license information
  1. Name; Address; Driver's license number
- (b) Vehicle registration
  1. Vehicle license number; Year, Make, Model, Color
  2. Registered owner name and address
- (c) Insurance
  1. Insurance carrier
  2. Policy number

#### TRAFFIC COLLISION REPORT - PROPERTY DAMAGE ONLY

The Traffic Collision Report - Property Damage Only (CHP 555-03) form may be used when the collision involves:

- (a) One or two parties
- (b) No injuries or fatalities
- (c) No anticipated prosecution
- (d) Non-injury hit-and-run collisions where prosecution is not anticipated or no follow-up information is available.



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Traffic collision reports completed on the Traffic Collision Report - Property Damage Only (CHP 555-03) shall include the following two headings:

- (a) Summary
- (b) Cause

## TRAFFIC COLLISION REPORT FORMAT

A traffic collision report as defined in the California Highway Patrol CIM is to be completed whenever:

- (a) An identifiable violation is committed and a collision citation is to be issued to any of the involved parties.
- (b) A City of Winters vehicle is involved in a collision
- (c) An injury collision occurs that does not meet the definition of a severe or fatal injury collision

All traffic collision reports shall include the following five headings:

- (a) Notification
- (b) Statements
- (c) Summary
- (d) Area of Impact
- (e) Cause

Additional headings may be added if needed:

- (a) Scene
- (b) Hit and Run
- (c) Evidence
- (d) Intoxication Narrative
- (e) Recommendations

## TRAFFIC COLLISION INVESTIGATION FORMAT

A traffic collision investigation as defined in the California Highway Patrol CIM is to be completed whenever:

- (a) The traffic collision results in death or serious injury defined as:
  - 1. Broken or dislocated limbs
  - 2. Severe lacerations requiring multiple stitches, staples or sutures
  - 3. Unconsciousness at or when taken from the collision scene
  - 4. Injury to internal organs
  - 5. Internal bleeding
- (b) A City of Winters vehicle is involved in a collision resulting in any injury



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- (c) Suspected DUI collision
- (d) The collision results in an in-custody arrest for a violation of CVC sections 2800.1, 2800.2, 23103, 23109
- (e) School bus collision - Taken by CHP if occupied by one or more students

All traffic collision investigations shall include the following seven headings:

- (a) Notification
- (b) Scene
- (c) Parties
- (d) Statements
- (e) Summary
- (f) Area of Impact
- (g) Cause

Additional headings may be added if needed:

- (a) Physical Evidence
- (b) Hit and Run
- (c) Other Factual Information
- (d) Intoxication Narrative
- (e) Recommendations

A factual diagram of the collision scene shall be completed in all cases of life-threatening injury or death. A factual diagram may be completed in cases where prosecution will be sought, where physical evidence plays a significant role in the determination of the primary collision factor, or when witness and/or involved party statements are conflicting.

## 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 Winters Police Department resulting in a serious injury or fatality, or a supervisor, a member of Command Staff, or the Chief of Police, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the Winters Police Department and another member of the same rank or higher authority is not available to investigate the traffic collision, the Designated Supervisor or the Shift Supervisor shall notify the California Highway Patrol for assistance.

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

If a sworn member of the Winters Police Department is involved in a traffic collision while on-duty, and where it may be determined the member may be party most at fault for the traffic collision, the investigating member may make inquiries and compel cooperation of the involved member only to ensure immediate public safety needs. The investigating member shall not include any compelled statements made by the involved member in their report. Prior to taking a



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detailed statement of the involved member, the member will be afforded all rights pursuant to Government Code §3300 et seq.

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