

Traffic Collision Reporting

502.1 PURPOSE AND SCOPE

The University California Santa Cruz 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 Shift Supervisor will be responsible for distribution of the Collision Investigation Manual. The Shift Supervisor will receive all changes in the state manual and ensure conformity with this policy.

502.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to the Watch Commander for approval and data entry into the Records Management System. The Records Manager will be responsible for monthly and quarterly reports on traffic collision statistics to be forwarded to the Patrol Operations Captain, or other persons as required.

502.4 REPORTING SITUATIONS

502.4.1 TRAFFIC COLLISIONS INVOLVING UNIVERSITY OF CALIFORNIA VEHICLES

Traffic collision investigation reports shall be taken when a University-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report (CHP 555 form) at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a University vehicle, a Vehicle Damage Report shall be completed and forwarded to the Operations Captain.

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

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 University of California Santa Cruz Police Department resulting in a serious injury or fatality, the Patrol Lieutenant or the Shift Supervisor, may notify the California Highway Patrol for assistance.

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

502.4.3 TRAFFIC COLLISIONS WITH OTHER UNIVERSITY OF CALIFORNIA EMPLOYEES OR OFFICIALS

The Shift Supervisor or on-duty Watch Commander may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any University official or employee where a serious injury or fatality has occurred.

University of California Santa Cruz Police Department

UC Santa Cruz PD Policy Manual

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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. An Incident 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 there is an identifiable violation of the Vehicle Code
- (c) 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 Division Commander and the Chief of Police, to relate the circumstances of the traffic collision and seek assistance as needed. In the absence of a Division Commander or Chief of Police, the Watch Commander or any supervisor may assign any officer to investigate the traffic collision.