

SAN DIEGO POLICE DEPARTMENT



COLLISION INVESTIGATION MANUAL

Portions of this document are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 7922.000.

GUIDE FOR REQUIRED FORMS AT COLLISIONS

The following matrix will assist in determining the appropriate forms needed at the most common collisions. In ANY cases that involve prosecution, the arrest report must be able to “stand separately” from the collision report. Do not include sentences such as “see Collision Report for details”. The two reports are independent of each other and are two separate investigations.

*The ARJIS-9 serves as the narrative for the arrest report. ** Only if there are injuries due to the collision.

SITUATION	CHP 555 PAGE 1	CHP 555 PAGE 2	CHP 555 PAGE 3 (INJURIES)	CHP 555 PAGE 4 (DIAGRAMS)	CHP 556 NARRATIVE	COLLISION DATA RECORD	PD154B EVIDENCE LEGEND	PD 161 HIT & RUN SUPPLEMENTAL	PD 347 DUI	ARJIS-3 WITNESS LIST	ARJIS-9	PHOTOGRAPHS
NON-INJURY COLLISION	X	X		X	X							
NON-INJURY W/ CITY EQUIP	X	X		X	X							X
NON-INJURY W/ POLICE EQUIP	X	X		X	X	X						X
MINOR INJURY COLLISION	X	X	X	X	X							
MINOR INJURY W/ CITY EQUIP	X	X	X	X	X							X
MINOR INJURY W/ POLICE EQUIP	X	X	X	X	X	X						X
SEVERE INJURY COLLISION	X	X	X	X	X		X					X
FATAL INJURY COLLISION	X	X	X	X	X		X					X
FATAL COLLISION W/ ARREST	X	X	X	X	X		X			X	X*	X
MISDEMEANOR DUI COLLISION W/ ARREST	X	X	X**	X	X				X		X*	
FELONY DUI COLLISION W/ ARREST	X	X	X	X	X		X		X	X	X*	X
MISDEMEANOR HIT & RUN	X	X	X**	X	X			X				X
MISD HIT & RUN W/ ARREST	X	X	X	X	X						X*	X
FELONY HIT & RUN	X	X	X	X	X		X	X		X		X
FELONY HIT & RUN W/ ARREST	X	X	X	X	X		X			X	X*	X

NOTE: CITY (OTHER THAN SAN DIEGO), COUNTY, STATE, AND FEDERAL VEHICLES WILL BE REPORTED AS ANY OTHER COLLISION IN THE APPROPRIATE CLASSIFICATION.

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GENERAL INFORMATION

S.W.I.T.R.S.

S.W.I.T.R.S. is an acronym for Statewide Integrated Traffic Records System.

In 1996, the San Diego Police Department adopted the use of S.W.I.T.R.S., which includes using the California Highway Patrol collision forms. These forms are used by almost all law enforcement agencies statewide.

Because of the vast differences between agencies and their policies, a conflict between the S.W.I.T.R.S. Manual and the S.D.P.D. Manual may arise in some rare cases. In the event of a conflict, the San Diego Police Collision Investigation Manual will prevail over the California Highway Patrol Collision Investigation Manual. San Diego Police policies and procedures shall prevail over the San Diego Police Collision Manual.

WHAT IS A TRAFFIC COLLISION?

Definition: A traffic collision is an *unintentional* event involving an element of surprise, resulting from carelessness, unawareness, ignorance, or unavoidable causes, resulting in death, injury, or property damage, directly attributable to the movement of a vehicle.

Traffic collision reporting is the foundation for an effective traffic safety program. It provides the basic information regarding:

- *The magnitude of the overall traffic collision problem.* This enables meaningful comparisons to be made with other local, state, and national safety statistics.
- *The identification of specific traffic safety problems.* Traffic collision reports provide data concerning deficiencies in highway design features, enforcement policies, individual drivers, etc. from which traffic engineers, law enforcement agencies, driver improvement analysts, educators, and others, can develop and introduce effective countermeasures.
- *The effectiveness of collision-prevention efforts.* Traffic collision reports provide the foundation for most before and after statistics for measuring the effectiveness of collision-prevention programs.
- *The determination of negligence or fault.* Collision reports provide information regarding collision involvement for:
 - (1) Driver record files maintained by the Department of Motor Vehicle (DMV) to assist driver improvement analysts in identifying problem or negligent drivers.
 - (2) Determining if any laws were violated in connection with the incident.
 - (3) Use by the courts to determine negligence or fault in civil litigation.

The purpose of this Manual is to establish uniform policy and procedures for documenting traffic collisions.

Collision data, when collected in accordance with this Manual, will:

- Be uniform in type and definition.
- Provide knowledge of traffic collisions as the cause of mortality, injury, and economic loss.
- Identify where, when, and to whom, traffic collisions are a critical problem.
- Suggest lines of preventive action to be taken.
- Measure the effect of collision-preventive efforts.
- Assist in determining negligence or fault.

Collision data is used by many agencies, both public and private, who have responsibilities in the field of traffic safety. A partial list of users includes:

- | | |
|--------------------------------|--|
| · Law Enforcement | · Private Citizens |
| · Traffic Engineering | · Attorneys |
| · Courts | · Research Organizations |
| · Department of Motor Vehicles | · National Highway Traffic Safety Administration (NHTSA) |
| · Division of Highways | · National Safety Council |
| · California Legislature | · Insurance Companies |

To be most effective in attaining our common goal, a reduction in the frequency and severity of traffic collisions, it is important that information be exchanged and shared among these users. This requires a uniform database, common in type of data and definition, and consistent in the level of documentation.

COLLISION REPORTING POLICY

Use of the following standards will assure a consistent level of collision documentation. Property damage only collisions not involving San Diego City owned vehicles or property will not be investigated unless they involve one of the conditions listed below.

Collision investigations will be made when one or more of the following conditions apply:

- Any injury or fatality has occurred as a result of the collision.
- Supporting data is required for prosecution of either a felony or misdemeanor case.
- A school bus is involved in a collision that results in injuries (normally a CHP responsibility if students are on board or actively loading or unloading).
- Existing evidence suggests potential public liability, such as a City equipment collision.
- Hit and run cases.
- Cases involving impaired (DUI) drivers.
- Cases involving any police or fire department vehicles.
- Government agencies property damage only, if a request is made.
- Extensive property damage or unusual circumstances (at the officer's discretion).
- Result of an active police pursuit.

TYPES OF COLLISION REPORTS

California Vehicle Code Section 20008 requires that law enforcement agencies investigate and report all traffic collisions involving injury or death occurring within their jurisdictions. It is Department Policy (D.P. 7.02) to investigate *all collisions* which come to our attention that involve either a death, injury, impaired drivers, hit and run, City property or City vehicles, or vehicles owned by Federal, State, County or City Governments (when a request is made). Every reasonable effort should be made to obtain factual information on all items required for the report form.

Collision reports will fall into four categories:

1. Collision Investigations
2. Courtesy Reports
3. Walk-In, Counter Reports
4. On-Line Collision Reports

COLLISION INVESTIGATIONS

Collision investigation documentation consists of:

- Completion of those basic data elements contained on pages 1, 2, and 3 of the CHP 555 Traffic Collision Report.
- A factual diagram or diagrams.
- Completion of a Collision Narrative and Party/Witness interviews.
- A determination, based on evidence and witness statements, of who was primarily responsible for the collision and what the primary cause was.
- Completion of a Hit and Run Field Report (PD-161), when required.

COURTESY REPORTS

A courtesy report is the documentation of a traffic collision by an officer of an agency other than the agency having jurisdiction where the collision occurred. Normally, the reporting officer should complete as much as possible of the traffic collision report except the beat number, NCIC number, and officer ID number. If Courtesy Report is selected, NetRMS will remove these descriptors from the top sheets. The original report should be sent to the jurisdictional agency by Records Division. This original report should be sent to the agency having jurisdiction; this complies with 20008(a) CVC. A copy will be retained in the file of the documenting agency. "Courtesy Report" shall be selected in the "Special Conditions" box under the Administrative tab.

WALK-IN, COUNTER REPORTS

Walk-in or Counter reports are late-reported collisions reported by an involved party or parties at a police station. Section 20015 CVC prohibits an officer from determining fault in a "counter" collision investigation report without on-site investigation of physical evidence. The officer taking the report cannot feasibly obtain physical evidence from the scene of the collision, thus preventing them from finding someone at fault for the collision. In these cases, the reporting officer should select "D - Unknown" from the Primary Collision Factor field at the top of the Party tab. Type "No Fault Determined" in the "Miscellaneous" box at the bottom of the Administrative tab. Do not refer to any involved party as being the primary cause or "at fault" for the collision. "Counter Report" shall be selected in the "Special Conditions" box under the Administrative tab. The officer completing the counter report will obtain an event number and case number for "Traffic Collision/Hit and Run" on the MPS. The officer should complete a collision report/hit and run in NetRMS and attach the hit and run supplemental.

FACTUAL DIAGRAMS

A factual diagram contains factual details only and does not include party movements or evidence. A sketch includes party movements and represents the officer's opinion of how the collision occurred. An evidence diagram includes points of evidence on a factual diagram. It should include all evidence necessary for a complete investigation **and** an eventual court presentation. All three diagrams are required for severe injury and fatal collisions. These diagrams should be uploaded to the NetRMS case file.

AMENDMENT PROCEDURE ON COLLISION REPORTS (from Department Procedure 7.02)

Whenever it becomes necessary to make an amendment to a collision report that has been filed with the Traffic Records Section, officers will use the following procedure:

TRAFFIC COLLISION REPORT - MINOR AMENDMENTS:

Minor amendments are those that do not significantly change the investigator's conclusions or findings. The originating officer must prepare an Officer Report in the case folder listing the changes. No changes are to be made to the original collision report.

- The Incident Description field will read: MINOR AMENDMENT.
- The Officer Report must be approved by a supervisor.

TRAFFIC COLLISION REPORT - MAJOR AMENDMENTS:

Amendments that alter the conclusions in the collision report or significantly affect the parties involved shall have the approval of the Commanding Officer of the Traffic Division.

- The officer or supervisor requesting an amendment shall create a new collision report (Add Accident Report) in the NetRMS case file with the words AMENDED REPORT as the title (by clicking the Edit Case Details button).
- A separate and confidential Officer Report documenting the reasons for the amendments will also be submitted in the case file. CONFIDENTIAL should be listed in the Incident Description line. The confidential report shall have the heading "FOR THE EXCLUSIVE USE OF THE CHIEF OF POLICE AND / OR THE CITY ATTORNEY" at the top and bottom of the Officer Report. The information will not be released without the approval of the Chief of Police or the City Attorney.
- Major Amendments shall be made and forwarded to the Traffic Division, Traffic Investigations Controlling Organization in NetRMS as soon as it has been completed and reviewed by the preparer's supervisor. The Traffic Investigations Sergeant will obtain the approval from the Commanding Officer of the Traffic Division and approve the report. Once the report is approved, the amending officer or supervisor shall mail a copy of the amended report to the involved parties.

COLLISION REPORT PROCESSING

Once the collision report has been submitted and APPROVED in NetRMS, the report becomes available for public release and is forwarded to CHP in Sacramento for input into the DMV database.

TRAFFIC ENGINEERING REQUESTS / DEFICIENCY REPORT

These reports are designed for bringing a potential design improvement to an existing road condition. It is important for ALL OFFICERS who see such conditions to bring them to the attention of the appropriate division. In writing a request, officers MUST refrain from using exaggerated adjectives such as "extremely dangerous" or "hazardous" conditions. Traffic Engineers will review the request and respond to evaluate the requested changes or improvements.

• ACCEPTABLE EXAMPLE:

It is requested that a Traffic Engineer review the need for a stop sign at the intersection of Easy Street at Hill Drive. This is due to increased traffic and a nearby elementary school on Easy Street.

• UNACCEPTABLE EXAMPLE:

I strongly recommend that a stop sign be placed on Easy Street at Hill Drive. The present yield signs are insufficient and are extremely hazardous. There have been many accidents at this dangerous intersection and a serious collision is imminent.

PHOTOGRAPHY

Photographs are required for all felony prosecution cases, fatal and severe injury collisions, hit and run collisions, police equipment collisions, or other collisions where photography would help clarify an event. Photographs are recommended for misdemeanor impaired driver (DUI) collisions where they provide assistance in determining fault and extent of injuries, describing the scene and aiding in the prosecution. Only digital format is acceptable. Photographs should not be taken as a “courtesy” for the involved parties, or private insurance companies.

Photographs should include pertinent evidence, including but not limited to: debris, gouge marks, signs, signals, other control devices, and approaches to and including the initial contact area. Vehicles should be photographed from eight angles (four sides/four corners) and specific damage photographed from angles that most clearly depict the damage. Interior shots are encouraged (VIN plates, deployed airbags, seatbelts, seat positions, or other physical evidence). In addition to vehicle damage, all four tires should be photographed. If necessary, photograph bodies to show position and trauma. Photographs are for reporting purposes only. Department policy and common sense prohibit personal use of collision scene photographs.

The Axon Capture application should be used to take photographs at collision scenes ranging from no injury to minor injury. This includes City and police equipment collisions when minor or no injuries are suffered. Photographs and videos taken by Department members on these types of collisions shall be uploaded into the Axon Capture application as the “original” of the files. Upload the images/videos to the NetRMS case file in a folder that appears by clicking the Additional Files link.

Photographs taken on felony prosecution cases, fatal collisions, or severe injury collisions shall be copied to a compact disc and impounded as evidence using the online property room evidence system (FileOnQ). Due to storage limitations using Evidence.com, do not upload large amounts of digital photographs or videos. Photographs and videos for these types of events should also be uploaded to NetRMS in a folder that appears by clicking the Additional Files link - there is no need to make a second compact disc.

Requests for photographs from private parties will be handled by Records Division.

GENERAL PROCEDURES AT ALL TRAFFIC COLLISION SCENES

Attempt to approach the scene so that you do not become tied up in traffic that is backed up from the collision. The officer's Body Worn Camera (BWC) shall be activated while enroute to the scene. Observe the overall scene as you approach and call for additional equipment/personnel if needed.

After identifying all involved parties at the collision scene, talk to the independent witnesses and release them as soon as possible, except in those cases where a Traffic Investigator is responding to the scene. Collect information from all parties and any unsolicited statements. Use a field interview pad, a police pocket notebook, or a spiral notebook to legibly record all information for party information and any statements. Do not use random scraps of paper that are easily lost.

In cases involving a felony or fatality, attempt to have all witnesses remain at the scene. If a witness absolutely cannot wait, obtain a preliminary statement, satisfactory identification, and determine how to contact that witness within the next several hours. Obtain all information including email and phone numbers for their home, mobile, and work.

Protect the scene(s) so evidence is not destroyed.

RESPONDING OFFICERS

The first priority is to arrive safely at the collision scene. Activate the BWC while enroute. Park your vehicle appropriately, either to temporarily protect the scene or legally at the curb. Make general preliminary observations of the entire scene, capture scene documentation on BWC, check for any injuries, positions of vehicles, overall traffic conditions, and the immediate need for additional emergency assistance.

Check and care for the injured and advise Dispatch Center of the severity of the collision *before* adding license plate numbers, fire engine numbers, etc. to the event. Call for additional equipment/personnel as soon as you determine what is needed. However, do not call for equipment *until* it is needed. As an example: having tow truck drivers waiting for the arrival of Traffic Division Investigators or the Medical Examiner at a fatal collision scene. Also, you may add information to the incident, including license plates, but do not infer fault by saying *P1* or *P2* over the air as it relates to a vehicle, or where an involved party may be located.

In severe injury, fatal collisions, and potential felonies, protect the scene the same as you would for a homicide. Remember to make sure the scene is large enough and try to create a safety zone between your vehicle and the collision scene. The media may arrive at a severe injury collision, so an area outside of the scene should be designated for them. Use your police unit for scene protection as appropriate. Use it *only* as long as necessary and turn on your overhead emergency lights. Do not park "on or in" the collision scene. If your vehicle is not needed for scene protection, park it legally.

Do not allow other emergency personnel to move potential evidence. **THIS INCLUDES THE FIRE DEPARTMENT.** If needed, speak with the fire captain about preserving evidence. In some cases, dirt, paint chips, or roadway surface scuffs could be critical evidence. Other important evidence in the scene may be either blood or tissue left on the roadway. Be sure to follow HAZMAT procedures when dealing with this type of evidence.

Traffic cones, barricades, or electronic flares should be used to protect the scene and reroute traffic if necessary. Properly placed devices will not only protect the scene but will alert approaching motorists that a hazard exists ahead and will channel them away from the scene.

Remove unauthorized persons from the collision scene after you have identified parties involved and witnesses. Separate them until the investigator can contact them. If necessary, collect driver licenses to convince them to stay at the scene. **The scene should also be closed to ALL pedestrians, bicycles, and the media.** Once the scene is secure, officers should limit their own movement within the contained scene.

Evidence that may be moved or destroyed before the arrival of investigators must be marked, documented, or photographed. Photographs of the scene will help investigators later after items have been altered or moved. All photographic evidence will be handled according to Department policies and procedures.

In cases involving severe or fatal injuries, or a felony that will likely involve prosecution, **DO NOT** admonish or question the involved parties. Unsolicited and spontaneous statements, both from parties involved or witnesses that have been located, should be accurately recorded and given to the Traffic Investigator.

Direct traffic, protect the scene, and assist the investigators as needed. When you are no longer needed at the scene, a Traffic Division supervisor will authorize your release and open the flow of traffic.

In cases involving fatal collisions, the Office of Medical Examiner has the responsibility of notifying the family of the deceased or their next of kin. In cases of collisions involving injuries, the involved party or hospital staff will have the responsibility of making notifications to family members.

TRAFFIC INVESTIGATOR

GENERAL SCENE RESPONSIBILITIES

Seek out the first officer at the scene and determine the status of the investigation and what has been accomplished. Request additional equipment and personnel as needed.

Obtain preliminary information needed for the investigation such as witness statements taken by arriving officers and witness locations; locate fragile evidence that needs to be protected immediately; and ensure the scene is closed and protected. A Traffic Division supervisor must be notified of every severe/fatal injury collision, or traffic felony.

When the Traffic Division supervisor and other Collision Investigation Bureau personnel arrive, a team briefing should be held to determine the status and scope of the investigation, and to determine investigative responsibilities.

Any notifications that must be made such as other governmental agencies, utility companies, property owners, etc., should be relayed to the on-scene Collision Investigation Bureau supervisor. The investigator may delegate the responsibility for the follow-up at hospitals on collisions involving injury.

At most collision scenes, the investigative responsibilities will be a team effort. The primary investigator will assume responsibility for the overall investigation and another team member will assume the scene documentation responsibilities. Additional team members may arrive to assist as necessary and should coordinate activities with the investigator and Collision Investigation Bureau supervisor.

As a guideline, the investigative responsibilities should be divided as follows:

The **primary** investigator will be responsible for:

- Collection of information needed for basic collision reports such as identifying information of the parties, vehicles, and damaged property.
- Party and witness interviews, if practical.
- Information necessary for the completion of the narrative such as roadway information, vehicle movements and the dynamics of the collision, vehicle damage documentation and inspections, evidence observed and significance, and any other issues that may need to be addressed in the collision investigation.
- Ensuring that all elements of the required investigation are handled, and the reports are submitted.

The officer documenting the scene should be responsible for:

- Coordinating all photographing of the scene, vehicles, evidence, and any photos that will be supportive to the investigation.
- Documenting and measuring all points of evidence and necessary roadway geometry, and preparing detailed diagrams as required.
- Collecting and impounding physical evidence from the scene as necessary.
- Vehicle measurements that may be needed to support the investigation.

If available, an officer from Traffic Division should normally be assigned to go to the hospital to conduct an injury assessment and follow-up investigation. The officer will notify the investigator or scene supervisor of the severity of the injuries and ascertain any additional information or evidence that may be needed. The officer conducting the hospital follow-up investigation will prepare a follow-up report as required to be included in the narrative portion of the investigation (see hospital follow-up form).

SUPERVISORS

PATROL SUPERVISORS responding to collision scenes are responsible for ensuring scene protection and coordinating road closures and the rerouting of traffic. The patrol supervisor is also the Incident Commander until the arrival of the Traffic Division supervisor. As the supervisor in-charge of the investigative team, the Traffic Division supervisor will assume the role of Incident Commander. The Traffic Division supervisor will coordinate with the patrol supervisor on the allocation of resources, security in and around the scene, and the issuance of public notices such as SigAlerts.

TRAFFIC SUPERVISOR specific responsibilities at a major collision scene are:

- Ensuring scene security and safety.
- Supporting and facilitating the investigative process by acquiring necessary resources and assigning specific investigative duties and monitoring their progress.
- Acting as a liaison between other departments and agencies.
- Making necessary notifications and providing briefings to the Watch Commander, Field Lieutenant, TIU Supervisor, Area Captain, Fleet Safety Sergeant, City Claims, etc.
- Handling media inquiries and briefings relating to the investigation.

COLLISION CLASSIFICATIONS

PROPERTY DAMAGE ONLY COLLISIONS

NON-INJURY, NON-CITY EQUIPMENT COLLISIONS

Generally, property damage collisions that do not involve City vehicles or property will not be investigated, with the exception of collisions involving hit and run, other government agency vehicles (when requested), impaired drivers (DUI), collisions involving other felony crimes, extensive property damage, or at the officer's discretion.

Officers handling property damage only collision scenes will assist in clearing the scene, verify the exchange of information, and issue each party a Traffic Accident Information (TAI) "11-82" card (PD-513-TS). The appropriate box on the back of the TAI card shall be marked, indicating whether or not a report has been taken. Include the full event number on the card and case number if applicable. Officers shall assist all motorists involved in non-injury collisions with the exchange of information including:

- Driver(s) names.
- Driver license numbers.
- Address and phone numbers.
- Insurance carrier and policy number.
- Vehicle information.

Officers will assist citizens in obtaining tow trucks and transportation at the scenes. They will explain the Department Policy and the requirements of filing an SR-1 report with the Department of Motor Vehicles.

When the owner of damaged property or a vehicle cannot be located, a TAI card will be completed and attached to the vehicle, or property. The appropriate box on the card will be checked indicating whether or not a report has been taken. Include the full event number on the card and case number if applicable. This will help avoid the reporting of unfounded hit and run incidents.

CITY PROPERTY DAMAGE COLLISIONS

City property damage collisions include traffic signals, fire hydrants, traffic control signs, etc. owned by the City of San Diego. Collisions resulting in damage to City property will be investigated. The CHP 555 report should include driver, passenger and witness statements. Patrol officers can investigate this type of collision. Traffic Division officers **are not** required to investigate "city property" damage collisions. The damaged City property should always be listed under the "Damaged Property" tab in the NetRMS collision report. This allows City Claims to be notified of the damage.

CITY VEHICLE COLLISIONS (on roadway, excluding police vehicles)

The CHP 555 report should include driver, passenger and witness statements. Patrol officers can investigate this type of collision if Traffic Division officers are unavailable.

CITY VEHICLE COLLISIONS (off-roadway versus another city vehicle or property)

No collision investigation (CHP 555) is required if the collision occurred within City owned property not open to the public, such as City Shops yards, police substation parking lot, etc., if there are no other (private) parties involved, the damage is only to city property or city vehicles, and there are no injuries. Injury collisions will require the appropriate CHP 555 investigation.

Examples of city vehicle collisions not requiring a police department investigation are:

- A City owned bulldozer at the Miramar Landfill backs into a City refuse collection truck.
- A City fire engine exiting a fire station bay collides with the station door.
- A City park ranger driving off-road in Mission Trails Park collides with a tree.

HIT AND RUN COLLISIONS

Unless the victim of a hit and run has no suspect information or evidence and completes the report on-line, all hit and run collisions are investigated. In addition to the CHP 555 report, a Hit and Run Field Report (PD 161) must be completed. See "Instructions for the Completion of the PD-161 form" for details on the completion of this document. Do not make the comment "see PD 161" in the narrative portion of the report. The police CAD event number shall also be entered on the top of the hit and run worksheet. **DO NOT** tell victims to call Traffic Investigations. Photographs **shall** be taken, and vehicle damage measurements **shall** be made. For hit and run collisions involving animals, see section "Collisions Involving Animals".

MINOR INJURY COLLISIONS

THE FOLLOWING INJURY TYPES WILL BE CLASSIFIED AS MINOR INJURY COLLISIONS:

- Any complaint of pain.
- Contusions.
- Lacerations requiring a small number of sutures with no additional treatment.
- Fractured fingers and/or toes.
- Closed fractures to the bones in the lower leg (fibula/tibia) or arm (humerus/radius/ulna), and closed fractures to the wrist and ankles.
- Fractured nose.
- Fractured ribs (not involving internal injuries).
- Minor concussion.
- Most dislocations.
- When consciousness is lost and then regained, even if the person feels like they are recovered.

A minor injury is an all-inclusive description, ranging from complaint of pain to actual tissue damage, and fractured bones. If the victim is treated in the emergency room and released, or is hospitalized for the purpose of observation *only*, then the collision will likely be classified as a minor injury collision. This includes “brain bleeds” where the only treatment would be observation or routine testing. Minor injury collisions may be investigated by any officer. Injury collisions involving a City vehicle should be investigated by Traffic Division officers if available.

The injury portion of CHP 555 page 3 is required to be filled out on all injury related collisions.

SEVERE INJURY COLLISIONS

All severe injury or fatal traffic collisions will be investigated by Traffic Division personnel except when they are not available due to other circumstances. The on-scene Traffic Division supervisor will make the final determination as to the status of the collision (11-80 or 11-81).

THE FOLLOWING INJURY TYPES WILL BE CLASSIFIED AS SEVERE INJURY COLLISIONS:

- Skull fractures, or severe closed head injuries.
- Partial or complete amputation of any limb.
- Fracture to the major bones in the upper leg (femur), and any fracture to the pelvis.
- Open fractures.
- Severe internal injuries (punctured lung, ruptured spleen, etc.).
- Multiple facial fractures (i.e., fractured nose and orbital, orbital and jaw, etc.).
- Extensive/severe lacerations, or abrasions.
- Multiple fractures.
- Severe burns.
- Fatal injuries because of the collision.

The age of the injured person may play a factor in evaluating the severity of the injury. A Collision Investigation Bureau officer or supervisor should be notified in any questionable situation. In a questionable situation, the scene should be preserved and protected until a hospital follow-up can be done to better determine the severity of the injuries. In addition to those documents required on a minor injury collision, witness interviews, the “Collision Narrative”, “Evidence Legend”, and three diagrams (or more as needed) are generally required. A CIB supervisor may determine that only one diagram is required for certain situations where the collision involves a single victim, and no prosecution will be sought. CIB supervisors will be cognizant of liability issues for the City in making the determination on the number of diagrams required as well.

TRAFFIC FELONY COLLISIONS

All (11-80) felony prosecution traffic collisions will be investigated by Traffic Division personnel unless unavailable due to other circumstances. Injuries required for felony prosecution are those which require medical treatment at an approved medical facility. Complaint of pain, abrasions, and small contusions normally will not qualify for a felony complaint unless there are other extenuating circumstances. This standard is dictated by the issuing guidelines of the District Attorney’s Office. If there is any doubt as to the class of the collision, the case should be treated as a felony, the scene completely protected, and Traffic Division should be notified. Felony (11-80) collision scenes should be documented using the Total Station or FARO when conditions (i.e. weather, non-prosecution solo collisions as determined by a CIB supervisor) do not preclude its use. The complexity of the scene and evidence to be documented should also be taken into consideration for Total Station or FARO use. The decision to use or not use the Total Station and FARO will be made by the on-scene CIB supervisor, or TIU sergeant, after consulting with the CIB officer ultimately responsible for documenting the collision scene. **When using the Total Station, the officer(s) operating the equipment are required to follow the guidelines set**

forth in the Total Station Manual. When using the FARO, the officer operating the equipment is required to follow the guidelines set forth in the FARO Manual.

All felony traffic cases require a complete collision package as outlined in the “Required Forms” matrix. All fatal and felony collision reports conducted by other commands shall be completed before the end of shift and attached to the NetRMS case folder.

Any fatal or severe injury collision scenes should be treated as a major crime scene. No vehicular, bicycle, or pedestrian traffic should be allowed to enter the scene. The scene should be well protected until collision investigators arrive. It is very important to identify the witnesses and separate them. If a witness absolutely cannot wait, obtain satisfactory identification and find out how they may be contacted in the following several hours.

THE FOLLOWING TYPES OF COLLISIONS MAY BE CLASSIFIED AS A FELONY:

- When an impaired driver is P-1 and injures **another** person, then some of the injuries in the “Minor Injury” category, such as fractures and cuts requiring sutures, may qualify it as a felony case.
- A collision where a hit and run is involved, and the hit and run driver is not the person injured. The hit and run vehicle does not have to be P-1. The act of fleeing is the felony.

Severe complaints of pain to the head and extended loss of consciousness should be evaluated on an individual basis. If there is any possibility that the collision may be a severe injury collision, or a felony, a CIB supervisor should be notified immediately.

In instances where the injuries fall within the “Minor Injury” category but are severe enough to be classified as a felony, a thorough minor injury report may be completed with the approval of the CIB supervisor. In such cases, the collision investigation should be completed by a Traffic officer. In circumstances where a Traffic officer is unable to conduct the collision investigation, a patrol unit can complete the investigation. For “in-custody” investigations, the collision report package should be forwarded to the Traffic Division, Traffic Investigations Controlling Organization in NetRMS as soon as it has been completed and reviewed by the preparer’s supervisor. This is accomplished by clicking the Case Management link on the left side of the screen within the case file. Then, select Change Controlling Organization to “Investigations”.

INSTRUCTIONS FOR WALK-IN OR COUNTER REPORTS:

Front counter officers will generate a collision report when contacted by a party to a hit and run or an injury collision.

The reporting party must bring their vehicle with them so that the front counter officer can document the extent of damage. If the vehicle is not present, then a patrol officer will need to be dispatched to the vehicle location and take the report at that location. If the vehicle is outside of the City of San Diego, the party will need to file a Courtesy Report with the agency having jurisdiction of the vehicle’s location.

All officers have been issued cellular phones that have the ability to take photographs. All front counter officers will take photographs of vehicles involved in hit and run collisions. The photos will be uploaded to Evidence.com using the Axon Capture application.

On occasion, a party to a collision will arrive at a front counter after exchanging information with another party at a non-injury collision scene (11-82). That party may later experience a complaint of pain or may have sought medical attention after the fact and an injury was discovered. In a case like this, complete a minor injury report in NetRMS. If the reporting party has the other party’s information, place the parties in alphabetical order under the Party tab within NetRMS. Select “D - Unknown” for the Primary Collision Factor under the Party tab and type “No Fault Determined” in the Miscellaneous box under the Administrative tab. Select “Counter Report” in the Special Conditions box. Write in the narrative that the parties were placed in alphabetical order and that no degree of fault is implied.

DO NOT redirect people trying to file a collision report to other front counters. Current policy prohibits this action.

COLLISION TYPES

COLLISIONS INVOLVING ANIMALS

Collisions that result in injury to a driver or occupants of a motor vehicle will be investigated and reported as a traffic collision. Injury to an animal alone would not be classified as an “injury” collision, as it does not meet the CVC definition. If a collision involves a dog or cat, and there are no injuries to the involved motorist, the responding officer should attempt to locate the animal’s owner. If the animal is injured and still alive, and the owner cannot be located, the officer should follow Department Procedure 6.09 to provide care. A traffic collision report is not required.

If a police vehicle is involved in a collision with a dog, cat, or other animal and there is no damage to the police vehicle, an Officer Report is required by the involved officer(s). If the police vehicle is damaged, a traffic collision report (11-82) is required.

The investigating officer should mark “H - Animal” in the “Vehicle Involved With” field under the Administrative tab in NetRMS and indicate the animal type when a new field appears. A hit and run investigation will be completed in cases where the motor vehicle driver is found to be at fault for the collision (P-1), and the owner of the animal is present to identify the “property” (dog, cat, etc.) since the animal owner is the “victim” of the hit and run.

COLLISIONS INVOLVING BICYCLES

All collisions involving a solo bicyclist, or a bicycle and any other object, including a moving or parked automobile, pedestrian, or another bicycle, which occur on a highway, a paved shoulder of the highway, or a sidewalk adjacent to a highway (not separated by a physical barrier) will be investigated and reported as a traffic collision if there is an injury as a result of the collision. *Additionally*, if the bicycle collision involves a hit and run or severe injury, then the respective reporting format (and associated forms) shall be used. Per the City Attorney, a bicyclist *can* be charged with hit and run violations.

Non-motor vehicle involved bicycle collisions that occur anywhere other than a highway (e.g. within a park, lake/reservoir roads, dirt roads, Fiesta Island, boardwalk, bicycle paths not adjacent to a highway, etc.) will not be investigated as a traffic collision. In the case of an injury bicycle incident not occurring on a highway or sidewalk, any patrol officer may prepare an Officer Report in NetRMS documenting the incident if there is cause to believe City liability may be involved. A copy of the Officer Report should be forwarded to the City Risk Management office at MS-51B. An “off-highway” bicycle incident would be classified as a medical aid/injured person (11-47) and not a traffic collision. A death report will be required in cases of a death resulting from an “off-highway” bicycle incident. The Collision Investigation Bureau may be used as a resource in these types of incidents.

COLLISIONS INVOLVING BOATS

Collisions involving trailered boats on a highway will be reported as required (11-81, 11-80, etc.) as traffic collisions. For boating collisions occurring on San Diego Bay, the Port of San Diego Harbor Police will assume responsibility for the investigation. In cases involving boating collisions on Mission Bay, City reservoirs, or City lakes, the Watch Commander shall be notified to request the appropriate personnel from the Northern Division Harbor Unit. The Harbor Unit has the investigative responsibility for all boating collisions regardless of the severity. If Harbor Unit personnel are not immediately available, Lifeguard dispatch shall be contacted. Lifeguards will respond and gather the appropriate information regarding the collision and will forward the information to the Harbor Unit who will complete the investigation. The Traffic Investigations Unit **is not** called out to fatal or severe injury boating collisions. Traffic Division officers **are not** responsible for investigating any boating collisions on waterways.

COLLISIONS INVOLVING CITY EQUIPMENT

In general, San Diego City owned vehicle collisions follow the same reporting procedures as police vehicle collisions. A Traffic Division officer should handle the investigation if one is available because the City may have some liability. A patrol officer may handle the investigation if a Traffic officer is not available. The investigation should include photographs and detailed witness statements. A supervisor from the involved employee’s department should also respond to the scene, and their name should be noted in the collision report. **DO NOT** list the City employee’s home address or telephone number on the report. Use the current work address (e.g. 3775 Morena Boulevard - Water Department or 2700 Caminito Chollas - Streets Division, etc.).

EXCEPTIONS:

- Collisions occurring outside our jurisdiction (e.g. freeways, other cities) should be investigated by the appropriate jurisdictional agency. An administrative report is **NOT** needed by SDPD units and SDPD officers will not respond.
- In the event a City owned vehicle is involved in a collision outside of SDPD jurisdiction that results in a severe injury or death, the on-duty CIB supervisor shall be notified and will determine if a Traffic officer will respond to the scene to conduct an independent investigation.

COLLISIONS INVOLVING IMPAIRED DRIVERS (DUI)

Whenever one or more drivers involved in a collision are suspected of DUI, it is the responsibility of the initial investigating officer(s) to develop the probable cause and make the arrest for DUI. In addition, the collision will be investigated and reported. The collision report is considered “hearsay evidence” in court. Therefore, the collision and the arrest reports are separate reports and must stand independent of each other. Officers shall not refer to the collision report in the arrest report (i.e. “see collision report”) to obtain required information or statements. The collision events must be described in the arrest report and it is imperative to detail how the suspected DUI driver(s) was established as the person in control of the vehicle at the time of the collision. In addition, photographs of the collision scene should be taken.

Typically, patrol officers will handle both the DUI arrest and the collision investigation unless it involves a fatality or felony injuries to someone other than the suspected DUI driver(s). Refer to “Traffic Felony Collisions” to determine when the severity of the injuries rises to the level of a felony DUI. When a felony DUI collision occurs or is suspected (or if the injuries are undetermined), the on-duty CIB supervisor should be contacted immediately. Traffic Division personnel will conduct the collision investigation if it is determined a felony DUI has, in fact, occurred. In addition, the CIB supervisor will determine whether a DRE, patrol or Traffic officer will evaluate, arrest and process the DUI driver(s).

COLLISIONS IN PORT OF SAN DIEGO HARBOR POLICE JURISDICTION

All traffic collisions occurring within the jurisdiction of the Port of San Diego Harbor Police will be investigated by that agency unless a specific request for SDPD assistance is made. Severe injury, fatal, and felony collisions occurring in areas of shared jurisdiction will be investigated after consultation between supervisors of the SDPD Collision Investigation Bureau and the Port of San Diego Harbor Police to determine which agency will handle the investigation. All other collisions occurring in areas of shared jurisdiction will be handled by the first agency on scene.

INDUSTRIAL ACCIDENTS

Industrial accidents are defined as: accidents resulting in injury or death, on public or private property, involving work vehicles or mobile machinery, that are *in use* as industrial equipment such as graders, backhoes, scissor lifts, forklifts or water trucks. They must be reported as outlined in Department Procedure 2.09 “Industrial Accidents”.

Collisions occurring on dedicated highways, streets, alleys, or construction sites (when the equipment is being used as a motor vehicle), will be excluded from the industrial accident reporting procedures, when the vehicles involved *are not* in use as industrial machinery at the time of the event. If the collision involves a motor vehicle in transport and involves an injury or death, it will be reported as a traffic collision.

Examples of Industrial Accidents:

- A transit-mix concrete truck is a motor vehicle while driving to a job and mixing concrete, but is considered a machine when discharging its load or slowly moving to reposition itself while in the process of discharging the load. If an incident occurs during the time the truck is being used a “machine”, it is considered an industrial accident. Once the truck is again reconfigured to be driven away and is involved in a collision, even if still on the construction site, it is considered as being used as a motor vehicle and would be a reportable traffic collision.
- A vehicle is in a repair shop. An employee starts the vehicle to reposition it within the work area. Another employee is in front of the vehicle directing the driver forward. The driver accidentally steps on the accelerator and hits the employee, causing a severe leg injury. Since the vehicle is not “in-transport”, it is considered an industrial accident.
- A skip-loader moves forward and scoops a bucket of sand, then begins to back up to load a waiting truck. While backing, the loader runs over a person. The loader was being used as a machine, not a vehicle “in-transport”, and this is considered an industrial accident.
- A person working on a vehicle in a driveway, parking lot, or on the highway and the vehicle is on a jack, jack stands, or “chock blocks.” The vehicle is accidentally set into motion and falls on or runs over the individual. This would not be reported as a traffic collision because the vehicle is not considered to be “in transport” and there is no driver responsible for its movement.

COLLISIONS INVOLVING MEDICAL EMERGENCIES

A case in which a driver suffers a medical emergency and is then involved in a collision resulting in an injury would be reported as a traffic collision because it is considered a “motor vehicle in transport.” When the extent of the injuries are limited to the medical ailment **only**, such as a heart attack or seizure (once verified by a doctor or medical examiner), then it can be considered a non-injury collision. If another driver or anyone else was injured as a result of the collision, then the investigation level would be based on the severity of the injuries, not the medical emergency. In cases of suspected or verified “medical emergency” collisions, the investigating officer should select “C - Other Than Driver” in the Primary Collision Factor field under the Party tab in NetRMS.

COLLISIONS INVOLVING OBJECTS

Vehicles often strike objects on the roadway that cause damage. If an object is dropped from a moving vehicle and is still moving at impact, then it is considered part of a load, and therefore part of a vehicle, and would be reported as a traffic collision involving the two parties. If the object has come to rest, then is struck and causes damage, it would be considered a single vehicle collision into the object. If the driver of the vehicle dropping the object is at the scene, then the driver's information can be listed under the "Witnesses" tab in NetRMS and detailed in the narrative.

If a vehicle sets an object in motion which causes damage to another vehicle in transport, the party that set the object in motion is listed as a party on the report, if they stopped and provided information or it is corroborated by a witness. It is considered a collision because it was an unintended event directly attributed to the movement of a vehicle and caused damage or injury. In non-injury cases, the parties would exchange names and information. In the case where there is an injury, the appropriate collision report would be submitted.

If a vehicle in transport loses a wheel and the loss results in a collision and injury, the Primary Collision Factor can be listed as "C - Other Than Driver" under the Party tab in NetRMS *if* the mechanical failure was unforeseeable. If there are statements or evidence that suggest that the mechanical defect was known prior to the collision, then the Primary Collision Factor may be listed as 24002(a) CVC, operation of a vehicle in an unsafe condition.

UNFORESEEN ROADWAY HAZARD

Occasionally, a vehicle in traffic or a bicyclist on the roadway may be involved in an incident in which the vehicle or bicycle is damaged from an "unforeseen roadway hazard." Such an event can lead to severe injuries or death.

Some examples of unforeseen roadway hazards include: missing maintenance hole covers, a large water-filled pothole on a rainy day, sink holes, a tree falling on a moving vehicle, or an animal running into traffic. All of these are simple examples of hazards that are unexpected yet can cause serious damage or injuries.

The officer conducting the collision investigation should first secure the scene and arrange for the appropriate City department to respond to address the hazard. The officer should document the hazard with photographs and measurements, which will be submitted with the collision report.

The appropriate Primary Collision Factor for this category of accident would be identified as "C - Other Than Driver" under the Party tab in NetRMS. An explanation would then be documented in the narrative of the collision report, such as "missing maintenance hole cover" or "dog running into traffic".

COLLISIONS INVOLVING PARAMEDIC UNITS/FALCK AMBULANCES

Currently, City of San Diego ambulance services are provided by Falck USA, a private company. All paramedic ambulances, BLS ambulances, and staff vehicles are privately owned - they are not "City vehicles". Based on an agreement between the City of San Diego and Falck, all collisions involving any of their vehicles (in SDPD jurisdiction) will continue to be investigated following the same reporting guidelines as City vehicle collisions. Falck command staff will decide if a *non-injury* collision will be investigated. They may decide to handle the incident privately with the other involved driver(s).

Collisions involving other private ambulance companies will only be investigated if an injury occurs. Minor injury collisions will be investigated by Traffic officers if available. In cases that involve Code-3 operations, there may be additional liability involved and the investigation should include photographs, diagram (or diagrams as necessary) and detailed witness statements. Many ambulances have on-board cameras that record video just prior to a collision. This information should be obtained from a Falck supervisor who by company policy, will respond to collision scenes.

Regardless of who is driving the ambulance (fire fighter, paramedic, EMT, etc.), all ambulance collisions will be documented as "On-Duty Emergency Vehicle" collisions per CVC Section 165. This applies even if the vehicle is not being operated in a Code-3 manner. This exemption does not apply to staff vehicles, supply trucks, or other support vehicles not issued a CHP ambulance permit as described in CVC Sections 165(a), 165(f). Current vehicle registration, business address, phone numbers and insurance information can be obtained from Falck supervisors. **DO NOT** list home addresses or personal phone numbers for Falck employees.

COLLISIONS INVOLVING POLICE EQUIPMENT

Police equipment collision investigations are the most litigated and highly scrutinized investigations conducted by Traffic Division personnel. These types of collisions have the greatest potential for resulting in monetary losses to the City and are frequently used to make career-impacting decisions for employees. All traffic collisions involving Police Department employees will be investigated by Traffic Division personnel when available. This does not include collisions occurring within other jurisdictions. In such cases, the agency having jurisdiction shall be requested to complete the collision investigation. If the outside agency declines to complete a collision report, an officer from SDPD will respond and complete a courtesy report.

When police personnel are involved in on-duty collisions, they should not move any of the involved vehicles unless doing so is absolutely necessary and then only after positions of the vehicles have been marked and/or photographed in the roadway. Statements concerning the collision should be made **only** to the investigating officers and supervisors.

A police supervisor must respond to the scene of any police equipment collision and conduct an investigation independent of the CIB officer. The on-scene supervisor should be the involved employee's immediate supervisor. Should they not be available, the nearest patrol supervisor will be requested to the scene (see Department Procedure 1.14, Section I). Any employee involved in a traffic collision must prepare form CD-1551 (Employee Vehicle Accident/Industrial Incident Damage Report) within 24 hours of the collision.

The on-scene investigating supervisor must prepare form CD-1555 (Supervisors Vehicle Accident/Industrial Incident Investigation Report) within 48 hours of the collision, and ensure that both forms are signed by the employee and the supervisor, and then forwarded to Traffic Division. **ALL ORIGINAL COPIES** of the investigative reports will be sent to the Fleet Safety Sergeant at MS 732.

The following criteria are to be used in determining which report forms to prepare for police equipment collisions.

A simplified reporting procedure will be used for police equipment collisions which meet certain criteria. Property damage only collisions, involving only San Diego City vehicles, and occurring on limited access (i.e. no public access) San Diego City property can be documented on form CD-1555. For reporting purposes, City property such as the City Shops lot, or a substation lot, would qualify. However, a city street, park, or alley would not qualify. For qualifying collisions, the forms CD-1555 and CD-1551 are the only reports needed and should be completed by a supervisor at least one rank above the involved employee. The completed forms shall be sent to the Fleet Safety Sergeant at MS 732.

Property damage only not occurring on qualifying City property and any injury or fatal collisions involving a police vehicle, will require a traffic collision investigation including the following:

- Collision report (CHP 555) in NetRMS.
- Diagram(s) as required uploaded as attachments in NetRMS.
- Narrative which will include statements from all involved parties and any witnesses.
- Statements of the involved employees.
- An Officer Report in NetRMS with statements by any witness employees.
- A "Collision Data Record" form will be included but **NOT** uploaded to NetRMS as an attachment. This form should be forwarded to the Fleet Safety Sergeant at MS 732.

The following guidelines are intended to enhance the quality of police equipment collision investigations and ensure that all available evidence and information are gathered for later review.

While this list does not include every collision scenario, 11-80 type collision diagramming (three diagrams) will be required when investigating any of the listed (11-81/11-82) police equipment collisions:

- Collisions involving a red light or stop sign violation by either party involving injury to either party.
- Police equipment collision occurs during, or as a result of a police pursuit. (An Administrative Investigation is required on collisions outside of SDPD jurisdiction.)
- Collisions occurring during Code-3 operations.
- Collisions where excessive speed on the part of the officer or other involved party caused or was an associated factor to the collision.

EVIDENCE COLLECTION REVIEW

Without exception, photographs shall be taken of **every** police equipment collision scene. Additionally, investigations should include speed calculations and photographs of skid marks left by any involved vehicle. CIB sergeants should ensure these requirements are met through personal response to police equipment collisions and through review of completed reports.

TIU shall review significant police equipment collisions at the direction of the Fleet Safety Sergeant. Insufficient or incomplete reports will be returned to the reporting officer via their supervisor for correction.

Traffic Division personnel will occasionally encounter situations that will require a more extensive investigation and the preparation of more reports than normal. It is very important that police equipment collisions are investigated and documented thoroughly.

For collision reporting purposes, the following are reported as "On-Duty Emergency Vehicle" collisions:

- Sworn peace officers.
- Park rangers.
- Fire fighters.
- Lifeguards.
- Reserve police officers.

- Deputized citizens (for the duration of their assignment only).
- Ambulance drivers who are police officers, fire fighters, or ambulance drivers whose vehicle has an emergency vehicle permit issued by the California Highway Patrol, i.e. paramedics.

For collision reporting purposes, the following are **not** reported as “On-Duty Emergency Vehicle” collisions:

- Parking enforcement officers.
- Police civilian employees driving police equipment.
- Retired senior volunteers.
- Animal control officers.

The following information includes helpful hints and some of the most common errors/omissions in collision reports involving police equipment:

- Photographs are required on all collisions involving police personnel. The severity of the collision should be considered when deciding the number and type of photographs taken.
- “On-Duty Emergency Vehicle” will be selected in the “Special Conditions” box under the Administrative tab in NetRMS and again in the “Name” field under the Party tab. Due to NetRMS entry limitations, “On-Duty Emergency Vehicle” should be listed as the employee’s middle name.
- Vehicle damage and/or injuries must be reported in detail.
- Statements of witnesses and others involved in the collision should be listed in the collision report or on an Officer Report if taken by another officer.
- When vehicles are shown in excess of the speed limit, or speed too fast for conditions, the investigator must show in the reports how the speeds were determined.
- If the officer was responding to a radio call, a statement should be included as to the type of call. Was the officer responding Code 3? Were the lights and siren activated?
- The telephone number of the command where the employee works must be listed. Do not use the Dispatch Center phone number.
- A supervisor should acknowledge all police equipment collisions and respond to the scene if possible.
- Skid and scuff left by vehicles will be shown on diagrams, and the length of the marks shall be documented in the report.
- The Fleet Safety Sergeant will make the final determination as to whether an incident is “industrial” versus a traffic collision.

Any employee involved in a police equipment collision will complete a police equipment “Collision Data Record” form. The form will be forwarded to the Fleet Safety Sergeant at MS 732. **DO NOT** upload this form to the NetRMS case file.

The investigating officer shall document statements obtained from driver, passenger, and witness officers involved in police equipment collisions in the collision report.

Officer Reports are **not** required to be completed by driver officers involved in police equipment collisions and should **not** be requested by investigating officers or on-scene supervisors. Officer Reports submitted by an officer involved in a police equipment collision, passenger officer, or other witness officer, should **not** be part of the collision report. Officer Reports should contain the heading “Confidential, For Use by the Chief of Police and/or the City Attorney Only”.

COLLISIONS INVOLVING POLICE PURSUITS

When a vehicle being pursued by law enforcement officers is involved in a traffic collision, and police vehicles are not involved, the following reporting procedures shall be followed:

All traffic collisions involving property damage, injury or death, occurring within the jurisdiction of the City of San Diego, shall be investigated by Traffic Division personnel. If Traffic Division personnel are not available, a patrol officer may investigate property damage only or minor injury collisions.

Traffic collisions occurring outside City of San Diego jurisdiction (freeway, other city) shall be investigated by the agency having jurisdiction unless they request SDPD to complete the official investigation. If the collision involves severe injury or death, a Traffic Division supervisor will respond to the scene and notify the TIU sergeant. The Traffic supervisor will ensure proper resources are present for a thorough investigation and provide necessary information to the pursuit unit’s supervisor for completion of a detailed Allied Agency Pursuit Report (CHP-187A).

The common protocol is for initiating pursuing units to handle arrests related to the pursuit and the agency of jurisdiction to handle the collision investigation. The Commanding Officer of Traffic Division may assign Traffic Division personnel to conduct an investigation if jurisdictional issues hinder a thorough collision investigation.

COLLISIONS INVOLVING THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM (MTS)

Collisions involving San Diego Metropolitan Transit System buses are **not** classified as City vehicle/equipment collisions. MTS busses are privately owned and will be investigated as any other traffic collision as outlined in this manual. MTS has dedicated field supervisors that will respond to collisions involving busses. In cases of non-injury collisions, officers may assist with the exchange of information between involved parties if requested.

If a person is engaged in the *actual* entering or exiting of the bus, and, due to a movement of the bus, that person is injured, it is a traffic collision. For example, a bus stops at a curb and a passenger starts to enter/exit the bus. Before the entry or exit can be completed, the bus moves and the passenger is injured. This incident would be reported as a traffic collision.

COLLISIONS INVOLVING TRAINS - “HEAVY RAIL”

Under contract with the North County Transit District, the San Diego County Sheriff’s Department - Rail Enforcement Unit has the responsibility for investigating all train (e.g. Amtrak, Coaster, and BNSF) collisions occurring along the “heavy rail” route from the Orange County line to the Sante Fe Depot at 1050 Kettner Boulevard. Incidents involving a train versus pedestrian, regardless of where they occur, are not documented as a CHP 555 collision due to the fact no motor vehicle is involved. Collisions involving a train versus a motor vehicle at a grade crossing (or other location) will be reported using a CHP 555 reporting format. *The Sheriff’s Department will handle all incidents north of the Sante Fe Depot.* As a matter of routine, Traffic officers should respond to collisions involving trains to assist Sheriff’s personnel (e.g. taking photographs prior to their arrival, scene and evidence containment, locating witnesses). Once Sheriff’s personnel have arrived on-scene, they will determine how the incident will be documented and they will request the appropriate resources. The Sheriff’s Department is usually notified immediately by the railroad entity once an incident occurs. Responding police personnel should contact the Dispatch Center to ensure Sheriff’s investigators are responding. Railroad crossing arms, signals, etc. are property of and maintained by the railroad authority.

COLLISIONS INVOLVING THE MTS TROLLEY - “LIGHT RAIL”

Injury collisions involving a motor vehicle versus a trolley at any location will be documented by SDPD, using the appropriate CHP 555 format. Injury collisions involving a bicycle versus a trolley will be documented as a collision by SDPD if it occurs on the highway or sidewalk. Any patrol officer may handle the investigation. The Metropolitan Transit System has specially trained collision investigators who will respond to all collisions involving the trolley and any other object to conduct an independent investigation. The trolley is not a “City vehicle”. Trolley collisions (not involving a motor vehicle) at other locations along the trolley right-of-way may be reported on an Officer Report in NetRMS and if necessary, a crime/incident report (920000 ZZ). Traffic officers will investigate severe injury (11-80) trolley versus motor vehicle collisions when available.

The following incidents are not traffic collisions and should be handled by MTS investigators:

- Injury or fatality “strikes” involving a trolley and a pedestrian regardless of location. A trolley versus pedestrian incident will not be documented as a CHP 555 collision due to the fact no motor vehicle is involved. SDPD officers will prepare a death report if necessary.
- Injuries to passengers entering or exiting the trolley, whether it is moving or not.
- Injuries to passengers inside the trolley, due to its movements (starting, stopping, etc.).

A fatal or severe injury collision will require the trolley to remain at the location of the incident. MTS investigators will determine when the trolley can be moved and will strive for a minimum of delay to the trolley system without jeopardizing the investigation of the incident. The trolley system is a private entity and their investigators will document and properly report the incident. They may on occasion request assistance from Traffic officers to help document the incident. An Officer Report in NetRMS should only be completed if requested by MTS officials or if there appears to be “City liability” due to unusual factors outside the normal operation of the trolley service.

Additional Facts Concerning Train-Trolley System Operation:

Trolley/Train Operator Information: a trolley or train is **not** a vehicle, per CVC Section 670. Operators of the San Diego Trolley, or a train, **ARE NOT** required to have in their possession a driver license while operating the train. For purposes of recording information as a result of a traffic collision involving a train, the following information from the operator involved may be provided:

Engineer:

- Operator's full name.
- Do not include the train operator’s driver license number on the collision report.
- Date of birth.
- Business address and phone number.
- Business address and phone number of the train company.
- Statement of operator.
 - Estimate of train’s speed at collision.

- Which horns/bells/lights were activated.
- What braking actions the train took.

Train information:

- Lead engine number.
- Train identification number (from conductor).
- Number of cars/tonnage of the train.
- Railroad company operating the train and who owns the tracks.
- Conductor and additional crewmembers.
- Disposition of event recorder on train.

Additional information:

- Warning devices at crossing (types and condition).
- Distance from last car to crossing.

COLLISIONS INVOLVING A SCHOOL BUS

Pursuant to Title 5 California Administrative Code Section 14204, the California Highway Patrol is charged with investigating traffic collisions involving school buses, when the bus is *transporting students*, or *when they are actively loading or unloading*. When there are no students aboard the bus, the CHP will not conduct a collision investigation if the collision occurs out of their jurisdiction. The SDPD will not investigate non-injury traffic collisions involving school buses. Though commonly referred to as “City Schools”, San Diego Unified School District buses are not City owned vehicles. The school district is a private entity. If the CHP is not able to respond to an injury collision involving a school bus with students aboard, Traffic officers should conduct the collision investigation if available.

As a matter of routine, the Dispatch Center will dispatch units to the scene to assist as needed until the CHP assumes control of the incident.

COLLISIONS INVOLVING TRUCKS AND BUSES

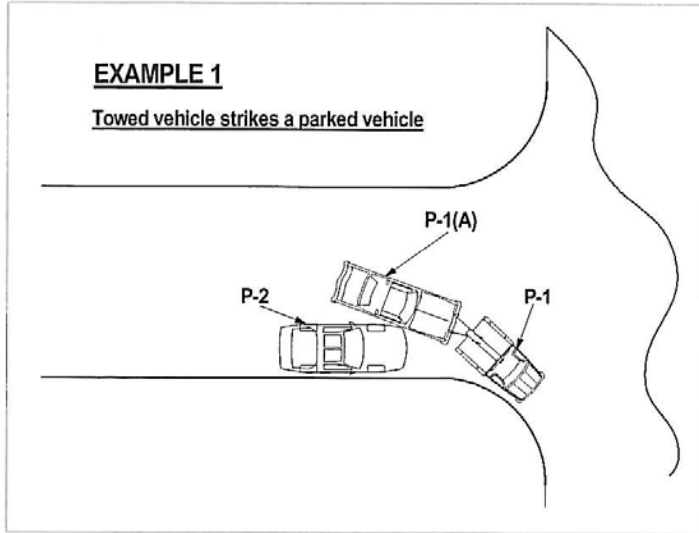
Pursuant to the Motor Carrier Act of 1991, law enforcement agencies are required to collect specific data about large trucks and buses involved in collisions. The CHP 555D supplemental form was created for this purpose. The collisions are investigated as outlined in this manual. In addition to the required reports, a CHP 555D form will also be completed in NetRMS when required. In more serious or complex collisions, Commercial Enforcement and Traffic Division officers can be used as a resource. There are specific reporting criteria. The qualifications can be found in the “Instructions for Completing the CHP 555D” section.

COLLISIONS INVOLVING VEHICLES/TRAILERS

The Department of Motor Vehicles mandates procedures for listing vehicle/trailer and truck-tractor trailers on the collision report forms. Following are examples of how these are to be referred to on the reports. Generally speaking, whenever a trailer or a towed vehicle strikes another object (vehicle, pole, pedestrian, etc.) and causes damage and/or injury, the vehicle providing power must be listed as the “Party” before the towed vehicle or trailer. See the following examples for instructions.

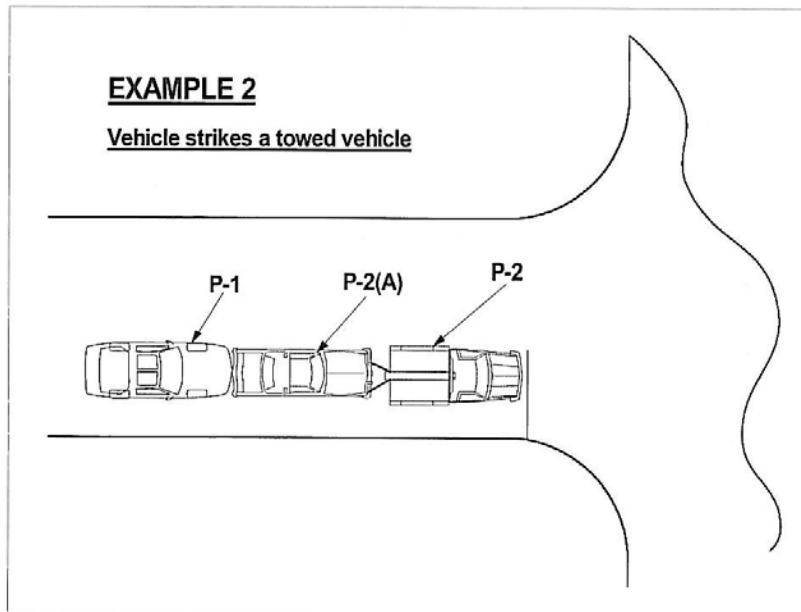
EXAMPLE 1:

A tow truck is towing a vehicle. The towed vehicle strikes a parked vehicle. The tow truck is “P-1”, with all the driver and vehicle information. The towed vehicle is “P-1(A)”, and the parked vehicle is “P-2” (vehicle info only). The information for P-1(A) would be included in the narrative. The notation “see narrative” would be entered on the second line of the vehicle description on the front page of the CHP-555 by entering the word “SEE” under vehicle year, and “NARRATIVE” in the model field.



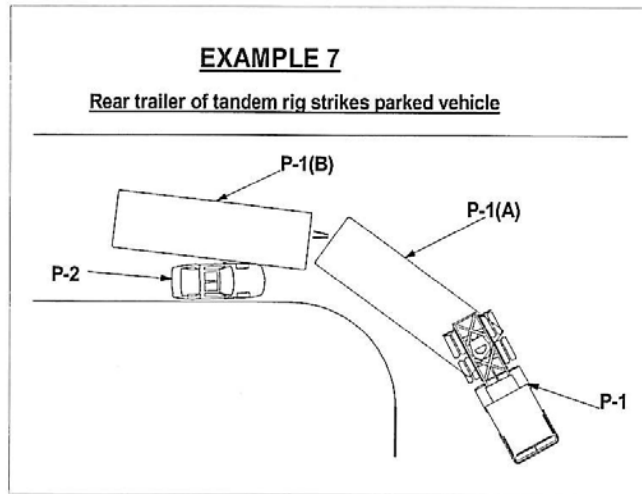
EXAMPLE 2:

A tow truck is towing a vehicle. While stopped at a red light, a vehicle strikes the rear of the towed vehicle. The striking vehicle would be “P-1”. The tow truck would be listed as “P-2”, with all the driver and vehicle information. The towed vehicle would be “P-2(A)”, with all its information in the narrative. The tow truck information would be entered on the first line of P-2’s vehicle information block on page 1 of the CHP-555. The notation “SEE NARRATIVE” would be entered on the second line of P-2’s vehicle information block as described in Example 1.



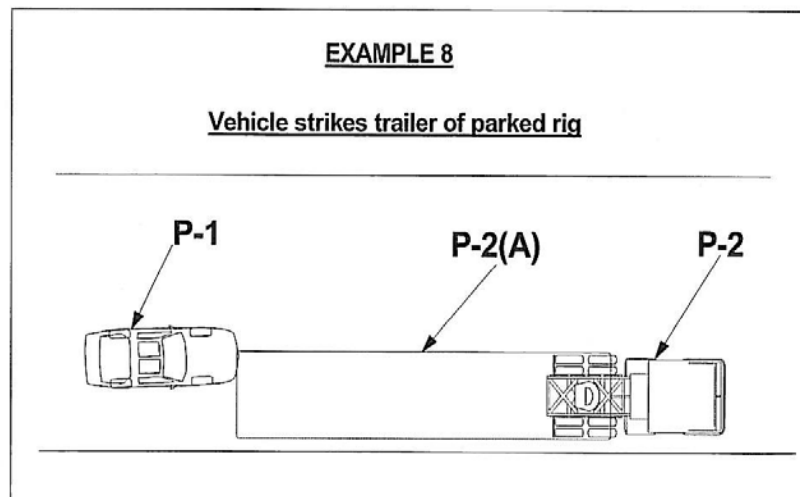
EXAMPLE 7:

A truck-tractor is towing two trailers in tandem. The rear trailer strikes a parked vehicle. The truck-tractor is "P-1", the first trailer is "P-1(A)", and the second trailer is "P-1(B)". The vehicle information for P-1 would be entered on the first line of the vehicle description, and its trailer descriptions would be placed in the narrative, with the notation "SEE NARRATIVE" in the second line of the vehicle description per Example 1.



EXAMPLE 8:

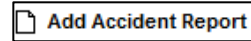
A truck-tractor and its attached trailer are parked at the curb. A vehicle strikes the trailer. The striking vehicle is "P-1", the truck-tractor is "P-2", and the struck trailer is "P-2(A)". Driver and vehicle information would be required for P-1. Vehicle information only is required for P-2, with the notation "SEE NARRATIVE" on the second line of P2's vehicle info (per example 1), and P-2(A)'s info included in the narrative.



Instructions for Completing the CHP 555 Traffic Collision Report Page 1

CREATING COLLISION REPORTS IN NetRMS

All traffic collision reports should be created in NetRMS. When a collision report (11-82, 11-81, 20002, etc.) is required, a case number for “Traffic Collision/Hit and Run” should be generated using the MPS or I/NetViewer. A case file in NetRMS will be created and the officer should navigate to that case file to add the collision report, diagram and any other evidence obtained (like photographs). Records Division is commonly seeing NetRMS collision reports without all necessary information. For instance, an officer will add information for a driver of a vehicle but forget to include details about the vehicle being driven. NetRMS will not provide an error message if the vehicle is not included. Verify both the driver AND the driver’s vehicle, if applicable, is added. The same process applies for bicyclists riding bicycles, motorized scooters, etc.



GENERAL INSTRUCTIONS

This section provides instructions for completing Page 1 of the CHP 555 in NetRMS, beginning with the heading of the report followed by detailed instructions for completing each element on the page. Every reasonable effort should be made to obtain factual information on all required items. However, if factual information is not available, opinions should be expressed and substantiated by recorded information. Diagrams and hit and run forms (if applicable) should be scanned and added to the NetRMS case file. Add data in all applicable spaces unless otherwise indicated.

STATE OF CALIFORNIA TRAFFIC CRASH CODING <small>CHP 555 Page 2 (Rev 4.11) OPI 060</small>		1 <small>Page 1 of 3</small>					
SPECIAL CONDITIONS	NUMBER INJURED	HIT & RUN FELONY <input type="checkbox"/>	CITY	JUDICIAL DISTRICT	LOCAL REPORT NUMBER		
	NUMBER KILLED	HIT & RUN MISDEMEANOR <input type="checkbox"/>	COUNTY	REPORTING DISTRICT	BEAT		
					DAY OF WEEK		
					TOW AWAY <input type="checkbox"/> YES <input type="checkbox"/> NO		
LOCATION	CRASH OCCURRED ON			MO DAY YEAR	TIME (2400)	NCIC #	OFFICER ID
	MILEPOST INFORMATION			GPS COORDINATES		PHOTOGRAPHED BY: <input type="checkbox"/> NONE	
	<input type="checkbox"/> AT INTERSECTION WITH			LATITUDE	LONGITUDE	STATE HWY REL	
	<input type="checkbox"/> OR:					<input type="checkbox"/> YES <input type="checkbox"/> NO	

1. SPECIAL CONDITIONS

Enter one or more of the following Special Conditions in this box. This information is entered at the top of the Administrative tab in the field called “Special Conditions”. Either type in the special condition or click the three dots to the right of the field. More than one special condition may be selected.

- 01 COUNTER REPORT**
Reported by an involved party, usually well after the fact, at a police facility. Counter reports are for property damage only. Counter reports are not processed into the S.W.I.T.R.S. database. Since the officer is not at the scene and is not able to interview witnesses or inspect the vehicles, the determination of fault cannot be assigned and is documented as “No Fault Determined” per CVC Section 20015.
- 02 COURTESY REPORT**
A courtesy report is the documentation of a traffic collision by an agency other than the agency having jurisdiction. Normally, the reporting officer should complete as much as possible of the traffic collision report except the beat number, NCIC number, and officer ID number. If Courtesy Report is selected, NetRMS will remove these descriptors from the top sheets. The original report should be sent to the jurisdictional agency by Records Division.
- 03 FARM LABOR TRANSPORTER**
Any vehicle, other than farm labor vehicle as defined in CVC Section 322 that is used to transport one to eight farm workers to or from work or work related activities. Includes passenger-type vehicles transporting farm workers.
- 04 FARM LABOR VEHICLE**
Enter when the motor vehicle is designed, used or maintained for the transportation of nine or more farm workers in addition to the driver (CVC Section 322) and the driver is transporting one or more farm workers as specified in CVC Section 12519(a).

- **05 FATAL**
A death has occurred as a result of an injury suffered in a collision.
- **06 HAZARDOUS MATERIALS**
A collision involving the transport of, or damage to containers with hazardous materials as defined in CVC Section 353.
- **07 LATE-REPORTED**
A collision that is reported late to law enforcement.
- **08 ON-DUTY EMERGENCY VEHICLE**
It is not necessary that the vehicle be operated with or equipped with emergency lights and siren for the “On-Duty Emergency Vehicle” classification to apply. (See definition of On-Duty Emergency Vehicle.)
- **09 PRELIMINARY**
A preliminary investigation shall be submitted when the traffic collision investigation cannot be completed within 15 working days.
- **10 PRIVATE PROPERTY**
Property not owned or leased by public agency.
- **11 SCHOOL BUS**
California Highway Patrol use only.
- **12 SUSPECTED STAGED COLLISION**
Enter code “12 - 550” to designate a suspected staged collision.
- **15 AUTONOMOUS VEHICLE**
Enter when a collision involves an autonomous vehicle as defined by the CVC.

2. NUMBER INJURED/NUMBER KILLED

This information is auto calculated based on information entered into other fields within the NetRMS collision report.

3. HIT AND RUN

Select misdemeanor or felony hit and run if there is still an outstanding driver and/or vehicle wanted. This information is entered toward the bottom of the Administrative tab in a field called “Hit & Run”.

4. CITY

Enter the ZIP code of the city/community where the collision occurred. NetRMS will auto populate “San Diego, CA” if the ZIP code is entered properly. If not in a city, enter “Unincorporated” or “Union.” This information is entered toward the middle of the Administrative tab in the field called “CSZ”. In NetRMS, CSZ is an abbreviation for City, State, ZIP.

5. JUDICIAL DISTRICT

Enter the name of the applicable municipal, justice or superior court. Typically, “Central County” or “South County” are most appropriate. This information is entered toward the middle of the Administrative tab in the field called “Judicial District”.

6. COUNTY

NetRMS does not allow a user to enter this information and the field is blank when the report is printed.

7. REPORTING DISTRICT

NetRMS does not allow a user to enter this information and the field is blank when the report is printed.

8. BEAT

Enter the SDPD beat number. For collisions that occur outside the San Diego City limits, use "999" - NetRMS will display “999 - Unknown LE”. This information is entered toward the top of the Administrative tab in the field called “Beat”.

9. LOCAL REPORT NUMBER

The report number will self-populate when an officer generates a case number from the MPS when assigned to an event or I/NetViewer. This field cannot be edited.

10. COLLISION OCCURRED ON

For intersection collisions, list the roadway P-1 was traveling on as the roadway the collision occurred on. Complete the “At Intersection With” portion by listing the secondary street. Be sure to include the hundred blocks for both roadways, in addition to the type of roadway, i.e. Street, Avenue, Boulevard, Parkway, etc. Do not abbreviate street names. Spell out the entire street name (i.e. Rancho Carmel Drive versus Rcho Carmel Dr.).

For non-intersection collisions, list the roadway P-1 was traveling on (including hundred block). When a vehicle or bicyclist runs off the road, the first point of damage or a point of injury that can be documented is carried as the location of the collision.

Milepost Information measurements will typically not be used for collisions occurring in the City of San Diego. However, milepost measurements may be more practical reference points in certain situations. Refer to S.W.I.T.R.S. on how to document these measurements if used. GPS coordinate measurements are inherently less accurate and should only be used when obtaining measurements from roadway edges and cross streets is impractical (i.e. an off-road collision away from a roadway) and proper equipment is available to obtain the latitudinal and longitudinal coordinates. The coordinate measurement entries should include degrees and decimal degrees for a specific reference point. Coordinates shall be carried five places right of decimal for a specific reference point. See S.W.I.T.R.S. for an example.

For private property collisions, the street address of the property should be entered. Write out the location, such as private driveway, parking lot, etc. Do not abbreviate street names. Spell out the entire street name (i.e. 12034 Caminito Veracruz versus Cmto Veracruz).

This information is entered toward the middle of the Administrative tab in the field called “Collision Occurred On”, and if applicable, “At Intersection With”.

11. DATE/DAY OF WEEK/TIME

The date and time should be entered into the field called “Incident (Date and Time)” under the Administrative tab toward the middle. Enter the time next to the date using the 24-hour clock, i.e. 2315, 1345, etc. Use 2359 hours for a collision occurring at exactly midnight. If the exact time cannot be determined, the reporting officer’s best estimate should be used. **If the time cannot be determined, leave the time completely out of the field.** NetRMS will enter “25:00” when the report is printed. This “25:00” also applies to hit and run traffic collisions when there is a timeframe and not an exact known time. Example: 04/22/25 2315 or 04/22/25 (for hit and runs). NetRMS will automatically enter the day of the week on the report when printed.

12. NATIONAL CRIME INFORMATION CENTER (NCIC) NUMBER

SDPD’s NCIC number (CA0371100) will automatically be entered when the report is printed. No action is needed, and this number cannot be edited. If Courtesy Report is selected, NetRMS will remove the SDPD NCIC number from the top sheets.

13. OFFICER ID

Enter the ID number of the primary investigating officer in the field called “Report Created By” under the Administrative tab toward the top. “SD” should be entered directly before the ID number, otherwise NetRMS will select the incorrect employee. Example: SD1256 will return the correct officer name. Entering “1256” will not return the correct name.

14. TOW AWAY

NetRMS will automatically select “Yes” or “No” based on information entered under the Party tab. No action is needed under the Administrative tab.

15. ACCIDENT PHOTOGRAPHED BY

Enter the ID number of the primary officer taking photographs in the field called “Accident Photographed By” under the Administrative tab toward the bottom. “SD” should be entered directly before the ID number, otherwise NetRMS will select the incorrect employee. Example: SD1256 will return the correct officer name. Entering “1256” will not return the correct name. Leave the field blank if photographs were not obtained.

16. STATE HIGHWAY RELATED

Enter “Yes” or “No” in the field called “State Hwy Related” under the Administrative tab toward the bottom. This would apply to a freeway or those portions of city streets that are also State Highways, i.e. SR-78, SR-905, etc., but are SDPD jurisdiction for purposes of collision investigations.

Additionally, the area within 250 feet of the center of the intersection of a state highway, or the center of state highway over crossings and under-crossings, and the area within 100 feet of a gore point or curb return on a freeway ramp intersection, should be marked as a state highway related collision. If the relationship to the state highway is undetermined, enter “Yes” into the “State Hwy Related” field.

17. ENTERING THE INITIAL CONTACT AREA (ICA)

The ICA is the first area that damage, injury or death occurred during the sequence of events associated with the collision. For example: a minor injury traffic collision in the 1400 block of Broadway. One point of the ICA is five feet north of the south curb line of 1400 Broadway. Enter this information as follows:

Or

Distance 5
 Unit 01 - Feet
 Direction NO - North

Of

Reference Type 01 - Cross Street
 Reference Point the south curb line of 1400 Broadway



AT INTERSECTION WITH _____
 OR: 5 Feet North of the south curb line of 1400 Broadway

PARTY	DRIVERS LICENSE NUMBER		STATE	CLASS	AIR BAG	SAFETY EQUIP.	
1							
DRIVER	NAME (LAST, FIRST MIDDLE SUFFIX)						
<input type="checkbox"/>	STREET ADDRESS						
PEDES- TRIAN							
<input type="checkbox"/>	CITY/STATE/ZIP						
PARKED VEHICLE							
<input type="checkbox"/>	SEX	HAIR	EYES	HEIGHT	WEIGHT	BIRTHDATE	RACE
BICYC LIST.							
<input type="checkbox"/>	HOME PHONE			BUSINESS PHONE			
OTHER							
<input type="checkbox"/>	INSURANCE CARRIER			POLICY NUMBER			
OPER- ATOR							
<input type="checkbox"/>	DIR OF TRAVEL	ON STREET OR HIGHWAY		LANE	THRU LANES	TOTAL LANES	SPEED LIMIT

Party

Party No.	Party Type	Primary Crash Factor	PCF Notes	Cited	Direction of Travel	On Street	Lane	Thru Lanes	Total Lanes	Speed Limit
1	DR - Driver									

New Entity



Party No.* 1
 Entity Type* DR - Driver

18. INVOLVED PARTY

From the Party tab, select the party type that best describes the party. This section will be used for drivers, pedestrians, parked vehicles, bicyclists and others. This information is entered at the top of the Party tab in the field called "Party Type". NOTE: If more than one top sheet is used, NetRMS will automatically complete the location, date, time and officer ID sections. Damaged property is not a "party" and should be listed under the Damaged Property tab.

PARTY NUMBER 1:

Party 1 refers to the party who is the primary cause of the collision. The party that is most responsible for causing the collision would be listed as Party 1. In the case of a hit and run vehicle or an impaired driver suspect, they are **not automatically** P-1. If the evidence indicates they are P-2, P-3, etc., that is how they should be listed. The other parties should be listed in the order of occurrence in the collision sequence.

"DRIVER":

The person who drives or is in actual physical control of the vehicle (CVC Section 305):

- In "hit and run" collisions, DO NOT list any of the driver information under the Party tab **unless the driver is identified and contacted**. Type "Unknown" in the First Name field and NetRMS will automatically type "Party" in the Last Name field. NetRMS will automatically select "Yes" in the "Hit and Run Driver?" field.
- If the hit and run suspect vehicle is located, list the vehicle information under the Party tab. If both the driver and the vehicle are located and identified, then the party information can be completed with the driver and vehicle information. A Hit and Run Field Report (PD 161) is not required in that case.
- If a "Non-Contact" vehicle is established as being involved, complete the investigation as a multiple vehicle collision. Non-contact or "phantom vehicles" should not be listed as a party on the collision report unless the vehicle and the driver remain at the scene and are identified by the driver or witnesses. Caution should be used to ensure that evidence shows that they were, in fact, the cause of the collision. If it can be substantiated, the non-contact vehicle/driver would be listed as a party under the Party tab. An independent witness not associated with any party or other corroborating evidence is needed to establish the existence of the actions or presence of the "non-contact vehicle".

EXAMPLES:

- A car pulls out from a stop sign and causes a motorcycle to lose control and go down onto the pavement, without contacting the car. The driver realizes what happened and remains at the scene. The car would be P-1 and the motorcycle would be P-2.
- A driver states that he was cut off by a “blue sedan” and struck a parked vehicle. The driver would be P-1 and the parked car would be P-2. If there is a witness that can verify the phantom or non-contact vehicle’s presence, but the vehicle cannot be identified, that information should be included and detailed in the narrative section.
- A person operating a motor vehicle being propelled by other than its own power, such as a person operating a coasting motor vehicle, or a person operating a motor vehicle being pushed by human power, would be listed as the driver.
- A driver that leaps to safety from a moving motor vehicle because of a vehicle malfunction.
- A person seated in the driver’s seat of a vehicle stopped or disabled within a traffic lane is considered to be a vehicle in transport and would be listed as a driver.
- A driver jumps from a moving vehicle and the vehicle subsequently collides with another vehicle or object. The person that jumped out is listed as the driver. The driver had physical control of the vehicle and elected to leave the vehicle before it could be safely stopped.

When a vehicle is being towed or pushed, a determination must be made as to who is responsible for the collision. The following should be considered in determining classifications when a motor vehicle is being towed or is pushing another vehicle:

- When a motor vehicle is being towed by other than a rigid tow bar or tow truck, the person operating the towed motor vehicle is shown as party type “OT - Other” under the Party tab. The two vehicles are separate parties on the collision report. If the investigating officer determines that the driver of the towed vehicle directly contributed to the collision then the person would be listed as a driver.
- A person operating a motor vehicle that is being pushed is considered to be a “Driver” under the Party tab.
- If the investigating officer determines that the pushing vehicle directly contributed to the collision then that person would be listed as a “Driver”. If the pushing vehicle operator did not directly contribute to the collision then that person would be listed as a witness under the Witnesses tab.
- A person pushing and steering a vehicle while walking or running alongside, and even if not completely within the vehicle, is still considered a driver.

THE TERM “DRIVER” EXCLUDES:

- A tiller person, in an auxiliary capacity, that assists the driver in steering or operation of any articulated fire apparatus.
- A person pushing a vehicle while walking along side or behind it, and who was not steering it, and was not in the vehicle.
- An infant or child who obviously cannot be in control of the motor vehicle, but who sets the vehicle in motion would be listed as “OT - Other” under the Party tab.
- An individual that parks a vehicle and allows it to stand on a highway unattended, without setting the brakes or blocking the wheels to prevent movement, is listed as “OT - Other” under the Party tab.

“PEDESTRIAN”:

A pedestrian is any person not in or upon a vehicle, bicycle, or animal, as defined in CVC Section 467. This includes a person in a fenced yard or on a conveyance such as a skateboard, roller skates, non-motorized wheelchair, and a person on a device moved by pedals that is not a bicycle. A motorized wheelchair operated by a handicapped person is considered a pedestrian. If the motorized wheelchair is being operated by a person that is not disabled, and does not require the use of it, then it is considered a motor vehicle for reporting purposes.

Do not select “Pedestrian” as the entity type if a person within a residence or business is injured by a motor vehicle, i.e. a motor vehicle crashing through the wall of a restaurant. “OT - Other” should be selected under the Party tab.

“PARKED VEHICLE”:

A parked vehicle is a non-moving vehicle, occupied or not, which is outside the traffic lanes, in a parking area or building. This includes illegally parked vehicles outside the traffic lane. It excludes a stalled vehicle in a traffic lane. DO NOT list the registered owner of the vehicle in the driver information area. Information on the last driver should be addressed in the narrative.

“BICYCLIST”:

Select bicycle if it is a bicycle as defined in CVC Section 231. Riders of tricycles, unicycles, and wheeled toys are considered pedestrians unless they meet the CVC Section 231 definition. This excludes the rider of a motorized scooter, motorized skateboard or motorized bicycle whether the engine is running or not.

“OTHER”:

If this option is selected, then do not place the driver license number under the Party tab for the specific entity. Examples include:

- Driverless vehicles and run away vehicles.
- A vehicle being towed by other than a rigid tow bar or tow truck.

- Animal drawn conveyances.
- Operators of a train, airplane or cable car.
- Operators of highway construction equipment while actively engaged in the performance of their duties.
- Injured parties in or upon a structure such as a house, phone booth, or bus bench.
- Person lying or sitting on a roadway or any other area who is not “afoot”.

“OPERATOR”:

An “operator” of an autonomous vehicle is the person who causes the autonomous technology to engage, such as a remote operator. Select Operator if the party was operating an autonomous vehicle in autonomous mode and was deemed not to be a driver at the time of the collision. Omit the driver license number for individuals in this category. Additionally, document the operator’s driver license information and the DMV autonomous vehicle permit number, if applicable, within the miscellaneous box.

NOTE: If the autonomous vehicle is equipped with a steering wheel, a brake pedal, and an accelerator, and the operator takes actual physical control of the dynamic driving task prior to the crash, the party will be considered a driver and not an operator.

19. DRIVER LICENSE NUMBER/STATE/CLASS

List the alpha-numeric number exactly as it appears on the driver license. For a valid government or military driver license, list “Govt” after the number, *only* if the driver is a U.S. Government employee and is operating a federally owned or controlled vehicle while on official business. This information is entered toward the middle of the party under the Party tab in the multifield called “Identification”. A party number, entity type (“driver”) must be selected first. Type “DLN” into the ID Type field (see below image).

Identification

ID Type	Number	State	Country	Class	Expiration	Notes
DLN - Drivers License Number						

Use the following codes for drivers without a valid license in the Number field:

- Expired: type “(Exp)” after the license number if the license has expired.
- Suspended: type “(Susp)” after the license number.
- Not in possession: type “(NIP)” after the license number.
- Unlicensed: type “(None)” in the Number field if the driver is unlicensed.
- If a licensed driver presents a valid state identification card, enter “(ID)” after the identification number.
- Other details such as endorsements or restrictions should be listed in the narrative portion of the report. If the driver is licensed in more than one class, enter the appropriate class for the vehicle that was being operated at the time of the collision.

State field:

- Enter the appropriate state for the driver license.

Country field:

- Enter the appropriate country for the driver license. If the license is from Mexico, enter “MM - Mexico”.

Class field:

- If operating out of the licensed class, enter a “U”.
- If unable to determine, leave it blank.
- When a driver is operating under a class A or B license and does not have a valid medical certificate, enter a “U”.
- International or out-of-state licenses enter “F”.
- For valid driving permits, enter the appropriate class for the vehicle driven if the conditions of the permit are in place.
- For unlicensed, suspended, expired or revoked licenses, list a "U".
- Diplomats, enter “D”.

Expiration and Notes fields:

- Entering the expiration date is not required. Enter any notes about the license (will not appear on the report).

20. AIR BAG AND SAFETY EQUIPMENT

List the appropriate codes from the drop-down box. This information is entered toward the bottom of the party under the Party tab in the fields called “Airbag” and “Safety Equipment”. A party number, entity type (“driver”, “passenger”, etc.) must be selected first.

21. PARTY HOME OR WORK PHONE NUMBER

Enter the party’s full phone number by selecting either “Home Phone” or “Work Phone” under the Contact Info field toward the top of the party under the Party tab in the field called “Contact Info”. A party number, entity type (“driver”, “passenger”, etc.) must be selected first. DO NOT select “Mobile Phone” because NetRMS does not display data entered using this selection when the report is printed. When either of the telephone numbers is unknown, enter “UNK”. If the party has no telephone number, enter “None”.

22. INSURANCE INFORMATION

List the insurance company name and the policy number. If the person is unable to provide the name of their insurance carrier and policy number, enter “None” in the box. This information is entered toward the bottom of the party under the Party tab in the fields called “Insurance Carrier” and “Policy Number”. A party number, entity type (“vehicle”, “bicycle”, etc.) must be selected first. This information is specific to the vehicle and not the driver, passenger, etc.

Government entities are considered self-insured. When a vehicle is either owned or leased by a governmental entity, enter the name of the agency. For example: “City of San Diego”, “County of San Diego”, “United States Government”, etc.

23. DIRECTION OF TRAVEL/ON STREET OR HIGHWAY/SPEED LIMIT

Enter the direction of vehicle motion at the time of the collision, or the direction the vehicle was facing, if stationary. List the direction for pedestrians as well. Use the direction of the roadway according to the general route direction rather than the true compass direction. List the roadway the party was traveling on and include the hundred block for the roadway, in addition to the type of roadway, i.e. Street, Avenue, Boulevard, Parkway, etc. Do not abbreviate street names. Spell out the entire street name (i.e. Rancho Carmel Drive versus Rcho Carmel Dr.). This information is entered at the top of the Party tab in the fields called “Direction of Travel”, and “On Street”.

24. SPEED LIMIT

Enter the posted or prima facie speed limit for the streets on which the vehicles were traveling. Private property speed limits should not be listed on the top sheet (leave the field blank). This applies to off-road collisions as well. This information is entered at the top of the Party tab in the field called “Speed Limit”.

25. LANE/THRU LANES/TOTAL LANES

Enter the lane number or other road position where the vehicle was located prior to the collision or loss of control, the number of through lanes, and the total number of lanes in the party’s or vehicle’s direction of travel. Through lanes are lanes that route traffic straight ahead away from local or exit lanes and includes shared through/turn lanes, but excludes turn only lanes; auxiliary lanes, such as parking lanes and truck climbing lanes; toll collection lanes; and acceleration/deceleration lanes. Total lanes would be all-inclusive.

VEH. YEAR	MAKE/MODEL/COLOR	LICENSE NUMBER	STATE
	/		
	/		
OWNER'S NAME		<input type="checkbox"/> SAME AS DRIVER	
OWNER'S ADDRESS		<input type="checkbox"/> SAME AS DRIVER	
DISPOSITION OF VEHICLE ON ORDERS OF:		<input type="checkbox"/> OFFICER	<input type="checkbox"/> DRIVER <input type="checkbox"/> OTHER
PRIOR MECHANICAL DEFECTS:		<input type="checkbox"/> NONE APPARENT	<input type="checkbox"/> REFER TO NARRATIVE
VEHICLE IDENTIFICATION NUMBER:			
Vehicle Type	Describe Vehicle Damage	SHADE IN DAMAGED AREA	
	<input type="checkbox"/> UNK <input type="checkbox"/> NONE <input type="checkbox"/> MINOR		
	<input type="checkbox"/> MOD <input type="checkbox"/> MAJOR <input type="checkbox"/> ROLL-OVER		
CA DOT			
CAL-T TCP/PSC , MC/MX			

Party

Party No.	Party Type	Primary Crash Factor	PCF Notes	Cited	Direction of Travel	On Street	Lane	Thru Lanes	Total Lanes	Speed Limit
1	DR - Driver									

Party No.* 1

▼ New Entity



Entity Type* VE - Vehicle

26. VEHICLE INFORMATION

This information is entered toward the top of the Party tab when a “Vehicle” or “Bicycle” has been selected for the entity type. Enter the four digits of the vehicle model year. Enter a property type (this is a NetRMS function and doesn’t appear on the top sheets). Option “3501 - Automobile/Light Truck (not Stolen or Recovered)” is the most common. Another entry might be “3513 - Motorcycle/Scooter (not Stolen or Recovered)”. Make certain the “(not Stolen or Recovered)” extension is selected for the vehicle being entered. Enter the make, model, and color of the vehicle, i.e. Ford Explorer white or Honda Accord green. The VIN field is required (copy and paste the VIN from CLETS instead of manually entering it). The full VIN is required for all vehicles as described in the CHP 555D Report.

DO NOT list suspect vehicle or registered owner information in these boxes if the collision involves a hit and run vehicle that has fled the scene. If the suspect vehicle remains at the scene or the investigation leads to a field cleared case, then the information can be listed. If not, all suspect driver and vehicle information should only be entered on the hit and run supplemental.

If the case involves a **hit and run vehicle**, select “99 - Unknown Hit and Run Vehicle” in the Vehicle Type field. Select “3501 - Automobile/Light Truck (not Stolen or Recovered)” and then “Other” for the make. Enter “Unknown Make” or similar in the new field that appears (“Other Make”). Enter “Fled Scene” in the VIN field. Enter “06 - Unknown” in the damage field.

27. LICENSE NUMBER

Enter the information as it appears on the license plate. Compare this with the registration and the VIN on the vehicle.

28. OWNER'S INFORMATION

Current Owner Same As Driver? _____

Current Owner Address Same As Driver? _____

For **non hit and run** cases: if the driver is the same as the R/O, enter “Yes” in the “Current Owner Same As Driver?” field. Select “Yes” in the “Current Owner Address Same As Driver?” if the R/O address is the same as the driver. If the driver is not the R/O, select “No” in the “Current Owner Same As Driver?” field. A new field will appear and the R/O’s name may be entered. NetRMS will automatically place a comma between the words entered: “James Jones” will be formatted automatically as “Jones, James” when the cursor leaves the field. If the driver has a different address from the R/O, select “No” in the “Current Owner Address Same As Driver?”. Two new fields will appear and the R/O’s address, followed by the CSZ (city, state, ZIP) may be entered. In this case, the driver’s address should have been entered in other fields earlier in this process.

For **hit and run** cases: if the vehicle is discovered through investigative means but the driver is still outstanding, select “No” in the “Current Owner Same As Driver?” field. Enter the R/O’s name into this field. Then select “No” in the “Current Owner Address Same As Driver?”. Two new fields will appear and the R/O’s address, followed by the CSZ (city, state, ZIP) may be entered. In this case, the driver’s information should be blank. **DO NOT** list the R/O’s information as a driver.

29. DISPOSITION OF VEHICLE

This information is entered toward the bottom of the Party tab when a “Vehicle” or “Bicycle” has been selected for the entity type. Enter “Officer”, “Driver”, or “Other” under the “Disposition Ordered by” field. Typically, selecting the “Officer” option means the vehicle was impounded. Selecting “Driver” indicates the vehicle was released to the driver and it was privately towed. Select “Other” if none of these is applicable. In either case, select the tow company name using the “Tow Company Name” field. All current authorized tow companies are listed - you cannot enter a tow truck company not on the list. Additional options exist at the bottom of the list - “Driven Away”, “Left at Scene”, and “On Authority of Driver”. Selecting either of these three options will instruct NetRMS to select “No” for Tow Away on Page 1 of the collision report.

30. PRIOR MECHANICAL DEFECTS

List any known mechanical defects that existed prior to the collision and explain them in the narrative. This information is entered toward the bottom of the Party tab when a “Vehicle” or “Bicycle” has been selected for the entity type.

31. VEHICLE TYPE

Enter the appropriate two-digit code in this field i.e., “01 - Pass Car, Stn Wagon, Jeep.” Click the drop down to see the options. If the case involves a **hit and run vehicle**, select “99 - Unknown Hit and Run Vehicle” in the Vehicle Type field. This information is entered toward the top of the Party tab when a “Vehicle” or “Bicycle” has been selected for the entity type.

32. VEHICLE DAMAGE

This information is entered toward the bottom of the Party tab when a “Vehicle” or “Bicycle” has been selected for the entity type. The field is called “Vehicle Damage” and contains a drop down box.

- "01 - None" is used when there is no damage to the involved vehicle. Using the below “Vehicle Damage Graphic”, type an "X" where the contact was made on the graphic.
- "02 - Minor" is used for slight damage such as dents, scratches and broken glass.
- "03 - Moderate" more than slight, but damage is to one/fourth or less of the vehicle such as an entire fender, grille or hood, etc.
- "04 - Major" describes more than one/fourth such as the entire front end or an entire side.
- "05 - Roll-Over" damage to the vehicle and undercarriage that is attributed to overturning.
- “06 - Unknown” damage, if any, sustained during a hit and run collision.

Vehicle Damage Graphic



Click the [empty] box to see a list of vehicle graphics. Select the appropriate graphic for the involved vehicle. The Microsoft Paint program will open and the damage can be shaded on the graphic selected. Use the Shapes toolbar at the top of the screen to draw a box around the damage. Click the “X” in the upper right corner of Microsoft Paint to save and close the image.

After clicking the “X” in the upper right corner, a secondary dialog box will appear called Photo Management. The dialog allows a user to rotate the image before saving. A user can rotate the image left or right (rotate more than once if necessary). Click Save to save the image. The “Info” button at the top will display some metadata about the image.

33. REGULATED VEHICLES

When a vehicle that is regulated by the United States Department of Transportation (DOT), Interstate Commerce Commission (ICC), Public Utilities Commission (PUC), or California Highway Patrol (CHP or CA), is involved in a collision, select “Yes” for the “Qualified Commercial/Hazmat” field at the bottom of the Party tab when a “Vehicle” or “Bicycle” has been selected for the entity type.

- “CA” - contains one to seven digits and is issued to intrastate carriers.
- “CAL-T” (PUC) - contains one to seven digits and is prefaced with a CAL-T. PUC bus numbers contain one to four digits and are prefaced with TCP or PSC.
- USDOT - contains one to seven numbers and assigned to interstate private carriers and is becoming the most common number assigned to commercial vehicles.
- “MC”, “MX”, “ICC” - companies based in Mexico are assigned numbers beginning with MX, or MC for Canada or the U.S. The ICC numbers were phased out beginning in 2003.

PREPARER'S NAME	DISPATCHED	REVIEWER'S NAME	DATE REVIEWED
	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		

Printed By

34. DISPATCHED

This area is for CHP use only. Select “N/A” at all times. This information is entered toward the top of the Administrative tab in the field called “Dispatched Notified”.

Instructions for Completing The CHP 555 Traffic Collision Report Page 2

The date, time, NCIC number, and officer ID are the same as on page one and automatically added in NetRMS.

STATE OF CALIFORNIA TRAFFIC CRASH CODING <small>CHP 555 Page 2 (Rev 4.11) OPI 060</small>		2 <small>Page 2 of 3</small>			
DATE OF CRASH (MM/DD/YYYY)	TIME (2400)	NCIC #	OFFICER I.D.	NUMBER	
PROPERTY DAMAGE		OWNER'S NAME	OWNER'S ADDRESS	NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO	
PERSON NOTIFIED	SAME AS OWNER	TELEPHONE NUMBER	METHOD OF NOTIFICATION (MARK ALL THAT APPLY) <small>IN PERSON PHONE DISPATCH CHP 422</small>	LOG / INCIDENT NUMBER	
DESCRIPTION OF DAMAGE					
<p>SEATING POSITION</p> <p>1 - DRIVER 2 TO 6 - PASSENGERS 7 - STATION WAGON REAR 8 - REAR OCC. TRK. OR VAN 9 - POSITION UNKNOWN 0 - OTHER</p>	<p>SAFETY EQUIPMENT</p> <p>OCCUPANTS A - NONE IN VEHICLE B - UNKNOWN C - LAP BELT USED D - LAP BELT NOT USED E - SHOULDER HARNESS USED F - SHOULDER HARNESS NOT USED G - LAP/SHOULDER HARNESS USED H - LAP/SHOULDER HARNESS NOT USED J - PASSIVE RESTRAINT USED K - PASSIVE RESTRAINT NOT USED P - NOT REQUIRED</p> <p>CHILD RESTRAINT Q - IN VEHICLE USED R - IN VEHICLE NOT USED S - IN VEHICLE USE UNKNOWN T - IN VEHICLE IMPROPER USE U - NONE IN VEHICLE</p> <p>M / C BICYCLE - HELMET DRIVER PASSENGER V - NO X - NO W - YES Y - YES</p>		<p>AIR BAG B - UNKNOWN L - AIR BAG DEPLOYED M - AIR BAG NOT DEPLOYED N - OTHER P - NOT REQUIRED</p> <p>EJECTED FROM VEHICLE 0 - NOT EJECTED 1 - FULLY EJECTED 2 - PARTIALLY EJECTED 3 - UNKNOWN</p>		<p>INATTENTION CODES A - CELLPHONE HANDHELD B - CELLPHONE HANDSFREE C - ELECTRONIC EQUIPMENT D - RADIO / CD E - SMOKING F - EATING G - CHILDREN H - ANIMALS I - PERSONAL HYGIENE J - READING K - OTHER</p>

1. PROPERTY DAMAGE

This information is entered using the Damaged Property tab. Enter a description of any property damaged in the collision, other than vehicle damage in the "Description of Property/Damage" field. Enter the owner's name and complete address of the damaged property. Enter the telephone number of the person notified of the damage using the Contact Info area. Select "Yes" or "No" using the "Person Notified?" field. Select "Yes" or "No" using the "Notified Is Owner" field. Type the person's name in the "Person Notified" field. Type the phone number used to contact this person in the "Notified Telephone" field. Select one of the four options in the "Notification Method" field (click the three dots): In Person, Phone, Dispatch or CHP 422 (not applicable for SDPD). Leaving a note is considered notifying the owner. *Data cannot be entered into the "Log / Incident Number" field shown above.*

Create an **Additional Property Damage** subheading under the investigations heading in the narrative to describe damage to additional owners' property. **Note:** If City of San Diego property is damaged, it must be listed using the Damaged Property tab and not just in the narrative. This ensures Risk Management is notified of the damaged property.

Within the Damaged Property tab, the First and Last name fields must have data. If the City of San Diego is the owner, type "City of" in the Last field and "San Diego" in the First field. Entering the "City of" in the Last field and "San Diego" in the First field will force NetRMS to display the owner as "City Of, San Diego" when the report is printed. The comma cannot be removed from the owner's name. The address for damaged city property should be 202 C Street, San Diego, CA 92101. There is no method to enter a city or business name another way.

2. SEATING POSITION/SAFETY EQUIPMENT LEGEND

This is the legend to supply numeric and alphanumeric codes to be used in the "Air Bag" and "Safety Equipment" sections on page one and the "Seating Position, Air Bag, Safety Equipment" and "Ejected from Vehicle" sections on page three.

SEATING POSITION

Select the appropriate seating position code and enter it in the "Seat Position" field for the correct party. The positions are self-explanatory. This information is entered toward the bottom of the party under the Party tab in the field called "Seat Position" - a party number, entity type ("driver", "passenger", etc.) must be selected first.

- A collision involving a bus with up to 26 passengers should have the "0 - Other" seating positions assigned to them. In collisions with buses having a seating capacity of more than 26 passengers, the box on page three of the report is left blank and the positions are described in the narrative.
- If the driver of a vehicle with a right-side driving position is injured, select "1 - Driver" for the driver's position and explain in the narrative.
- The "0 - Other" code is used for other occupants (e.g., a fourth or additional passenger in the front seat of a single cab pickup, or front or rear seat of a passenger vehicle). A person riding on the exterior of a passenger vehicle would use this code as well.
- For motorcycles/mopeds and bicycles, the seating positions are:
 - The driver or operator is position "1".
 - The passenger position "2" is directly behind the driver or operator.

- The passenger position "3" is the occupant of a sidecar.
- The passenger position "0" is for passengers in any other location on the motorcycle/moped or bicycle.
- Seating position 9 is for an unknown position only.
- Seating position 10 is a rear occupant of a truck, van, station wagon, or similar passenger vehicle (e.g., a person in the "bed" [open or enclosed] of a truck, or in the trunk/cargo area of a van, station wagon, or similar passenger vehicle). NetRMS does not allow the selection of seating position 10; use "0 - Other" instead.

SAFETY EQUIPMENT

Select the appropriate safety equipment code and enter it in the "Safety Equipment" field for the correct party. This information is entered toward the bottom of the party under the Party tab in the field called "Safety Equipment" - a party number, entity type ("driver", "passenger", etc.) must be selected first.

- A motorcyclist wearing an unapproved helmet is marked "V" (no helmet).
- A motorcycle passenger wearing an unapproved helmet is marked "X" (no helmet).

AIR BAG

Select the appropriate airbag code and enter it in the "Airbag" field for the correct party. This information is entered toward the bottom of the party under the Party tab in the field called "Airbag" - a party number, entity type ("driver", "passenger", etc.) must be selected first.

- A collision in which the investigator believes the air bag should have deployed but does not or if the vehicle was originally manufactured with an air bag but one was not installed at the time of the collision should be marked "N - Other" and explained in the narrative.
- A vehicle that was originally manufactured without air bags is marked "P - Not Required" for each position without one.

TRAFFIC COLLISION CODING

PRIMARY CRASH FACTOR LIST NUMBER (#) OF PARTY AT FAULT		TRAFFIC CONTROL DEVICES		1 2 3			VEHICLE AUTOMATION LEVEL			1 2 3			MOVEMENT PRECEDING CRASH			
1	A / VC SECTION VIOLATED: CITED: YES	A / CONTROLS FUNCTIONING					A / SAE LEVEL - 0								A / STOPPED	
		B / CONTROLS NOT FUNCTIONING*					B / SAE LEVEL - 1								B / PROCEEDING STRAIGHT	
	B / OTHER IMPROPER DRIVING*	C / CONTROLS OBSCURED					C / SAE LEVEL - 2								C / RAN OFF ROAD	
		D / NO CONTROLS PRESENT / FACTOR*					D / SAE LEVEL - 3								D / MAKING RIGHT TURN	
	C / OTHER THAN DRIVER*	TYPE OF CRASH					E / SAE LEVEL - 4								E / MAKING LEFT TURN	
	D / UNKNOWN*	A / HEAD - ON					F / SAE LEVEL - 5								F / MAKING U TURN	
		B / SIDE SWIPE					G / UNKNOWN*								G / BACKING	
		C / REAR END					VEHICLE AUTOMATION ENGAGED								H / SLOWING / STOPPING	
		D / BROADSIDE					A / NO AUTOMATION								I / PASSING OTHER VEHICLE	
		E / HIT OBJECT					B / DRIVER ASSISTANCE								J / CHANGING LANES	
		F / OVERTURNED					C / PARTIAL AUTOMATION								K / PARKING MANEUVER	
		G / VEHICLE / PEDESTRIAN					D / CONDITIONAL AUTOMATION								L / ENTERING TRAFFIC	
		H / OTHER*					E / HIGH AUTOMATION								M / OTHER UNSAFE TURNING	
		MOTOR VEHICLE INVOLVED WITH (MARK 1 TO 2 ITEMS)					F / FULL AUTOMATION								N / XING INTO OPPOSING LANE	
		A / NONCOLLISION					G / UNKNOWN*								O / PARKED	
		B / PEDESTRIAN					OTHER ASSOCIATED FACTOR(S) (MARK 1 TO 2 ITEMS)								P / MERGING	
		C / OTHER MOTOR VEHICLE													Q / TRAVELING WRONG WAY	
		D / MOTOR VEHICLE ON OTHER ROADWAY													R / OTHER*	
		E / PARKED MOTOR VEHICLE													S / LANE SPLITTING	
		F / TRAIN													T / SOBRIETY - DRUG PHYSICAL (MARK ALL THAT APPLY)	
		G / BICYCLE													A / HAD NOT BEEN DRINKING	
		H / ANIMAL													B / HBD - UNDER INFLUENCE	
		I / FIXED OBJECT:													C / HBD - NOT UNDER INFLUENCE*	
		J / OTHER OBJECT:													D / HBD - IMPAIRMENT UNKNOWN*	
		K / ADDITIONAL OBJECT(S) STRUCK													E / UNDER DRUG INFLUENCE*	
		PEDESTRIAN'S ACTIONS													F / DRE EXAM CONDUCTED	
		A / NO PEDESTRIANS INVOLVED													G / STIMULANT	
		B / CROSSING IN CROSSWALK - AT INTERSECTION													H / HALLUCINOGEN	
		C / CROSSING IN CROSSWALK - NOT AT INTERSECTION													I / DISSOCIATIVE ANESTHETICS	
		D / CROSSING - NOT IN CROSSWALK													J / NARCOTIC ANALGESIC	
		E / IN ROAD - INCLUDES SHOULDER													K / INHALANT	
		F / NOT IN ROAD													L / CANNABIS	
		G / APPROACHING / LEAVING SCHOOL BUS													M / DEPRESSANT	
		MISCELLANEOUS													N / F IMPAIRMENT - PHYSICAL*	
		SKETCH													O / G IMPAIRMENT NOT KNOWN	
															P / H NOT APPLICABLE	
															Q / I SLEEPY / FATIGUED*	
															SPECIAL INFORMATION	
															A / HAZARDOUS MATERIAL	
															B / CELL PHONE HANDHELD IN USE	
															C / CELL PHONE HANDSFREE IN USE	
															D / CELL PHONE NOT IN USE	
															E / CELL PHONE USE UNKNOWN	
															F / SCHOOL BUS RELATED	
															BIKEWAY FACILITY	
															A / SHARED ROADWAY	
															B / CLASS I - BIKE PATH*	
															C / CLASS II - BIKE LANE*	
															D / CLASS III - BIKE ROUTE*	
															E / CLASS IV - SEPARATED BIKEWAY*	

PRIMARY COLLISION FACTOR (PCF)

The primary collision factor is the action which most contributed to the collision. There may be associated actions contributing to the collision.

EXAMPLE: A vehicle traveling 15 miles per hour over the posted speed limit makes a left turn in front of an oncoming car and they collide. The fact that the car was speeding is a CVC violation; however, the right-of-way violation was the PCF in the collision.

Select the one factor or driving action that best describes the primary cause of the collision. Whenever possible, it should be a CVC section.

A. California Vehicle Code (CVC) Section Violated:

This information is entered at the top of the Party tab in the field called "Primary Collision Factor". A "Party Type" (driver, pedestrian, bicycle, other) must be selected first. Select "A - VC Section Violated" from the drop down and move to "PCF Notes" to enter the CVC Section, or other code violated considered to be the primary cause of the collision. Leaving this field blank may cause the report to be rejected by S.W.I.T.R.S. (but not NetRMS) and returned to the officer for corrections. Do not use sections that do not describe the cause of the collision, such as CVC Sections 20002, 23103, 14601, 12500, or 23152. When the party is cited or is physically arrested for the PCF, select "Yes" in the "Cited" field. Otherwise, select "No".

B. Other Improper Driving:

This should not be used as a "catch-all" to relieve the investigating officer from making a determination of responsibility in the collision. This box should be marked only when no specific code section is applicable as the PCF. This option should be used for all private property and off highway collisions. This information is entered at the top of the Party tab in the field called "Primary Collision Factor". A "Party Type" (driver, pedestrian, bicycle, other) must be selected first. Select "B - Other Improper Driving" from the drop down and keep the "PCF Notes" field blank. The "Cited" field is not available when Other Improper Driving is selected.

EXAMPLE: A vehicle operating on private property is speeding and crashes. CVC Section 22350 requires that the violation occur on a highway and not private property.

C. Other Than Driver:

Use this option when the collision was beyond the control of the driver and provide a detailed explanation in the narrative. This information is entered at the top of the Party tab in the field called "Primary Collision Factor". A "Party Type" (driver, pedestrian, bicycle, other) must be selected first. Select "C - Other Than Driver" from the drop down and keep the "PCF Notes" field blank. The "Cited" field is not available for use when Other Than Driver is selected.

- Sudden medical event such as a seizure or heart attack.
- An unforeseen or unknown mechanical failure. The failure could not reasonably have been foreseen such as an axle failing due to metal fatigue.
- Unforeseen roadway hazard (bees, oil, ice, etc.).

D. Unknown:

Use this option when the PCF **cannot** be determined due to conflicting statements, or when lack of physical evidence makes it impossible to make a determination (such as a 20002). The details should be explained in the narrative. This would include those reports classified as "No Fault Determined". This information is entered at the top of the Party tab in the field called "Primary Collision Factor". A "Party Type" (driver, pedestrian, bicycle, other) must be selected first. Select "D - Unknown" from the drop down. The "PCF Notes" and the "Cited" fields are not available for use when Unknown is selected.

WEATHER

This information is entered toward the bottom of the Administrative tab in the field called "Weather". Click the drop down to see the options. In the narrative, provide a simple description of the conditions at the time of the collision. Do not provide numeric temperatures or azimuth degrees of the sun, moon or horizon angles.

LIGHTING

This information is entered toward the bottom of the Administrative tab in the field called "Lighting". Click the drop down to see the options. If the collision occurred during darkness, select the appropriate option to indicate if street lights were present, working, etc. In the narrative, provide a description of the conditions at the time of the collision.

ROADWAY SURFACE

This information is entered toward the bottom of the Administrative tab in the field called "Roadway Surface". Click the drop down to see the options. In the narrative, provide a description of the conditions at the time of the collision, in the involved lane(s).

ROADWAY CONDITIONS

This information is entered toward the bottom of the Administrative tab in the field called “Roadway Conditions”. Click the three dots on the right side of the field to see the options. Provide a description of the conditions at the time of the collision. Any condition other than “H - No Unusual Conditions” must be explained thoroughly in the narrative. The “D - Construction - Repair Zone” option should be selected if repair or maintenance is being performed whether work is actively underway or not. The company responsible for the construction work and any traffic control devices should be noted in the narrative.

TRAFFIC CONTROL DEVICES

This information is entered toward the bottom of the Administrative tab in the field called “Traffic Control Devices”. Click the drop down to see the options. Provide a description of the conditions at the time of the collision, and any traffic control devices that may be related to the collision, or the collision events. This includes officials that are directing traffic, signs, signals, and markings.

TYPE OF COLLISION

This information is entered toward the bottom of the Administrative tab in the field called “Type of Crash”. Click the drop down to see the options. Describe the general type of collision as determined by the first point of damage or injury-producing event.

A. Head-On

Two vehicles approaching from opposite directions make direct contact. For example, the front of a vehicle collides with the front of the other, or, just prior to contact, one vehicle skids and rotates causing the side of one vehicle to hit the front of the other.

B. Sideswipe

One vehicle strikes the side of another with a glancing blow, whether in the same direction or from opposing directions.

C. Rear End

Two vehicles are traveling in the same direction and make direct contact. For example, the front of a vehicle collides with the rear of the other, or, just prior to contact, one vehicle skids and rotates causing the side of one vehicle to hit the rear of the other.

D. Broadside

One vehicle strikes another at an angle greater than a sideswipe.

E. Hit Object

A vehicle strikes an object whether that object is fixed or not.

F. Overturned

A vehicle overturns without a prior collision directly causing the vehicle to overturn. This would include a motorcycle losing control and falling onto its side. Do not use this when the vehicle hits an object and overturns.

G. Vehicle/Pedestrian

Use when a vehicle strikes a pedestrian.

H. Other

Use when one of the other options does not describe the event, such as a vehicle backing, passengers falling from a vehicle or a bicycle involved in a collision with a pedestrian or another bicycle.

MOTOR VEHICLE INVOLVED WITH

This information is entered toward the bottom of the Administrative tab in the field called “Vehicle Involved With”. Click the drop down to see the options and select one that best describes the collision with a motor vehicle in transport. NOTE: In cases where the motor vehicle is involved in a subsequent area of impact within the same collision with a fixed or other object, also select an option under the “Vehicle involved With (2)” field. This is the only situation when you may mark more than one option in this section.

A. Non-Collision

A collision involving a motor vehicle in-transport occurring in any manner other than through contact with another vehicle, pedestrian, or object. Record an overturned vehicle as a non-collision if there is no impact prior to overturning.

- A speeding vehicle loses control and overcorrects before overturning.
- A sudden load shift causes the vehicle to overturn.
- A motorcyclist loses control and the motorcycle falls onto its side.
- An occupant injured from striking the interior of the vehicle due to some motion of the vehicle, such as a quick stop.

B. Pedestrian

A collision between a bicycle or motor vehicle in transport, and a pedestrian.

C. Other Motor Vehicle

A collision between a motor vehicle in transport and a motor vehicle upon the same roadway or at an intersection. Falling loads and detached trailers are considered to be part of the original vehicle.

D. Motor Vehicle on Other Roadway

A collision between a motor vehicle in transport that leaves the roadway and collides with another motor vehicle in transport on another roadway.

E. Parked Motor Vehicle

A collision between a motor vehicle in transport and another motor vehicle not in transport. This includes a stopped motor vehicle which is stopped or parked illegally, but otherwise is outside the traffic lanes.

F. Train

A collision between a motor vehicle in transport and a railway car operating on the tracks. This includes the trolley and excludes a train derailment that hits a vehicle after the derailment.

G. Bicycle

A collision involving a bicyclist as defined in CVC Sections 231 and 21200. A person on other devices not defined as a motorized bicycle propelled by pedaling, is considered a pedestrian.

H. Animal

A collision involving a motor vehicle in transport and an animal. This includes wild animals if a person is injured or the vehicle is damaged. This excludes a collision involving only an injury to a wild animal, and there is no vehicle damage. Injury to a domestic animal is treated as a property damage only collision if there is not a person injured or damage to the vehicle. This excludes a collision between a ridden animal or an animal-drawn conveyance. Enter the animal type when a new field appears.

I. Fixed Object

A collision between a motor vehicle in transport and a fixed object. This includes any object attached to or part of the terrain, such as a dirt embankment, guardrails, poles, etc. Enter the object type when a new field appears.

J. Other Object

A collision between a motor vehicle in transport and an object that is not fixed. This would include an animal-drawn conveyance, a ridden animal or a fallen tree. Enter the object type when a new field appears.

PEDESTRIAN ACTIONS

This information is entered toward the bottom of the Administrative tab in the field called "Pedestrian Actions". Click the drop down to see the options. Select the option that best describes the pedestrian's action prior to the collision. If more than one pedestrian is involved, mark the action of the first pedestrian that was involved. If no pedestrians are involved, select "A - No Pedestrians Involved".

SPECIAL INFORMATION

Select the appropriate codes by clicking the three dots on the right side of the field. This information is entered toward the bottom of the party under the Party tab in the field called "Special information". A party number and "Vehicle" entity type must be selected first. This field only appears when a "Vehicle" is selected as an entity.

A. Hazardous Materials

Vehicles that carry hazardous materials are defined in CVC Section 353 and:

- There is a release of the hazardous materials from any container.
- There is a danger to life or health at the scene due to the hazardous material.

B. Cell Phone Handheld in Use

Select if the party was preparing or making a call or retrieving the cell phone while driving.

C. Cell Phone Hands Free in Use

Select if the party was preparing or making a call or retrieving the cell phone while driving.

D. Cell Phone Not in Use

Select when a cell phone was located but was not in use at the time of the collision. If no cell phone is located or if there is a doubt as to whether the driver had a cell phone, leave it blank.

E. Cell Phone Use Unknown

Select when it is unknown whether a party was using a cell phone, if there is no driver (e.g., parked vehicle), or if cell phone use cannot be determined (e.g., a hit and run collision).

ASSOCIATED FACTORS AND OTHER ASSOCIATED FACTORS

Enter a CVC Section when a secondary violation has been determined to contribute to the collision. The associated factor is not the same as the PCF. If a violation has occurred that may have contributed to the collision, but was not the PCF, it should be listed here.

NetRMS displays two areas to enter associated factor information. Either way, a party number, entity type (“driver”, “bicyclist”, “pedestrian”) must be selected first. Select “Yes” or “No” under the “Cited” field to indicate whether the person was cited for the selected associated factor.

If the associated factor was a violation of a CVC Section, the section is entered toward the bottom of the party under the Party tab in the multifield called “Associated Factors”.

- Whenever a driver is arrested due to impairment, list 23152(a) as the associated factor for that party. Select “Yes” under Cited even if the person was booked into a jail.
- EXAMPLE: A speeding vehicle fails to stop at a red signal and collides with another vehicle. The PCF is failure to stop at the red signal and speeding is an associated factor.

Associated Factors

VC Sections Violated

Offense	Cited

If the associated factor is not a violation of a CVC Section, leave the Associated Factors multifield blank (image above). Select one of the reasons in the “Other Associated Factors” field (at bottom of the screen) by clicking the three dots on the right side of the field.

Vision Obscurement _____

Inattention _____

Other Associated Factors _____

Other _____

Movement Preceding Crash _____

If inattention is determined to be an associated factor in the collision, leave the Associated Factors multifield blank. Select the appropriate code from the drop down using the Inattention field. For example: a driver is adjusting the radio and crosses a double yellow line into opposing traffic and hits a vehicle head-on. The PCF would be the driving to the left of the double yellow line violation, while the associated factor would be marked “D - Radio/CD”. “O - Runaway Vehicle” is selected if a vehicle is accidentally set into motion, out of control, or due to mechanical failure, directly contributes to the collision.

BIKEWAY FACILITY

Select the appropriate option by clicking the drop down arrow. This information is entered toward the bottom of the party under the Party tab in the field called “Bikeway Facility”. A party number and “Vehicle” entity type must be selected first. This field is used for any road, path, or way that is specifically designated as being open to bicycle travel, regardless of whether such facilities are designated for the exclusive use of bicycles or are shared with other transportation modes.

- a. Shared Roadway. If a collision occurred on a roadway or highway and involved both a motor vehicle and either a bicyclist or a pedestrian.
- b. Class I - Bike Path. If a collision occurred on a bike path and involved both a motor vehicle in-transport and either a bicyclist or pedestrian. (Bike paths or shared-use paths are facilities with exclusive right of way for bicyclists and pedestrians, away from the roadway and with cross flows by motor vehicle traffic minimized.)
- c. Class II - Bike Lane. If the collision involved a bicyclist and a bike lane was present. (Bike lanes are established along streets and are defined by pavement striping and signage to delineate a portion of a roadway for bicycle travel.)
- d. Class III - Bike Route. If the collision involved a bicyclist on a bike route. (Bike routes designate a preferred route for bicyclists on streets that are shared with motor vehicle traffic. Bike routes are established by placing bike route signs and optional shared roadway markings along the roadway.)
- e. Class IV - Separated Bikeway. If a collision occurred on a separated bikeway and involved both a motor vehicle in-transport and a bicyclist. (Separated bikeways, often referred to as a cycle track or protected bike lane, are for the exclusive use of bicycles. They are physically separated from motor vehicle traffic. The separation may include, but is not limited to, grade separation, flexible posts, inflexible barriers, or on-street parking. They also can provide for one-way or two-way travel.)

MOVEMENT PRECEDING CRASH

This information is entered toward the bottom of the party under the Party tab in the field called "Movement Preceding Crash". A party number, entity type ("driver" or "bicyclist") must be selected first. Select the movement that best describes the action of each vehicle prior to the collision and before any evasive action was taken. This movement does not have to correspond to the PCF. Pedestrian movements should not be listed in this section - leave the field empty for all pedestrians.

A. STOPPED

A vehicle is not moving but is on the roadway. This includes stalled or abandoned vehicles that are on the roadway. Do not use if the vehicle is in a designated parking area.

B. PROCEEDING STRAIGHT

A vehicle on a curved roadway is considered to be going straight as long as the vehicle stays on the designated portion of the travel lanes. A vehicle that runs off the road while on the curve should be marked as "Ran Off Road".

C. RAN OFF ROAD

This would include a vehicle that leaves the roadway and before evasive action is taken. It also includes vehicles that would have left the roadway if their movement were not halted by colliding with a guardrail or other protective barrier.

D. MAKING RIGHT TURN

Includes vehicles making an illegal or out of position turn.

E. MAKING LEFT TURN

Includes vehicles making an illegal or out of position turn.

F. MAKING U TURN

A vehicle that is turning to proceed in the opposite direction.

G. BACKING

Mark when the vehicle is backing, except when associated with a parking movement.

H. SLOWING/STOPPING

The vehicle is in the process of slowing or stopping. Speed is not a factor in determining when this applies.

I. PASSING OTHER VEHICLES

Applies on a two-lane roadway when a vehicle moves into the opposite direction lane to pass a vehicle going in the same direction. It does not apply when the vehicles are traveling in the same direction in separate lanes.

J. CHANGING LANES

This applies when the vehicles are traveling in the same direction of a marked multilane roadway. One vehicle changes lanes, or drifts, and strikes the vehicle in the next lane.

K. PARKING MANEUVER

Select this option when the vehicle is in the process of parking, whether the parking spot is a legal spot or not.

L. ENTERING TRAFFIC

Applies to vehicles entering a designated lane from a shoulder, median, alley or private property.

M. OTHER UNSAFE TURNING

For vehicles that are making a turning movement that is not described elsewhere in this section.

N. XING INTO OPPOSITE LANE

Select this option for a vehicle that makes an involuntary or unplanned movement into an opposing lane of traffic on a two-lane roadway. Do not mark it for a vehicle that runs off the roadway, is making a turning movement, or for a vehicle that crosses a median prior to a collision on another roadway.

O. PARKED

Select this for vehicles that are not moving and are OUTSIDE of the traffic lanes. This includes a vehicle that is stopped on the side of the roadway, or other location where parking is permitted. It excludes a vehicle stopped on the roadway or parked in a traffic lane where prohibited, such as being double-parked.

P. MERGING

Use for a vehicle that is merging into a travel lane such as an onramp or where two lanes are merging together.

Q. TRAVELING WRONG WAY

Select this option if the vehicle is proceeding in the opposite direction of traffic.

R. OTHER

Select "Other" for motor vehicle or bicycle movements not elsewhere defined. Do not use for pedestrian movements. For example: a vehicle already traveling on the shoulder strikes a parked vehicle or object, or an animal-drawn conveyance or non-motor vehicle is involved in a collision. Type a very brief description in the new field that appears.

S. LANE SPLITTING

Select this option if a motorcycle is driving between rows of stopped or moving vehicles in the same lane, as defined in CVC Section 21658.1(a).

SOBRIETY/DRUG PHYSICAL

This information is entered toward the middle of the party under the Party tab, under "Drugs" in the field called "Sobriety/Drug - Physical". A party number, entity type ("driver", "bicyclist", "pedestrian") must be selected first. Select the option that best describes the person's condition at the time of the collision.

NOTE: If the involved party appears to be under the influence of a drug other than alcohol, select each category of drug suspected and if a Drug Recognition Evaluator (DRE) examination was conducted. Select "N/A", "Yes", or "No" in the "DRE Conducted" field.

VEHICLE AUTOMATION LEVEL

- a. SAE Level - 0. No automation is when the driver performs the entire Dynamic Driving Task (DDT), even when enhanced by active safety systems which automatically intervene to help avoid or mitigate potential collisions via various methods (e.g., Forward Braking Assist, Electronic Stability Control, Lane Departure Warning), including alerts to the driver, vehicle system adjustments, and/or active control of the vehicle subsystems (brakes, throttle, suspension, etc.).
- b. SAE Level - 1. Driver Assistance is when one or more features in the vehicle can assist the driver, but any such function works independently of any other with the expectation that the driver performs the remainder of the DDT not performed by the driving automation system. For example, Adaptive Cruise Control would not work simultaneously with Lane Keep Assist.
- c. SAE Level - 2. Partial Automation is when a combination of specific functions work together with the expectation that the driver completes the Object and Event Detection and Response subtask, and supervises the driving automation system (e.g., Tesla's Autopilot and Cadillac's Super Cruise, both of which use advanced technologies simultaneously, similar to Adaptive Cruise Control and Lane Keep Assist).
- d. SAE Level - 3. Conditional Automation is when the driver or operator, within the vehicle's Operational Design Domain (ODD), can turn over control to the Automated Driving System (ADS) and the ADS performs the entire DDT with the expectation that the fallback-ready driver or operator is receptive to requests made by ADS to intervene, and will respond appropriately.
- e. SAE Level - 4. High Automation is when the vehicle is within its ODD and the ADS performs the entire DDT, including DDT fallback without any expectation that a driver or operator will respond to a request to intervene.
- f. SAE Level - 5. Full Automation is the sustained and unconditional performance (not ODD specific) by an ADS of the entire DDT and DDT fallback, without any expectation that a driver or operator will respond to a request to intervene.
- g. SAE Level - Unknown. Self-explanatory.

VEHICLE AUTOMATION ENGAGED

- a. No Automation. The full-time performance by the human driver of all aspects of the DDT, even when enhanced by warning or intervention systems. Dynamic driving tasks include the operational (steering, braking, accelerating, monitoring the vehicle and roadway, etc.) and tactical (responding to events, determining when to change lanes, turning, use of signals, etc.) aspects of the driving task, but not the strategic (determining destinations, waypoints, etc.) aspects of the driving task.
- b. Driver Assistance. Driver assistance system of either steering or acceleration/deceleration using information about the driving environment, with the expectation that the human driver performs all remaining aspects of the DDT.

c. Partial Automation. The driving mode-specific execution by one or more driver assistance systems of both steering and acceleration/deceleration using information about the driving environment, with the expectation that the human driver performs all remaining aspects of the DDT. Driving mode is a type of driving scenario with characteristic DDT requirements (e.g., expressway merging, high-speed cruising, low speed traffic jam, closed-campus operations).

d. Conditional Automation. The driving mode-specific performance by an ADS of all aspects of the DDT, with the expectation that the human driver will respond appropriately to a request to intervene. Request to intervene is the notification by the ADS to a human driver or operator to promptly begin or resume performance of the DDT.

e. High Automation. The driving mode-specific performance by an ADS of all aspects of the DDT, even if a human driver or operator does not respond appropriately to a request to intervene.

f. Full Automation. The full-time performance by an ADS of all aspects of the DDT under all roadway and environmental conditions that can be managed by a human driver, operator, or remote operator.

g. Unknown. Self-explanatory.

SKETCH

Accident Sketch



NetRMS allows a user to click [empty] under the “Accident Sketch” field at the bottom of the Administrative tab. Do not use this feature of NetRMS to create or upload diagrams. Instead, create the appropriate number of diagrams for the collision and upload them to the NetRMS case file as PDFs. See “Instructions for Completing the CHP 555 Diagram Page 4” for diagramming details.

MISCELLANEOUS

This box should be used for additional details that may not be listed elsewhere in the report. This information can be entered toward the bottom of the Administrative tab in the field called “Miscellaneous”.

- The full event number from CAD.
- Documenting the Initial Contact Area.
- Documenting an identification number for a City employee (police included) involved in a collision.

MISCELLANEOUS
Event Number: 25030012598
Party 1 Police ID # 1234
Initial Contact Area (ICA):
5 feet north of the south curb line of 1400 Broadway
20 feet east of the east curb line of 900 14th Street

Instructions for Completing The CHP 555 Injury/Witness Report Page 3

The date, time, NCIC number, and officer ID are the same as on page one and automatically added in NetRMS.

The information displayed on this page identifies an injured party, a witness, or a passenger. The parties will automatically be listed in the same order as the form implies: injured, witnesses, and then passengers.

- The term “Injured” refers to a person who has incurred any injury, complains of pain, or has been exposed to a hazardous material release as a result of the collision.
- The term “Witness” refers to an uninjured and noninvolved person who can provide relevant information based on what they saw, heard, or otherwise had knowledge of.
- The term “Passenger” refers to the occupants of an involved vehicle, other than the driver. All occupants should be listed.

	STATE OF CALIFORNIA <b style="color: blue;">INJURED / WITNESS / PASSENGERS <small>CHP 555 Page 2 (Rev 4.11) OPI 060</small>	<div style="font-size: 2em; font-weight: bold;">3</div> <small>Page 3 of 4</small>
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DATE OF CRASH (MM/DD/YYYY)		TIME (2400)		NCIC #		OFFICER I.D.		NUMBER									
WITNESS ONLY	PASSENGER ONLY	AGE	SEX	EXTENT OF INJURY ("X" ONE)				INJURED WAS ("X" ONE)					PARTY NUMBER	SEAT POS.	AIR BAG	SAFETY EQUIP.	EJECTED
				FATAL INJURY	SUSPECTED SERIOUS INJURY	SUSPECTED MINOR INJURY	POSSIBLE INJURY	DRIVER	PASS.	PED.	BICYCLIST	OTHER					
<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
NAME / D.O.B./ADDRESS												TELEPHONE		EXT			
(INJURED ONLY) TRANSPORTED BY:						EMS RUN NUMBER				TAKEN TO							
DESCRIBE INJURIES																	
																	<input type="checkbox"/> VICTIM OF VIOLENT CRIME NOTIFIED

AGE
The age will automatically be calculated when the person’s information is entered under the Party or Witnesses tab.

SEX
The person’s gender is selected when entering information under the Party or Witnesses tab.

EXTENT OF INJURY
This information is entered toward the bottom of the party under the Party tab in the field called “Extent of Injury”. A party number, entity type (“driver”, “passenger”, “bicyclist”, “pedestrian”) must be selected first. Officers should not select “severe injury” if the injury does not meet the criteria for a “severe injury” collision. The Traffic Division shall investigate collisions involving “severe injuries”.

- *Fatal Injury* - a death that results within 30 days as a result of an injury sustained in a traffic collision.
- *Suspected Serious Injury* - any injury that is listed as a severe injury in this manual.
- *Suspected Minor Injury* - lump on the head, abrasions, bruises, and minor lacerations.
- *Possible Injury* - any injury reported or claimed which is not a fatal, suspected serious, or suspected minor injury. Examples include momentary loss of consciousness, claim of injury, limping, or complaint of pain or nausea. Possible injuries are those which are reported by the person or are indicated by their behavior, but no wounds or injuries are readily evident.

INJURED WAS
This information will automatically be entered by NetRMS based on information entered under the Party tab.

PARTY NUMBER
This information will automatically be entered by NetRMS based on information entered under the Party tab.

SEATING POSITION
This information will automatically be entered by NetRMS based on information entered under the Party tab.

SAFETY EQUIPMENT/AIR BAG/EJECTED
This information will automatically be entered by NetRMS based on information entered under the Party tab.

NAME/DOB/ADDRESS/TELEPHONE

This information will automatically be entered by NetRMS based on information entered under the Party or Witnesses tab.

TRANSPORTED BY/TAKEN TO (INJURED ONLY)

This information is entered toward the bottom of the party under the Party tab in the fields called “Transported By” and “Taken To”. A party number, entity type (“driver”, “passenger”, “bicyclist”, “pedestrian”) must be selected first. Enter the name of the ambulance or other person that transported the injured party to a medical facility. Enter the name of the hospital or other medical facility where the injured person was transported. If the injured person declines medical treatment, enter “Refused” or “Will seek own aid” for clarification under “Transported By.” Do not leave the field blank.

EMS RUN NUMBER

This information is entered toward the bottom of the party under the Party tab in the field called “EMS Run No”. A party number, entity type (“driver”, “passenger”, “bicyclist”, “pedestrian”) must be selected first. This is a procedurally generated number created by an emergency medical services agency transporting a person requiring medical care to a medical facility. The number is then given to the facility and used to coordinate patient care. Attempt to obtain this number from an ambulance crew member.

DESCRIBE INJURIES

This information is entered toward the bottom of the party under the Party tab in the field called “Describe Injuries”. A party number, entity type (“driver”, “passenger”, “bicyclist”, “pedestrian”) must be selected first. Describe all known injuries suffered as a result of the collision. Abbreviations are acceptable (i.e. fx, COP - complaint of pain, LOC - loss of consciousness, rt, lft, etc.). Specific details should be addressed in the narrative section of the report.

Instructions for Completing the CHP 555 Diagram Page 4

The date, time, NCIC number, and officer ID are the same as on page one and automatically added in NetRMS. The Large Diagram is to be used for all diagrams when a diagram or sketch is required. Diagrams become important when the criminal or civil aspects of the investigation cause the matter to end up in a court presentation. They should be proportional and neat. The diagrams should show sufficient detail to depict the scene accurately.

DIAGRAMMING REQUIREMENTS FOR COLLISION REPORTS:

- A diagram(s) should be prepared for EVERY collision report except a Counter Report or any other investigation which was not done at the scene.
- For fatal, severe injury and certain police equipment collisions (see “Collisions Involving Police Equipment” section for details), a minimum of three diagrams are required.
 - An “Overall Scene” diagram, which is a factual diagram depicting the collision scene (no party movements and no evidence points). It shall include lane markings and measurements, locations of objects that may be pertinent to the collision (trees, poles, parked vehicles, etc.), signal locations and overhead lighting (if they were a factor in the collision).
 - A “Party Movements” diagram, which is a sketch in that it shows the party movements and represents the investigator’s opinion of how the collision occurred. This diagram should show the pre-collision and post-collision movements of all parties, the initial impact location (labeled as the “ICA”), and subsequent impacts between parties or objects, witness locations, and points of rest for the parties.
 - An “Evidence” diagram, which depicts the points of evidence shown in the Evidence Legend using labels (letters or numbers) and their location at the scene. The reference lines, station line or reference points used for obtaining measurements should also be shown and labeled in this diagram. If the Total Station was used, the location of the Total Station will be one of the evidence points depicted in the diagram.
- For minor injury and non-injury collisions, one diagram, depicting the collision scene and party movements (as described in “Overall Scene” and “Party Movements” above) should normally be sufficient.
- Additional diagrams may sometimes be needed to depict large collision scenes (i.e. the entire scene cannot be shown on one piece of paper) or to “enlarge” certain aspects of the scene for greater detail and clarity.
- The number of diagrams generated for a felony prosecution collision should normally be dictated by the type of collision being investigated:
 - One diagram for minor-injury felony prosecution investigations.
 - Three diagrams for severe injury/fatal felony prosecution investigations.
 - Additional diagrams may be generated as needed to fully depict the scene, party movements, evidence or detail as determined by the investigator and/or the scene supervisor.
- For fatal, severe injury and felony prosecution investigations, the diagram should be created using an accepted diagramming program (CrashZone or FARO Zone 2D/3D). This method is very accurate and the software can permit scale drawings to be produced.
- For all other diagrams, creating the diagram with a diagramming program is the preferred method but they may also be hand-drawn (pre-drawn diagrams are also acceptable).

DIAGRAMMING GUIDELINES

Although not all-inclusive, the guidelines below should be followed when creating a diagram:

- If hand-drawn, use a template and/or straight edge.
- The diagrams do not have to be to a prescribed “scale”, but should be as proportional as possible.
- Each diagram should indicate “North” with an arrow, at the top right corner of the diagram.
- Lane width measurements are required.
- All parties (P-1, P-2, etc.) and the location of the ICA must be clearly labeled. Witnesses should also be labeled if their location is shown on the diagram.
- All streets and alleys appearing in the diagram must be labeled.
- Labels will be written parallel to the bottom of the page (depending on whether portrait or landscape is used).
- Traffic signal devices (including signs) should be shown and labeled if they were a factor in the collision.
- Party movements should be shown in enough detail to clearly depict the collision dynamics.

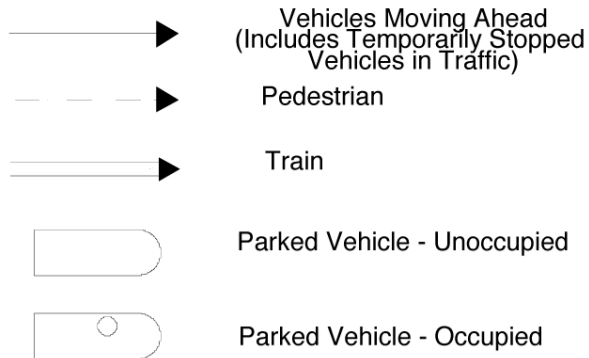
DATE OF COLLISION (MO. DAY YEAR)	TIME (2400)	NCIC #	OFFICER I.D.	NUMBER
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ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

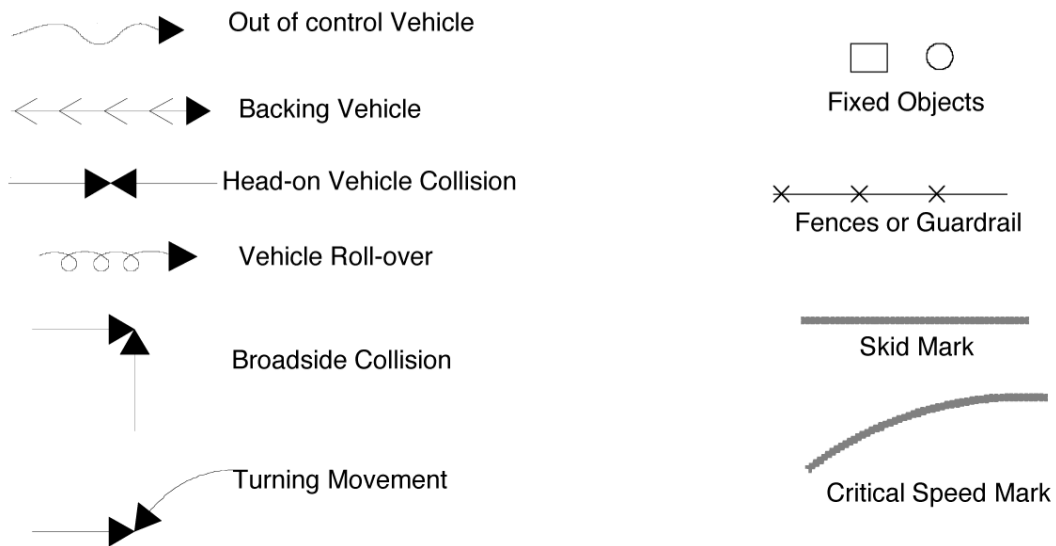


PREPARED BY	I.D. NUMBER	MO. DAY YEAR	REVIEWER'S NAME	MO. DAY YEAR
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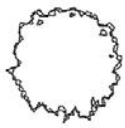
These are examples of symbols that can be used for collision sketches that involve property damage only, minor injury, or hit and run collisions that do not involve a felony:



A Variation of These Symbols Are Used to Indicate Movements



These are examples of commonly used symbols on collision diagrams:



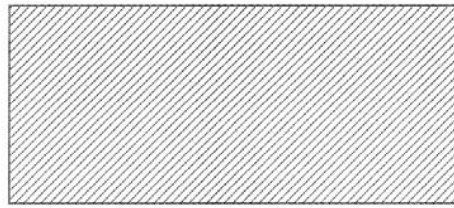
Tree



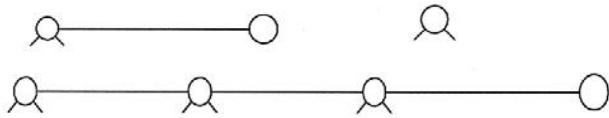
Center Mass



North arrow



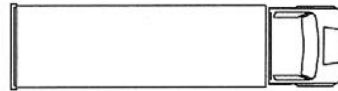
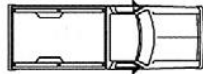
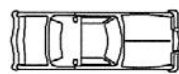
Building or visual obstruction



Traffic signals



Pedestrian examples



Vehicle examples



Cycle examples



Fire hydrant



Camera location/angle



Fluid puddle



Glass / Debris



Impact area



Overhead lights

+ 0.03 Grade (up)

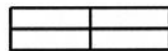
- 0.03 Grade (down)



Sign



Manhole cover



Storm drain



Utility pole

Roadway Line Examples



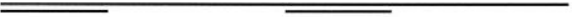











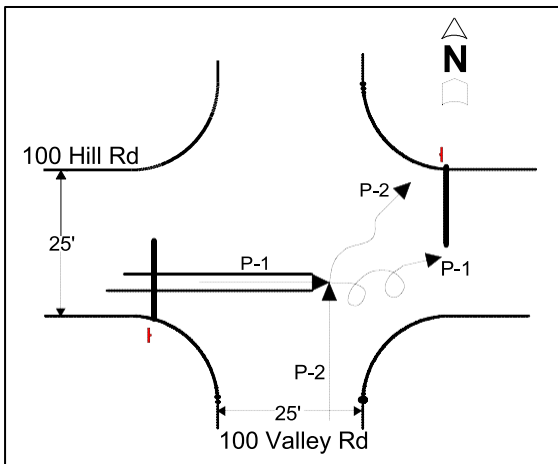
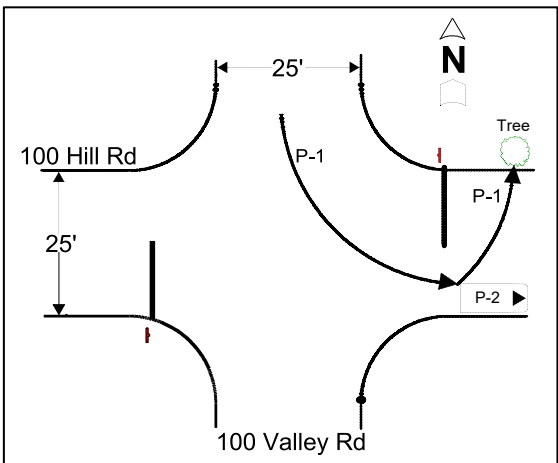
	Pavement edge or curb
	
	Lane lines
	
	Pavement edge or curb
	Embankment
	Sight or Center line
	Fence
	Guardrail
	Path of Travel
	Skidmark examples
	Surface scratch marks
	Railroad tracks
	Wall

DIAGRAM EXAMPLES



The sketch to the left indicates P-1 was traveling east on Hill Road. P-2 was northbound on Valley Road. P-1 did not stop at the stop sign and deposited 25 feet of skid prior to impact. P-2 did not leave any skid marks. P-2 was struck on the left front. After the impact, P-1 overturned and P-2 went out of control.



The sketch on the left indicates P-1 was turning left and struck a parked vehicle. P-1 veered off to the left, crossing the westbound lane, and then collided into a tree.

Remember to include street measurements and individual lane measurements. Lanes are numbered from the center of the road out to the shoulder (i.e. fast lane - #1, slow lane - #2, etc.).

Instructions for Completing San Diego Police Evidence Legend PD-154B Form

This form will be used for the Reference Line, Station Line, and the Expanded Triangulation methods. The Location, Data, and Time will be the same as on page one. Place an "X" in the box next to the method used. If the Reference Line method is used, identify the reference lines that the measurements were made from. If the Station Line or Expanded Triangulation method was used, use the space to describe where the origin point was located. In the legend heading, fill in "RL-1" and "RL-2" or "DIST. FROM PT #", depending on which method is used. For data collected electronically, a computer generated "Table of Evidence Points" can be used. Points may be labeled using letters or numbers. Evidence may be measured and recorded using feet and inches, or feet and tenths of feet. Whichever method is used, the investigator should be sure that all the measurements are documented using the same method throughout the report. Do not "mix" measurements such as feet and inches, and feet and tenths of feet, in the "Evidence Legend" or "Table of Evidence."

Fill in the point and the description of the evidence. Use both sides and additional forms if needed.

The following are examples of points of evidence listed on the Evidence Legend:

Reference Line method:

POINT	RL-1	RL-2	DESCRIPTION
1	32'4" E	15'6" S	Start - light colored scuff mark

POINT	RL-1	RL-2	DESCRIPTION
1	32.3' E	15.5' S	Start - light colored scuff mark

Station Line method:

POINT	Origin	Distance	DESCRIPTION
1	0 + 32'4"	15'6" L	Start - light colored scuff mark

POINT	Origin	Distance	DESCRIPTION
1	0 + 32.3'	15.5' L	Start - light colored scuff mark

Expanded Triangulation method:

POINT	Point	Distance	Point	Distance	DESCRIPTION
1	5	15'6"	6	13'6"	Start - light colored scuff mark

POINT	Point	Distance	Point	Distance	DESCRIPTION
1	5	15.5'	6	13.5'	Start - light colored scuff mark

Instructions for Completing San Diego Police Hit and Run Field Report PD 161 Form

The Hit and Run Field Report is to be completed in ALL hit and run traffic collisions where the hit and run driver was not contacted and/or apprehended by an officer. It is not required on cases that are cleared in the field by the investigating officer, whether or not prosecution was done.

In some cases, the information required in the form is not available to the investigating officer. If the information is unknown, DO NOT WRITE "unknown" in the box. This report does not replace any of the other reports required during a collision investigation. It is to be completed in addition to the other forms.

This report is for follow up purposes only and is not available to the public. The investigating officer may add opinions and conclusions that may or may not be supported by fact. These may help the follow-up investigator. Do not refer to this report in the collision investigation reports. Do not number the Hit and Run worksheet as part of the report and DO NOT write "NOT USED" on the back of the worksheet.

The PD-161 form is located at the following police network location: F:\Templates\Traffic\Hit and Run.dot. Alternatively, the same template is available within NetRMS by clicking the following links from the Lobby: Help (gray bar at top), Patrol Report Templates, Hit and Run.dot. Once completed, scan and upload the form into the NetRMS case file.

SAN DIEGO POLICE DEPARTMENT HIT & RUN FIELD REPORT

Incident History # [REDACTED]

COLLISION DATE	COLLISION LOCATION		
[REDACTED]	[REDACTED]		
VICTIM'S INFORMATION			
NAME (FIRST MIDDLE LAST)	CELL PHONE	WORK PHONE	HOME PHONE
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
ADDRESS	CITY	STATE	ZIP CODE
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
VICTIM'S VEHICLE (SHADE IN DAMAGED AREA)		SUSPECT'S VEHICLE (SHADE IN AREA OF PROBABLE DAMAGE)	
MEASUREMENTS: <input type="checkbox"/> ESTIMATED <input type="checkbox"/> MEASURED		MEASUREMENTS: <input type="checkbox"/> ESTIMATED <input type="checkbox"/> MEASURED	
HEIGHT FROM GROUND: [REDACTED]	LENGTH: [REDACTED]	HEIGHT FROM GROUND: [REDACTED]	LENGTH: [REDACTED]

EVENT HISTORY NUMBER



All hit and run reports will have an event number. If the case is a walk-in or counter report, the officer taking the report will generate an event number using the MPS or I/NetViewer.

COLLISION DATE AND LOCATION

This is the same as on page one of the collision report.

VICTIM'S INFORMATION

If more than one victim vehicle is involved, use an additional PD 161. Only ONE victim is to be shown per each PD 161 form. Contact information is critical. Follow-up investigators need to contact victims as soon as possible. Therefore, mobile phone numbers first, then daytime work numbers followed by home numbers need to be listed for the victim. It is mandatory that you list an area code for each phone number provided.

VICTIM'S VEHICLE (SHADE IN DAMAGED AREA)		SUSPECT'S VEHICLE (SHADE IN AREA OF PROBABLE DAMAGE)	
MEASUREMENTS: <input type="checkbox"/> ESTIMATED <input type="checkbox"/> MEASURED		MEASUREMENTS: <input type="checkbox"/> ESTIMATED <input type="checkbox"/> MEASURED	
HEIGHT FROM GROUND: <input type="text"/>	LENGTH: <input type="text"/>	HEIGHT FROM GROUND: <input type="text"/>	LENGTH: <input type="text"/>
			
DESCRIBE DAMAGE TO VICTIM'S VEHICLE <input type="text"/>			
DESCRIBE PROBABLE DAMAGE TO SUSPECT'S VEHICLE <input type="text"/>			
PAINT TRANSFER <input type="checkbox"/> YES <input type="checkbox"/> NO		COLOR OF PAINT TRANSFER ONTO VICTIM'S VEHICLE <input type="text"/>	

VICTIM/SUSPECT VEHICLE DAMAGE DESCRIPTION

Diagrams for both the suspect and victim's vehicles are provided. The "VICTIM'S" vehicle diagram should depict the area of damage by shading. Refrain from shading the entire side of a car when only a three inch scratch exists. Mark the damage proportionate to the size of the vehicle in the diagram; avoid using an "X". Measurements are also crucial. Not everyone carries a measuring tape in the field. The average adult kneecap is approximately 20 inches from the ground. You can use your knee as an estimating tool. The length of your arm may be 30 inches. (If you do not have a measuring tape, try to give a good estimate.) On occasion, the measurements can make or break the case. The "SUSPECT'S" vehicle will normally be gone by the time you arrive to take a report. If known, shade in the area of probable damage on the suspect vehicle drawing. All measurements should be recorded in inches from the ground up. Use a digital camera or the Axon Capture application to take photographs. Ensure the photographs include an overall shot of the vehicle(s) and a close up of the impact damage. Describe the damage to both vehicles below the vehicle diagrams. A brief description is all that is needed.

Photographs and videos taken by Department members on all collisions shall be uploaded into the Axon Capture application as the "original" of the files. Additionally, photographs taken on felony prosecution cases, fatal collision, severe injury collisions and police equipment collisions shall be uploaded to NetRMS in a folder that appears by clicking the Additional Files link.

PAINT TRANSFER

If the suspect vehicle left paint transfer(s) on the victim's vehicle, use print tape and attempt a lift of the paint from the surface of the victim's vehicle. Occasionally the victim's paint may peel off with it. Simply note which is which. Place the tape on a blank piece of paper and impound the page using the online property room evidence system (FileOnQ). Traffic Division personnel will impound paint samples gathered at a felony hit and run investigation as evidence.

<input type="checkbox"/> VICTIM <input type="checkbox"/> WITNESS / DESCRIPTION OF SUSPECT VEHICLE									
YEAR	MAKE	MODEL	BODY TYPE	COLOR	LICENSE #	STATE			
REGISTERED OWNER (FIRST MIDDLE LAST)						PHONE NUMBER			
ADDRESS					CITY	STATE	ZIP CODE		
VEHICLE IMPOUNDED?	TOW COMPANY	IMPOUND AUTHORITY IF OTHER THAN 22655 5(a) VC			EVIDENCE IMPOUNDED	PROPERTY TAG #			
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>			<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>			
ADDITIONAL VEHICLE DESCRIPTION <input type="text"/>									
WANTED DRIVER									
NAME (FIRST MIDDLE LAST)						PHONE NUMBER			
ADDRESS					CITY	STATE	ZIP CODE		
RACE	SEX	HEIGHT	WEIGHT	HAIR	EYES	AGE	DATE OF BIRTH	FACIAL HAIR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
GLASSES	DRIVERS LICENSE #	STATE	OCCUPATION / EMPLOYER	OTHER DESCRIPTION / CLOTHING					
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
WITNESS IDENTIFICATION									
NAME OF WITNESS THAT CAN IDENTIFY THE DRIVER				CELL PHONE	WORK PHONE	HOME PHONE			
<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>			
NAME OF WITNESS THAT CAN IDENTIFY THE DRIVER				CELL PHONE	WORK PHONE	HOME PHONE			
<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>			
NAME OF WITNESS THAT CAN IDENTIFY THE DRIVER				CELL PHONE	WORK PHONE	HOME PHONE			
<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>			
REPORTING OFFICER	I.D. NUMBER	DIVISION	DATE	TIME	INVESTIGATED				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> AT SCENE <input type="checkbox"/> STATION <input type="checkbox"/> OTHER				

DESCRIPTION OF SUSPECT VEHICLE

This block of information **SHOULD NOT** contain information you accessed from the DMV database. It is made available for vehicle information which a victim or witness provided to you. On rare occasions, a victim or witness may know some portion of personal information about the suspect, such as the suspect driver's name, address or phone number which can be placed in these blocks. Some witnesses are able to provide specific information about the vehicle make, model or year. **DO NOT** provide victims or witnesses with any DMV information pertaining to the suspect vehicle. It will be up to the follow-up investigator to decide if this information can be released. If the suspect vehicle is impounded for hit and run, use CVC Section 22655(a).

WANTED DRIVER

This block is for the information the victim or witness can provide. This block **IS NOT** for information you obtained from a computer database. **DO NOT** allow any victim or witness access to this information and especially **DO NOT** allow them to view any DMV photographs of potential suspects. Allowing the viewing of the suspect's photograph without a proper line-up and admonishment may void the identification of a suspect in any future photo line-up and will jeopardize the prosecution of the case.

WITNESS IDENTIFICATION

Provide witness information of those witnesses who "**CAN IDENTIFY THE DRIVER**" from a photo lineup or have personal knowledge of the suspect's true identity.

INVESTIGATIVE NOTES TO DETECTIVE (PAGE #2)

This entire page is available for the investigating officer to use as a means of supplying information to the follow-up investigator. Feel free to write anything you want the follow-up investigator to know. There is no need to duplicate what has already been written in the narrative section of the CHP 555. For example, if you feel the collision may be a staged collision, then say so and provide what seems to be out of place. You may believe the damage to the victim's vehicle occurred elsewhere rather than where the victim is saying it occurred or how it occurred.

Instructions For Completing Truck/Bus Supplemental CHP 555D Form

GENERAL INSTRUCTIONS:

The CHP 555D was created as a means to collect large truck and bus data pursuant to requirements set forth in the Motor Carrier Act of 1991, and approved by the National Governors Association (NGA) for entry into the Safety Net system.

It is required to be completed in all collisions that qualify. A "reportable collision" is an incident that is normally investigated by a police officer and reported on a standard collision reporting form, involving a truck or bus. In determining whether a CHP 555D is required or not the officer must determine if the vehicle(s) qualify and if the reporting criteria are met.

When the collision is involving a large truck or bus and severe injuries, **a commercial enforcement trained officer should be used as a resource** in completing this form.

The NGA, with concern toward traffic safety, has requested special information to be collected on a CHP 555D when specific criteria have been met. This information is for a nationwide database; therefore, some of the definitions may vary from those used previously in this manual.

The collision must satisfy TWO conditions, Qualifying Vehicles and Severity of the Collision, before reporting is required. Both conditions must be met:

Qualifying Vehicles (the back of the form describes reporting criteria and shows qualifying types of vehicles):

- Any power unit with a Gross Vehicle Weight Rating (GVWR) of 10,001 pounds or more,

OR

- Any vehicle requiring a hazardous material placard,

OR

- A bus with seating for more than 9 persons including the driver,

AND

Severity of the Collision; the collision must result in either:

- At least one fatality,

OR

- At least one injury severe enough for the injured person to require immediate medical attention and transport by any means from the scene to a medical facility,

OR

- At least one involved vehicle sustaining disabling damage (other than a flat tire) or a disabling event, which requires the vehicle be turned upright, repaired on scene (to render drivable) or otherwise assisted by emergency equipment.

NOTE: The severity criterion applies to any vehicle or person involved in the collision. If the collision is determined to be reportable, **a separate CHP 555D must be completed for each qualifying vehicle.**

COMPLETING THE FORM USING NetRMS

Data for this form should be entered into the NetRMS collision first. To accomplish this, a party number, entity type ("vehicle") must be selected first. This information is entered at the bottom of the party under the Party tab in the field called "Qualified Commercial/Hazmat". Select "Yes" for that field and several new fields will appear.

VEHICLE INFORMATION

- Hazardous Materials Involvement - select Yes or No from the drop down.
- Did vehicle have hazardous material placard? - select the option from the drop down that applies. A "square on-point"/"diamond" warning sign describing the type of materials transported within the vehicle.
- 4-Digit Placard No. - if placarded, then enter the Haz-Mat four-digit number or name from the "square on-point" sign or from the box below the "square on-point" sign.

- Name of Placard - enter the name from the placard.
- 1-Digit Number from Bottom of Diamond - enter the Haz-Mat class number from the bottom of the “square on-point” sign.
- Was Hazardous Material Released from this Vehicle Cargo? – if Haz-Mat cargo leaked, select the appropriate response from the drop down
- Gross Vehicle Rating of Power Unit - select the appropriate rating from the drop down. **Gross Vehicle Weight Rating** is used for a single vehicle. **Gross Combined Weight Rating** is used for a combination of vehicles, i.e. truck tractor and trailer combination.
- Vehicle Configuration - select the code that best describes the vehicle or vehicle combination using the drop down.
- Cargo Body Type - select the option that best describes the vehicle or vehicle combination using the drop down.

CARRIER INFORMATION

Enter the carrier’s name, address, other address (if applicable), and US DOT number. Other associated information can be entered using the “Commercial Vehicle ID” multifield directly above the heading “Commercial Vehicle Information” at the bottom of the party under the Party tab.

SEQUENCE OF EVENTS

For the party selected, list up to four events. Select the code(s) that best describe the actions of the vehicle (for the purposes of this form, a “motor vehicle in-transport” is defined as cars or motorcycles that are being driven). A “pedalcycle” is a moped or any two, three or four-wheeled vehicle with a motor attached under 150 cubic centimeters (cc).

PRINTING THE FORM IN NetRMS

Once all information has been properly entered, click File in the upper left corner, Print Preview, Truck Supplemental. NetRMS will prepare a Word document listing all information from the collision report, etc.

DEFINITIONS SPECIFIC TO CHP TRUCK SUPPLEMENTAL

CHARTER BUS:

A company providing transportation, usually round trip, for a tour group.

GCWR:

The **Gross Combined Weight Rating** is located on the VIN plate; it is the vehicle's combined weight as coupled with any trailer(s) including the entire cargo and passengers.

GVWR:

The **Gross Vehicle Weight Rating** is located on the VIN plate; it is the vehicle's weight including the entire cargo and passengers.

INTERCITY:

A company providing transportation between cities within the state (e.g. the Greyhound transport company).

INTERSTATE CARRIER:

A trucking company 1) that operates in California 2) that transports a load (cargo) that originated outside of California **OR** crosses a state line with a load (i.e. a load of furniture picked up from Yuma, Arizona and delivered to San Diego is an Interstate Carrier).

INTRASTATE CARRIER:

A trucking company 1) that operates entirely in California 2) that does not transport a load (cargo) that originated outside of California (i.e. a load of furniture picked up from El Centro and delivered to San Diego is an Intrastate Carrier).

*The key to understanding the difference between Intrastate and Interstate is **where did the load start and end.***

NOT IN COMMERCE - GOVERNMENT:

Any governmental vehicle that qualifies by size (over 10,000 pounds GVWR/GCWR) whether it is operated by the local, state, or federal government.

NOT IN COMMERCE - OTHER TRUCKS:

A rental vehicle (e.g. U-Haul, Ryder or Penske) that qualifies by size (over 10,000 pounds GVWR/GCWR) that is rented and operated by a private individual.

PEDALCYCLE:

A "moped" or any two, three or four-wheeled vehicle with a motor attached under 150 cubic centimeters (cc).

TRAFFICWAY:

"Trafficway" is a descriptive term used by the Federal Motor Carrier Safety Administration for the collection of specific data (see attached diagram). The term "Trafficway" is not described in the California Vehicle Code.

TRUCK / BUS COLLISION SUPPLEMENTAL REPORT

CHP 555D (Rev. 1-07) OPI 062

PARTY NUMBER

DATE OF COLLISION	TIME (2400)	NCIC NUMBER	OFFICER I.D. NUMBER	NUMBER
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GENERAL INSTRUCTIONS - COMPLETE THIS FORM FOR EACH QUALIFYING VEHICLE IF THE CRASH MEETS CRITERIA ON BACK OF THIS FORM.

QUALIFYING INFORMATION

THIS FORM IS BEING COMPLETED BECAUSE THIS VEHICLE IS:

- A truck or truck combination > 10,000 lbs. GVWR / GCWR
- A bus with seats for 9 or more persons, including driver
- A vehicle of any type with a hazardous materials placard (includes auto, light truck, van, 10,000 lbs. or less)

TOTAL INVOLVED VEHICLES IN THE CRASH	AT THE TIME OF THE CRASH, THIS VEHICLE WAS:
NUMBER OF PERSONS SUSTAINING FATAL INJURIES	<input type="checkbox"/> Operating on a Trafficway open to the public (In-Transport)
NUMBER OF INJURED PERSONS TRANSPORTED FOR IMMEDIATE MEDICAL TREATMENT	<input type="checkbox"/> Parked on or off the Trafficway
NUMBER OF VEHICLES TOWED FROM SCENE DUE TO DISABLING DAMAGE	COMMERCIAL DRIVER LICENSE (CDL):
	<input type="checkbox"/> Yes <input type="checkbox"/> No
	CDL LICENSE CLASS (Check one):
	<input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C <input type="checkbox"/> Class D <input type="checkbox"/> Class M

VEHICLE INFORMATION

<p>VEHICLE CONFIGURATION (Enter one code from below)</p> <p><input type="checkbox"/></p> <p>1 - Passenger Car (only if vehicle has Hazardous Materials Placard) 2 - Light Truck (only if vehicle has Hazardous Materials Placard) 3 - Bus (seats for 9-15 people, including driver) 4 - Bus (seats for 16 people or more, including driver) 5 - Single-Unit Truck (2 axles, 6 tires) 6 - Single-Unit Truck (3 or more axles) 7 - Truck / Trailer(s) (Single-Unit Truck with Trailer(s)) 8 - Truck / Tractor (without trailer, bobtail, or saddle mount) 9 - Tractor / Semi-Trailer (one trailer) 10 - Tractor / Doubles (two trailers) 11 - Tractor / Triples (three trailers) 99 - Other Truck > 10,000 lbs. (not listed above)</p> <p>GVWR / GCWR (Enter one code from below. Use GCWR for truck combinations)</p> <p><input type="checkbox"/></p> <p>1 - 10,000 lbs. or Less 2 - 10,001 - 26,000 lbs. 3 - Greater than 26,000 lbs.</p> <p>Bus Use (Enter one code from below)</p> <p><input type="checkbox"/></p> <p>0 - Not a Bus 1 - School (Public or Private) 2 - Transit 3 - Intercity 4 - Charter 5 - Other</p>	<p>CARGO BODY TYPE (Enter one code from below)</p> <p><input type="checkbox"/></p> <p>0 - Not Applicable / No Cargo Body 1 - Bus (seats for 9-15 people, including driver) 2 - Bus (seats for 16 people or more, including driver) 3 - Van / Enclosed Box 4 - Cargo Tank 5 - Flatbed 6 - Dump 7 - Concrete Mixer 8 - Auto Transporter 9 - Garbage / Refuse 10 - Grain, Chips, Gravel 11 - Pole 12 - Vehicle Towing Another Motor Vehicle 13 - Intermodal Chassis 14 - Logging 98 - Other Cargo Body (not listed above)</p> <p>HAZARDOUS MATERIALS INVOLVEMENT</p> <p>DID THE VEHICLE HAVE A HAZ-MAT PLACARD?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>IF YES, INCLUDE THE FOLLOWING INFORMATION FROM THE PLACARD:</p> <p>HM 4-Digit # or name from diamond or box: _____</p> <p>HM Class # from bottom of diamond: _____</p> <p>Was Haz-Mat released from THIS vehicle's cargo? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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MOTOR CARRIER INFORMATION

CHECK ONE:

Interstate Carrier Intrastate Carrier Not In Commerce - Government Not In Commerce - Other Trucks (Over 10,000 lbs. GVWR / GCWR)

Carrier Name: _____

Carrier Street Address (P.O. Box only if no street address): _____

City / State / ZIP Code: _____ Phone Number: _____

Carrier ID Number(s): NONE _____ USDOT# _____ MC / MX# _____ State# CA _____

SEQUENCE OF EVENTS

NOTE: FOR THIS VEHICLE, LIST UP TO FOUR EVENTS

Event 1: Event 2: Event 3: Event 4:

<p>NON-COLLISIONS</p> <p>1 Ran Off Road 2 Jackknife 3 Overturn (Rollover) 4 Downhill Runaway 5 Cargo Loss or Shift 6 Explosion or Fire 7 Separation of Units 8 Cross Median / Centerline</p>	<p>NON-COLLISIONS (continued)</p> <p>9 Equipment Failure (Tires, Brakes, Steering, etc.) 10 Other Non-Collision</p> <p>COLLISION INVOLVING / WITH</p> <p>12 Pedestrian 13 Motor Vehicle In-Transport 14 Parked Motor Vehicle</p>	<p>COLLISION INVOLVING / WITH (continued)</p> <p>15 Train 16 Pedalcycle 17 Animal 18 Fixed Object 19 Work Zone Maintenance Equipment 20 Other Moveable Object 98 Other (Describe): _____</p>
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PREPARED BY	REVIEWED BY	DATE
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Destroy Previous Editions

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REPORTING CRITERIA FOR TRUCK AND BUS CRASHES

IF THIS CRASH INCLUDES:

At least one motor vehicle in-transport operating on a trafficway open to the public, which results in:

- A FATALITY:** Any person(s) killed in or outside of any vehicle (truck, bus, car, etc.) involved in the crash or who dies within 30 days of the crash as a result of an injury sustained in the crash,
OR
- AN INJURY:** Any person(s) injured as a result of the crash who immediately receives medical treatment away from the crash scene,
OR
- A TOW-AWAY:** Any motor vehicle (truck or truck combination, bus, car, etc.) disabled as a result of the crash and transported away from the scene by a tow truck or other vehicle.

THEN COMPLETE THIS SUPPLEMENT FOR EACH OF THE FOLLOWING INVOLVED VEHICLES:

1. **Any** truck having a gross vehicle weight rating (GVWR) of more than 10,000 pounds or a gross combination weight rating (GCWR) over 10,000 pounds used on public highways,
2. **Any** motor vehicle with seats to transport nine (9) or more people, including the driver's seat,
3. **Any** vehicle displaying a hazardous materials placard (regardless of weight).

VEHICLE CONFIGURATION

Bus - (9-15 Seats Including Driver) 	Truck Tractor (Bobtail)
Bus - (16 or More Seats Including Driver) 	Tractor/Semi Trailer (one trailer)
Single-Unit (2 axles, 6 tires) 	Truck Tractor/Double (two trailers)
Single-Unit (3 or more axles) 	Truck Tractor/Triples (three trailers)
Truck/Trailer (Single-Unit Truck pulling a trailer) 	

CARGO BODY TYPE

Bus - (9-15 Seats Including Driver) 	Dump 	Pole
Bus - (16 or More Seats Including Driver) 	Concrete Mixer 	Log
Van/Enclosed Box 	Auto Transporter 	Intermodal Chassis
Cargo Tank 	Garbage/Refuse 	Vehicle Towing Vehicle
Flat Bed 	Grain, Chips, Gravel 	No Cargo Body

Destroy Previous Editions

c555D107.frp

Instructions for Reviewing the Completed CHP 555 Report

Reviewing the collision report before submitting it for review by a supervisor and ultimately to Records Division is an important final step. NetRMS allows a user to preview the collision report (except for the diagrams and any attachments because those items are separate). To preview the collision report, click File, Print Preview, CHP 555 Report. The report will compile all data into one, easy to read Word document. Editing the Word document will not make changes to the NetRMS collision report. Return to the NetRMS collision report if information needs to be modified. The Truck Supplemental is also available for review by clicking File, Print Preview, Truck Supplemental.

On occasion, certain boxes on the printed version of the report might not be checked or selected. This is a known issue and can be solved by converting the Word document into a PDF. Do not send a printed collision report or attachment to Records Division (see the next step below).

Instructions for Submitting the Completed CHP 555 Report and Attachments

NetRMS allows for the electronic submission of collision reports and all attachments. Doing so will send the collision report and attachments to Records Division and ARJIS when a supervisor approves each item. Within the NetRMS case file, click on the exclamation mark on the far right side of the “Accident Report” or attachment. This action will send the collision report/attachment(s) to a queue within NetRMS used by supervisors to review reports. A supervisor can review the collision report and all items submitted with it. A supervisor should review the report and approve or reject as appropriate.

Instructions for Supervisor Review of the Completed CHP 555 Report and Attachments

After the collision report and attachments have been submitted by the reporting officer, a supervisor should review all items. This final step will send the collision report and attachments to Records Division and ARJIS. From the NetRMS homepage/lobby, click the Case Administration link from the Operations header. Click Case Reports Pending Approval and open the folder for the collision report by clicking the third button on the right under the Action column. Click each item under the Item column and review as appropriate.

If the report needs to be modified by the officer, click the Return Accident Report for Corrections under the Action column (black check mark with a red circle). This will open a new dialogue box and allow for notes regarding the reason for rejection. Click Finish when notes are added. The reporting officer will not receive a notification if the collision report or attachment has been rejected.

If the report is satisfactory and corrections are not needed, click the Approve Accident Report button under the Action column (the black lock symbol). The same action should be taken for any attachments not needing corrections.

DEFINITIONS

The following definitions and classifications of collisions are generally in accordance with the standards set forth in the American National Standard, Manual on Classification of Motor Vehicle Traffic Accidents, published by the National Safety Council. However, some of the definitions, interpretations, classifications, and examples have been adapted for use in reporting traffic collisions in California.

ACCIDENT OR COLLISION:

A traffic collision is an *unintentional* event involving an element of surprise, resulting from carelessness, unawareness, ignorance, or unavoidable causes resulting in death, injury, or property damage, directly attributable to the movement of a vehicle in transport. Although the term accident and collision are synonymous, the word *collision* should be used to describe the event. In a case of a person fleeing from a crime scene and who is involved in a collision, the collision is a separate event.

EXAMPLES:

- A shoplifter flees from a store and runs across a roadway. A passing car strikes the shoplifter, causing injury. This would be an example of a separate traffic collision. The collision event went beyond the mere act of fleeing from the crime and is reported as a collision.
- As a result of an altercation on the roadway, two drivers pull over and begin to argue. One driver returns to his car, drives directly at the other person and hits them. This is a deliberate act and not a traffic collision. The vehicle then drives away from the scene in an attempt to flee and strikes a passing vehicle. This portion of the event is a traffic collision.

BICYCLE:

A bicycle is a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels (CVC Section 231). Persons riding bicycles are subject to the provisions specified in CVC Sections 21200 and 21200.5.

BICYCLE PATHS:

A Class I Bike Path is separate and is intended for the exclusive use of bicycles. While it may be parallel to a roadway, it is separated by distance and/or a vertical barrier.

A Class II Bike Lane shares the right-of-way with a roadway or walkway. It is indicated by a bikeway pictograph on the pavement and a continuous stripe on the pavement or separated by a continuous or intermittent curb or other low barrier (also called a multi-use path).

A Class III Bike Route also shares the right-of-way with a roadway or walkway. It is not indicated by a continuous stripe on the pavement or separated by any type of barrier, but it is identified as a bikeway with signs.

CHAIN REACTION COLLISION:

Occasionally, in the same area within a short period, several motor vehicles may be involved in collisions under adverse driving conditions. Examples of this are reduced visibility due to fog, dust storms, heavy rain, etc. In such chain reaction collisions, it may be difficult to determine whether the event was one continuous event without stabilization or whether several separate collisions occurred, with the situation stabilizing between each collision. Consequently, for purposes of uniformity, a chain reaction collision should be considered a single motor vehicle collision. Also see Collisions After Stabilized Situations.

CLASSIFICATION OF INJURIES:

Injuries are classified in the following categories for reporting purposes on page 3 of the CHP 555 form:

- **FATAL INJURY:**

Death as a result of injuries suffered in a collision. The death of a fetus of a pregnant female involved in a traffic collision will be documented as a fatal injury if the Office of the Medical Examiner attributes the death to the collision.

- **SEVERE INJURY:**

An injury, other than a fatal injury, which results in severely fractured, dislocated or distorted limbs, severe lacerations. It does not include minor lacerations.

- **OTHER VISIBLE INJURIES:**

Includes bruises, which are discolored or swollen places where the body has received a blow (includes black eyes and bloody noses), and abrasions, which are areas of the skin where the surface is roughened or broken by scratching or rubbing (includes skinned shins, knuckles, knees, and elbows).

- **COMPLAINT OF PAIN:**

This classification could contain authentic internal, other non-visible injuries, and fraudulent claims of injury and includes:

- Persons who seem dazed, confused, or incoherent (unless such behavior can be attributed to intoxication, extreme age, illness, or mental infirmities).
- Persons who are limping but do not have visible injuries.
- Any person who is known to have been unconscious as a result of the collision, although it appears they have recovered.
- Persons who say they are injured and want to be listed as injured but do not appear to be.

COLLISIONS AFTER STABILIZED SITUATIONS:

A stabilized situation marks the end of an event. Nothing further will occur insofar as the event itself is concerned, but other events may follow because of subsequent actions arising from the first event. The stabilized situation may be brief, but definitely separates the end of one event from the beginning of another event. In some situations, a temporary position of safety may be reached. This is a position where a person would not be in jeopardy again if the position is maintained until rescue, or the hazard is removed. In a collision where a stabilized situation can be identified, subsequent injury or damage producing events are not considered a part of the original collision and should be documented as a separate collision(s). The following examples are illustrative of stabilized situations:

- After a motor vehicle collision, live electrical wires fall on the involved vehicle, but there is no injury from the electric current because the occupants remain inside the motor vehicle.
- Subsequent injuries attributable to the electric current resulting from attempts to leave the motor vehicle or rescue attempts are not a part of the original motor vehicle collision.
- In a motor vehicle collision, objects are loosened which remain in place until all occupants are removed from the area of risk from the loosened objects. Any subsequent injury or damage attributable to the fall or roll of the loosened objects is not part of the original motor vehicle collision.
- After a motor vehicle collision, the driver regains control of their vehicle prior to or after coming to rest and flees from the scene. In the driver's haste to flee, the driver is involved in a subsequent collision. In this case, the first collision had stabilized once the driver regained control of their vehicle. The subsequent collision would be considered a separate event and not part of the original motor vehicle collision.
- The driver of a motor vehicle, while being pursued by law enforcement, collides with numerous other parked and/or moving motor vehicles. Following each collision, the pursued driver is able to regain control and continue moving until eventually being halted. In this case, a stabilized situation is reached each time the driver regains control of their vehicle following a collision. Each set of stabilized events would be considered a separate collision and reported on separate forms.
- The driver of a motor vehicle on a freeway is involved in a collision involving property damage only. The individual exits their vehicle to check damage, at which time a passing vehicle strikes the vehicle or individual. In this case, there are two separate collisions, as the sequence of events that led to the first incident had ended. Furthermore, as the party is no longer within the vehicle, their status changes to that of a pedestrian or witness, depending upon their involvement in the second collision.
- A driver is uninjured in a collision. As the driver is getting out of the car and reaching for their insurance, they cut their hand on broken vehicle glass. This would not be reported as an injury collision, as the collision events had already stabilized.

DELIBERATE ACT:

An intentional act that, directly or indirectly, involves a motor vehicle in-transport, which purposely causes damage to property or injury to any person. If the intended act results in injury or damage that goes beyond the original intent, the additional event is accidental and is considered a motor vehicle traffic collision. Malicious mischief, such as throwing a rock at a motor vehicle, dropping an object from an overpass, or rolling an object upon a highway, is considered deliberate intent even though the act was not directed at a specific person or vehicle.

The following are examples of deliberate acts that are not motor vehicle traffic collisions, although a motor vehicle is used to inflict injury or damage:

- Suicide: a driver self-inflicts injury by driving a motor vehicle against a fixed object, into a body of water, or similarly misuses a motor vehicle in-transport, and this intent is verified in some manner.
- Homicide, injury, or damage purposely inflicted: a person deliberately intends to cause death, injury, or damage by driving a motor vehicle against persons, vehicles, or property.

DRIVER:

A person who drives or is in actual physical control of a vehicle (CVC Section 305). Driver would include a person steering a vehicle while:

- Walking alongside a pushed or towed vehicle and steering through the front window or open door.
- Seated behind the steering wheel while being pushed or towed.

Driver does not include the tiller-person or other person who, in an auxiliary capacity, assists the driver in the steering or operation of any articulated firefighting apparatus. Such persons are defined as passengers.

EDGE-LINE:

Edge-lines delineate the edge of the roadway and provide a visual reference. They are also used to reduce driving on paved shoulders or refuge areas of lesser structural strength than the adjacent pavement. Edge-lines are generally not continued through intersections and normally are not broken for driveways. Edge-lines are used on all state highways, except urban-type streets with curbs, and may be used on streets and highways under local jurisdiction.

EMBANKMENT:

A raised structure of natural terrain or constructed of natural soil from excavation.

GORE:

The triangular area of land between freeway lanes and an on-ramp or off-ramp and bounded by the edges of the roads, often referred to as a gore point.

HAZARDOUS MATERIAL:

As defined in CVC Section 353, hazardous material is any substance, material, or device posing an unreasonable risk to health, safety, or property during transportation, as defined by regulations adopted pursuant to CVC Section 2402.7. Hazardous material includes explosives and hazardous waste or substances as defined by regulations adopted pursuant to Health and Safety Code Section 25141.

HIGHWAY:

A highway is a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel (CVC Section 360).

Highway includes street.

- The term highway includes shoulders and sidewalks.
- A portion of the highway that is closed to vehicular travel, such as construction and repair zones or an area closed during collision investigation, no longer meets the definition of a highway. Consequently, a collision occurring solely within these areas would be considered a motor vehicle non-traffic collision.

IN-TRANSPORT:

This describes the state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one place to another.

- Motor vehicles are considered in-transport when on the roadway, whether moving, stopped, stalled, disabled, or abandoned. A vehicle is considered to be in a roadway when any part of it is in the roadway and might be struck by a vehicle that is moving entirely on the roadway. However, this does not include vehicles parked in compliance with CVC Section 22502(a).
- Motor vehicles in designated parking stalls, shoulders, or off the highway are considered in-transport only when they are moving.

The following are examples of in-transport:

- The driver of a parked vehicle opens their driver's door into traffic where it is struck by a passing vehicle. The occupant of the parked vehicle is shown as a "Driver" party type, as the vehicle is in-transport.
- An emergency vehicle is stopped in a traffic lane with the emergency equipment in operation. The driver of the emergency vehicle is seated in the driver's seat when the vehicle is rear-ended. The driver of the emergency vehicle is a "Driver", as the vehicle is in-transport.

INTERSECTION:

An intersection is the area located within the prolongations of the lateral curb lines, or, if none, the lateral boundary lines of the roadways of two highways that join one another at approximately right angles. It is also the area within which vehicles traveling upon different highways joining at any other angle may come in conflict. When the distance along a roadway between two areas meeting these criteria is less than 33 feet, the two areas and the roadway connecting them are considered to be parts of a single intersection (CVC Section).

INITIAL CONTACT AREA (ICA) or AREA OF IMPACT (AOI):

The ICA is the first point or area that damage, injury or death occurred during the sequence of events associated with the collision.

For example:

- A motorcycle leaves locked rear wheel skid and begins to rotate. The rear brake is released. The motorcycle falls onto its side, leaving a gouge on the roadway surface. The gouge would be designated as the ICA.
- A pedestrian is struck in the roadway and leaves a scuffmark from the shoe closest to the vehicle. The scuffmark would be considered the ICA.

LANE NUMBERING:

On a multi-lane roadway, traffic lanes available for through traffic traveling in the same direction are numbered from left to right when facing in the direction of traffic flow.

- A car-pool lane attached to a roadway is numbered depending on its position.
- A car-pool lane physically separated from a roadway as defined in CVC Section 21655.3 is not numbered as part of the adjacent roadway. Lane numbering does not apply to acceleration and deceleration lanes.
- Separate turn lanes are not numbered as through lanes.

MEDIAN:

The portion of a divided highway separating the roadways for traffic in opposite directions. The median includes the median shoulders.

MOTORIZED BICYCLE:

A motorized bicycle or moped is any two-wheeled or three-wheeled device with or without pedals, an automatic transmission, two gross brake horsepower and a top speed of 30 miles per hour. A motorized bicycle is subject to applicable rules of the road and collision reporting requirements (CVC Section 406).

MOTORIZED SCOOTER:

A motorized scooter is any two-wheeled device that has handlebars, is designed to be stood or sat upon by the operator, and is powered by an electric motor (or any other type of motor) that is capable of propelling the device with or without human propulsion (CVC Section 407.5).

MOTOR VEHICLE:

A motor vehicle is a vehicle that is self-propelled, not operated on rails, upon which or by which any person or property may be transported or drawn upon a highway. Motor vehicle does not include a self-propelled wheelchair, invalid tricycle, or motorized quadricycle when operated by a person who, by reason of physical disability, is otherwise unable to move about as a pedestrian (CVC Section 415).

In the case of a person that is not disabled, and is operating a motorized wheelchair, the motorized wheelchair is considered a motor vehicle for reporting purposes. If the motorized wheelchair is being operated by a disabled person, then that person is considered a pedestrian.

MOTOR VEHICLE NON-TRAFFIC COLLISION:

Any motor vehicle collision involving a vehicle in-transport occurring entirely at a place other than a highway. This includes motor vehicle collisions occurring off-highway on public or private property. Off-highway collisions not involving a motor vehicle in-transport and events such as airplane crashes on highways or train collisions that do not meet the definition of a motor vehicle collision are not reported as traffic collisions.

A motor vehicle in-transport involved in a non-collision event:

- Occupants falling from a motor vehicle.
- Specific exclusions that are not reported as a collision include the following:
 - Property damage, personal injury, or death resulting from an organized racetrack or drag strip competition event.
 - Property damage, personal injury, or death resulting from an activity on a designated parade route.
 - Property damage, personal injury, or death sustained during an actual agricultural operation.
 - Property damage, personal injury, or death resulting from operation of a forklift vehicle within an industrial plant or other building.
 - Property damage, personal injury, or death sustained during a sanctioned bicycle race on the authorized closed course. The closed course must involve an actual highway closure.

MOTOR VEHICLE TRAFFIC COLLISION:

Any motor vehicle collision that occurs on a highway or which occurs after the motor vehicle runs off the road but before events are stabilized. This includes collisions occurring on a highway involving a motor vehicle in-transport setting an object in motion without the motor vehicle itself doing the actual striking.

For example:

- A vehicle's load or parts fall from the motor vehicle and before coming to rest, the object is struck by another motor vehicle.
- Occupants jumping from a motor vehicle prior to an imminent collision.
- Injury to an occupant of a motor vehicle due to the motion of the vehicle.

Excludes:

Cataclysmic events such as earthquakes, flash floods, lightning, etc.

- Motor vehicles not in-transport, such as snow removal equipment or construction equipment when engaged in operations.
- Collisions involving only the participants of a sanctioned on-highway bicycle event.
- Vehicle fires occurring while the vehicles are not in-transport.

NON-CONTACT INVOLVED PARTY:

When classifying collisions in California, the driver of a non-contact vehicle, bicycle rider, pedestrian, or other person(s) not making actual physical contact should be considered an involved party when:

- A driver, bicycle rider, pedestrian, or other person(s) commits a traffic or other violation that directly causes another party to become involved in a collision; and,
- The violation is corroborated by a disinterested witness, physical evidence, or statements of the non-contact party. For example: a pedestrian runs across the street in front of a moving motor vehicle (violation of CVC Section 21950[a] as corroborated by evidence or statements). The driver of the motor vehicle avoids striking the pedestrian, but in applying the brakes, the driver skids into a parked motor vehicle. The pedestrian would be considered a non-contact involved party and will be listed as a Party on the traffic collision report.
- A person is using a vehicle to evade arrest and commits a moving violation, which causes another person to become involved in a collision. The actions of the pursued suspect should be documented in the collision investigation as a Party.

NOTE: A person attempting to evade arrest is not considered a non-contact involved party unless there is a clear violation, other than evading, which causes the involved party to crash. The mere fact that a person is being pursued in itself is not sufficient to make that person a Party in the collision.

ON-DUTY EMERGENCY VEHICLE COLLISION:

This applies to a peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Part 2 of Title 3 of the California Penal Code, or a fire fighter operating an authorized emergency vehicle as described in CVC Sections 165(a), 165(b)(1) or (b)(2), or 165(f) at the time of the collision. This provision also applies to federal officers and federal customs agents while operating an official government vehicle during the performance of their duties. The Department of Motor Vehicles notes the “on-duty emergency vehicle collision” label on the officer's driving record. The collision must be identified by the reporting officer as occurring while on-duty by the notation "On-Duty Emergency Vehicle" in the Special Conditions box and the middle name field under the Party tab. The purpose of the notation is to alert insurance companies that the driver of the involved emergency vehicle should be provided the protection of Insurance Code Sections 488.5, 557.5, and 669.5. It is important to understand that this provision applies only to a qualified individual operating a publicly owned emergency vehicle. Furthermore, to qualify as a publicly owned emergency vehicle, a lease or rental agreement must be in place for a period of 30 consecutive days or more (CVC Section 460).

Therefore, an on-duty officer operating a privately owned vehicle or a vehicle leased for less than 30 days would not qualify for this designation. A privately owned ambulance not issued a permit under the provisions of CVC Section 165(f) is not considered an “On-Duty Emergency Vehicle”.

PARTY:

Any person who operates a vehicle, motor vehicle, or a bicycle, or who is a pedestrian, who is involved in or causes a collision.

PASSENGER:

Any person inside or upon a vehicle, excluding the driver. Includes a person behind the wheel of a parked motor vehicle not in-transport.

PEDESTRIAN:

A pedestrian is any person who is afoot or using a means of conveyance propelled by human power, other than a bicycle. Pedestrian includes any person who is operating a self-propelled wheelchair, invalid tricycle or motorized quadricycle and by reason of physical disability, is otherwise unable to move about as a pedestrian. This excludes a motorized scooter. (CVC Section 467)

ROAD:

A road is any existing vehicle route established before January 01, 1979, with significant evidence of prior regular travel by vehicles subject to registration, and not necessarily publicly or privately maintained. A road is that way or place which does not meet the definition of a highway. The term road includes shoulders and sidewalks. (CVC Section 527)

ROADWAY:

A roadway is that portion of a highway improved, designed, or ordinarily used for vehicular travel. In the event a highway includes two or more separate roadways, the term roadway refers to any such roadway separately but not to all such roadways collectively. (CVC Section 530)

SHOULDER:

The portion of the road next to the roadway, used for accommodation of stopped vehicles, for emergency stops, and for lateral support of the roadway structure is the shoulder. The line between the roadway and the shoulder may be a painted edge line, a change in surface color material, or a curb (for example, a concrete drainage curb on a freeway). On one-way roadways, there may be surfaced shoulders on both sides.

SIDEWALK:

The portion of a highway, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel. The term highway includes sidewalks. (CVC Section 555)

STAGED TRAFFIC COLLISION:

A collision intentionally planned or contrived for fraudulent purposes. A report of a suspected staged traffic collision should be coded and forwarded to the CHP as outlined in the California Highway Patrol Collision Investigation Manual (HPM Section 110.5).

TOW AWAY:

The collision results in property damage to at least one vehicle to the extent that it cannot be driven, or to a trailer to the extent that it cannot be towed, from the scene during daylight after simple repairs. Simple repairs are repairs that can be made by a person who is generally lacking in knowledge or expertise in the art of auto repairs. This may include bending a fender away from a tire with a crowbar, changing a tire, or cutting a fan belt.

Tow away excludes the following:

- The vehicle is towed away only because the driver is incapacitated (sick, emotionally disturbed).
- The inoperative parts are not essential to the vehicle being driven away.
- A vehicle that would be towed away because of an illegal condition due to the accident.
- A vehicle towed back onto the roadway or up-righted, which can be driven away.
- A vehicle towed for enforcement action (suspended driver license, unlicensed driver).

UNINVOLVED PARTY:

An additional party who an involved party claims contributed to the occurrence or collision but:

- Sustained no damage or injury, *and*
- There is no evidence to indicate that the additional party committed a violation that would cause the collision, *and*
- There is no corroboration by a disinterested witness or the additional party.

For example:

- A vehicle stopped to make a left turn at a stop sign, red light, or for a pedestrian. It is an uninvolved party when a vehicle approaching from behind evades it and collides with anything other than the stopped vehicle.
- A vehicle traveling at the legal speed limit is an uninvolved party when an over-taking vehicle evades it and collides with anything other than the vehicle proceeding at the legal speed limit.
- A vehicle sets a rock or debris in motion, which strikes another vehicle. The party whose vehicle set the object in motion denies involvement and there are no witnesses.

VEHICLE:

A vehicle is a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks. (CVC Section 670)

WITNESS:

A person, other than an involved party or a passenger, who can provide information relevant to the collision. Includes a person who observed the collision or who observed pertinent details before or after a collision, such as a person who can testify to a party's intoxication, either before or after the collision.

RECOMMENDED ABBREVIATIONS

Abbreviations Approved for Report Use

DIRECTIONS

Northbound	N/B	Eastbound	E/B
Northeast	N/E	Southbound	S/B
Northwest	N/W	Southwest	S/W
Westbound	W/B	Southeast	S/E

STATES

ALABAMA	AL	KENTUCKY	KY	OHIO	OH
ALASKA	AK	LOUISIANA	LA	OKLAHOMA	OK
ARIZONA	AZ	MAINE	ME	OREGON	OR
ARKANSAS	AR	MARYLAND	MD	PENNSYLVANIA	PA
CALIFORNIA	CA	MASSACHUSETTS	MA	RHODE ISLAND	RI
COLORADO	CO	MICHIGAN	MI	S. CAROLINA	SC
CONNECTICUT	CT	MINNESOTA	MN	S DAKOTA	SD
DELAWARE	DE	MISSISSIPPI	MS	TENNESSEE	TN
DISTRICT OF COLUMBIA	DC	MISSOURI	MO	TEXAS	TX
FLORIDA	FL	MONTANA	MT	UTAH	UT
GEORGIA	GA	NEBRASKA	NB	VERMONT	VT
HAWAII	HI	NEVADA	NV	VIRGINIA	VA
IDAHO	ID	NEW HAMPSHIRE	NH	WASHINGTON	WA
ILLINOIS	IL	NEW JERSEY	NJ	WEST VIRGINIA	WV
INDIANA	IN	NEW MEXICO	NM	WISCONSIN	WI
IOWA	IA	NEW YORK	NY	WYOMING	WY
KANSAS	KS	N CAROLINA	NC		
		N DAKOTA	ND		

AUTO BODY TYPE CODES

COACH	CH	CONVERTIBLE	CV
COUPE	CP	HARDTOP	HT
HARDTOP	2-DR 2T	HARDTOP 4-DR	4T
HEARSE	HR	LIMOUSINE	LM
OPEN BODY	OP	HARDTOP RETRAC.	RH
ROADSTER	RD	SEDAN	SD
SEDAN 2-DR	2D	SEDAN 4 - DR	4D
STATION WAGON	SW		

VEHICLE TYPE CODES
(For use on CHP 555, Page 1)

Passenger Vehicles

- 01 - Passenger Car, Station Wagon, Jeep
- 02 - Motorcycle
- 03 - Motor Driven Cycle/Scooter
- 04 - Bicycle
- 05 - Motorized Bicycle
- 06 - All Terrain Vehicle
- 07 - Sport Utility Vehicle
- 08 - Mini-vans

Buses

- 09 - Paratransit
- 10 - Tour Bus
- 11 - Other Commercial
- 12 - Non-Commercial Bus
- 13 - School Bus Public Type I
- 14 - School Bus Public Type II
- 15 - School Bus Private Type I
- 16 - School Bus Private Type II
- 17 - School Bus Contractual Type I
- 18 - School Bus Contractual Type II
- 19 - General Public Paratransit Vehicle
- 20 - Public Transit Authority
- 63 - Youth Bus
- 64 - School Pupil Activity Bus Type I
- 65 - School Pupil Activity Bus Type II

Trucks/Truck Tractors

- 21 - Two Axle Tank Truck
- 22 - Pickups & Panels
- 23 - Pickup w/Camper
- 24 - Three Axle Tank Truck
- 25 - Truck Tractor
- 26 - Two Axle Truck
- 27 - Three or More Axle Truck

Specialized Vehicles

- 41 - Ambulance
- 42 - Dune Buggy
- 43 - Fire Truck
- 44 - Fork Lift
- 45 - Hwy. Construction Equip.
- 46 - Implement of Husbandry
- 47 - Motor Home
- 48 - Police Car
- 49 - Police Motorcycle
- 50 - Mobile Equipment
- 51 - Farm Labor Vehicle (Certified)
- 55 - Two-Axle Tow Truck
- 56 - Three-Axle Tow Truck
- 57 - Farm Labor Vehicle (Non-Certified)
- 58 - Farm Labor Transporter
- 59 - Motor Home > 40 Feet

Trailers

- 28 - Semi Tank Trailer
- 29 - Pull Tank Trailer
- 30 - Two Tank Trailer
- 31 - Semi
- 32 - Pull
- 33 - Two Trailers (Includes Semi & Pull)
- 34 - Boat
- 35 - Utility
- 36 - Trailer Coach
- 37 - Extralegal Permit Load
- 38 - Pole, Pipe, or Logging Dolly
- 39 - Three Trailers
- 40 - Federally Legal Semi
- 52 - Federally Legal Double Combo Over 75 Feet
- 53 - Fifth Wheel Travel Trailer
- 54 - Container Chassis

Miscellaneous

- 60 - Pedestrian
- 61 - Second or Additional Enforcement Action(s)
- 62 - Passengers
- 94 - Go-ped, ZIP Electric scooter, Motoboard
- 95 - Misc. Non-Motor Vehicle
- 96 - Misc. Motor Vehicle (Snowmobile, Golf Cart)
- 97 - Low Speed Vehicle
- 98 - Emergency Vehicle (On Emergency Run)
- 99 - Unknown Hit and Run Vehicle Involvement

Hazardous Material

- 71 - Passenger Car, Station Wagon, Jeep
- 72 - Pickups and Panels
- 73 - Pickup and Camper
- 75 - Truck Tractor
- 76 - Two-Axle Truck
- 77 - Three or More Axle Truck
- 78 - Two-Axle Tank Truck
- 79 - Three-Axle Tank Truck

Hazardous Waste or Hazardous Waste/Material

Combination

- 81 - Passenger Car, Station Wagon, Jeep
- 82 - Pickups and Panels
- 83 - Pickup and Camper
- 85 - Truck Tractor
- 86 - Two-Axle Truck
- 87 - Three or More Axle Truck
- 88 - Two-Axle Tank Truck
- 89 - Three-Axle Tank Truck

BODY CODES

AMBULANCE	AM	LINE CONSTRUCTION	LC
ARMORED CAR	AR	LIVESTOCK	LS
AUTO CARRIER	AC	LOW BED	LB
BEVERAGE RACK	BR	LUNCH WAGON	LW
BICYCLE	BI	MOBILE HOME	HS
BOAT	BT	MOTORIZED HOMES	MH
BUS	BU	ONE WHEEL	1W
CONCRETE MIXER	CM	PALLET	PL
CRANE	CR	REFRIGERATED	RF
FIRE TRUCK	FT	SHOVEL	SH
FORKLIFT	FL	TOW TRUCK	TT
GARBAGE / REFUSE	GG	TRACTOR (TRACK TYPE)	2W
GLASS RACK	GR	FARM TRACTOR	TF
GONDOLA	GA	TRUCK W/ CAMPER	TW
GRAIN HOPPER	GN	CHASSIS	CB
HORSE	HE	DUMP	DP
CARRYALL	LL	FLAT BED	FB
PANEL	PN	PICK UP	PK
SEMI	SE	SPORTS VAN	SV
STAKE BED	ST	TANK	TN
VAN	VN	VANETTE (METRO STEP TYPE)	VT

MOTORCYCLE BODY TYPE CODES

MINI BIKE	MK	MOPED	MP
MOTORBIKE	MB	MOTORCYCLE	MC
MOTORSCOOTER	MS		

VEHICLE MAKE ABBREVIATIONS

ALFA ROMEO	ALFA	KARMANN-GHIA	KARG
ALPINE	ALPI	LAMBORGHINI	LAMB
AMERICAN MOTORS	AMER	LANCIA	LANC
ASTON-MARTIN	ASTO	LINCOLN	LINC
AUDI	AUDI	LOTUS	LOTU
AVIA	AVIA	MASERATI	MASE
AUSTIN	AUST	MERCEDES-BENZ	MERZ
AUSTIN-HEALY	AUHE	MERCURY	MERC
B M W	BMW	MG	MG
BUICK	BUIC	MORRIS	MORR
CADILLAC	CADI	NASH	NASH
CHECKER	CHEC	NISSAN	NISS
CHEVROLET	CHEV	OLDSMOBILE	OLDS
CHRYSLER	CHRY	OPEL	OPEL
CITROEN	CITR	PACKARD	PACK
DAIMLER	DAIM	PANTERA	PANT
DATSUN	DATS	PEUGEOT	PEUG
DELOREAN	DELO	PLYMOUTH	PLYM
DESOTO	DESO	PONTIAC	PONT
DODGE	DODG	PORSCHE	PORS
EDSEL	EDSE	RAMBLER	RAMB
ENGLISH FORD	ENGF	RENAULT	RENA
FERRARI	FERR	ROLLS ROYCE	ROL
FIAT	FIAT	SAAB	SAAB
FORD	FORD	SHELBY AMERICAN	SHEB
HILLMAN	HILL	SIMCA	SIM
HONDA	HOND	* SPECIAL VEHICLE	SPEC
HUDSON	HUDS	STUDEBAKER	STU
INTERNATIONAL	INTL	SUBARU	SUBA
ISUZU	ISUZ	SUNBEAM	SUNB
JAGUAR	JAGU	TOYOTA	TOYT
JEEP	JEEP	TRIUMPH	TRIU
JENSEN	JENS	VOLKSWAGEN	VOLK
		VOLVO	VOLV

* DUNEBUGGY, HOMEBUILTS ETC.

REPORT EXAMPLES

Each officer has the responsibility to develop report writing and investigative skills that will lead to high quality and professional documentation of collisions. The following pages have example reports that show a typical collision investigation. The examples are simply an illustration of the different standards of an investigation. In many cases, there will be additional details that should be documented, depending on the severity of the collision.

The investigator should identify any surrounding issues of the collision and address them in the investigation. Additional sketches or diagrams can be used to document details and issues that must be included but would make the required diagrams appear cluttered. An example would be a collision that occurs in a large intersection. A separate diagram may be used to show traffic signal locations, lighting, or sign locations. The completed report should illustrate the entire event accurately.

The following are examples of collision reports utilizing the formats outlined in this manual:

- Severe injury collision forms and narrative format.
- Example diagram set of a severe injury collision utilizing the reference line method.
- Example diagram set of a severe injury collision utilizing the expanded triangulation method.
- Example diagram set of a severe injury collision utilizing the station line method.
- Example diagram set of a severe injury collision utilizing the station line method on a curve.
- Example of non-injury/minor injury collision forms and narrative format.
- Example diagram of a non-injury/minor injury collision.

**Example Diagram Set of a Serious Injury Collision
Utilizing the Reference Line Method**

STATE OF CALIFORNIA
FACTUAL DIAGRAM

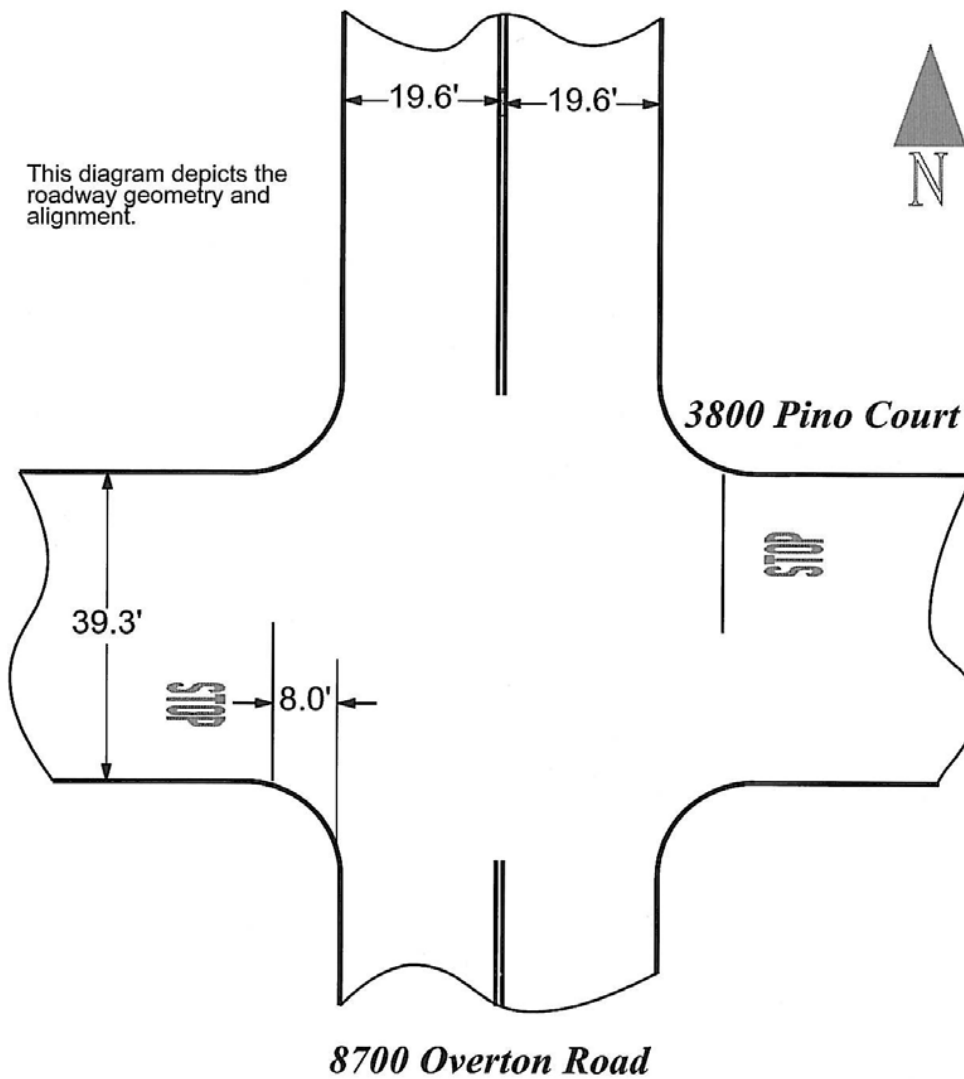
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PAGE OF

DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D. NUMBER
x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

This diagram depicts the roadway geometry and alignment.



PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

**Example Diagram Set of a Serious Injury Collision
Utilizing the Reference Line Method**

STATE OF CALIFORNIA
FACTUAL DIAGRAM

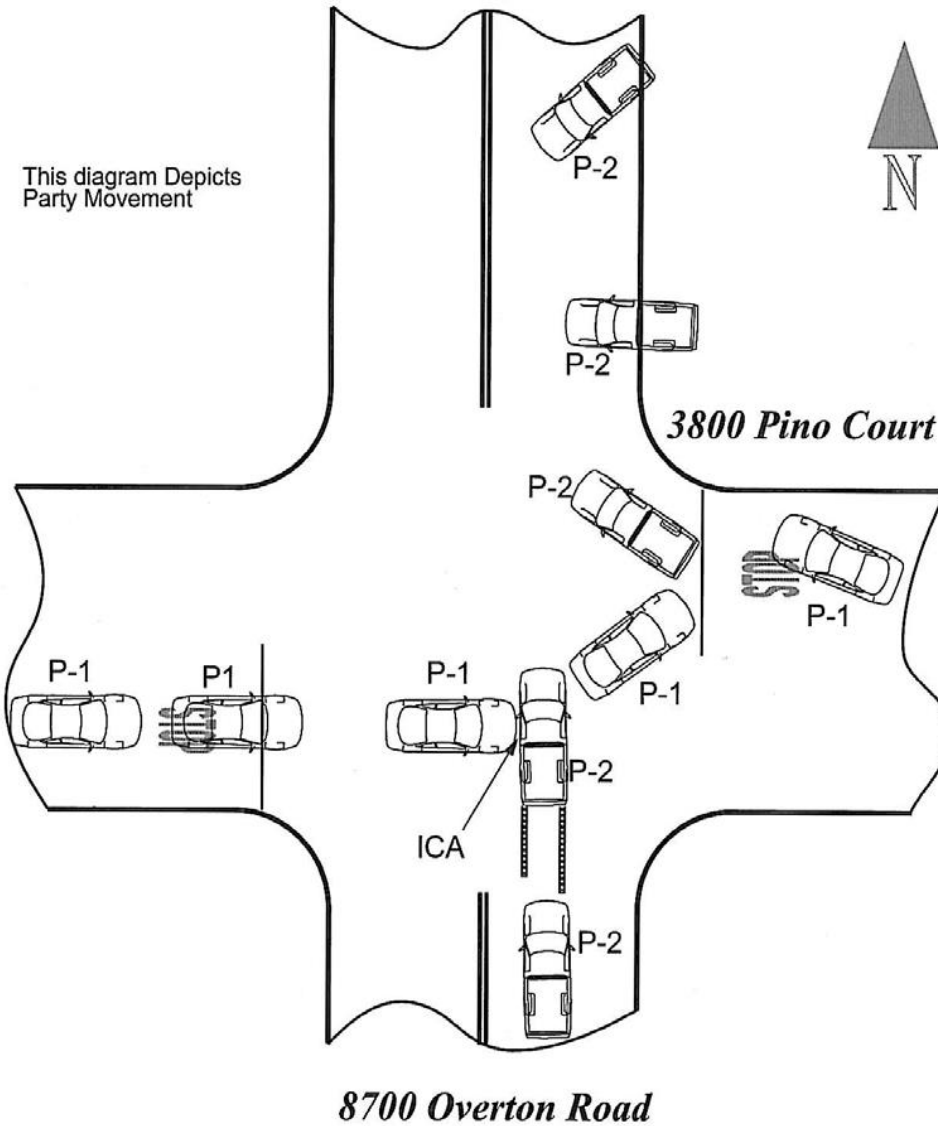
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PAGE OF

DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D.	NUMBER
x	x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

This diagram Depicts
Party Movement



PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

**Example Diagram Set of a Serious Injury Collision
Utilizing the Reference Line Method**

STATE OF CALIFORNIA
FACTUAL DIAGRAM

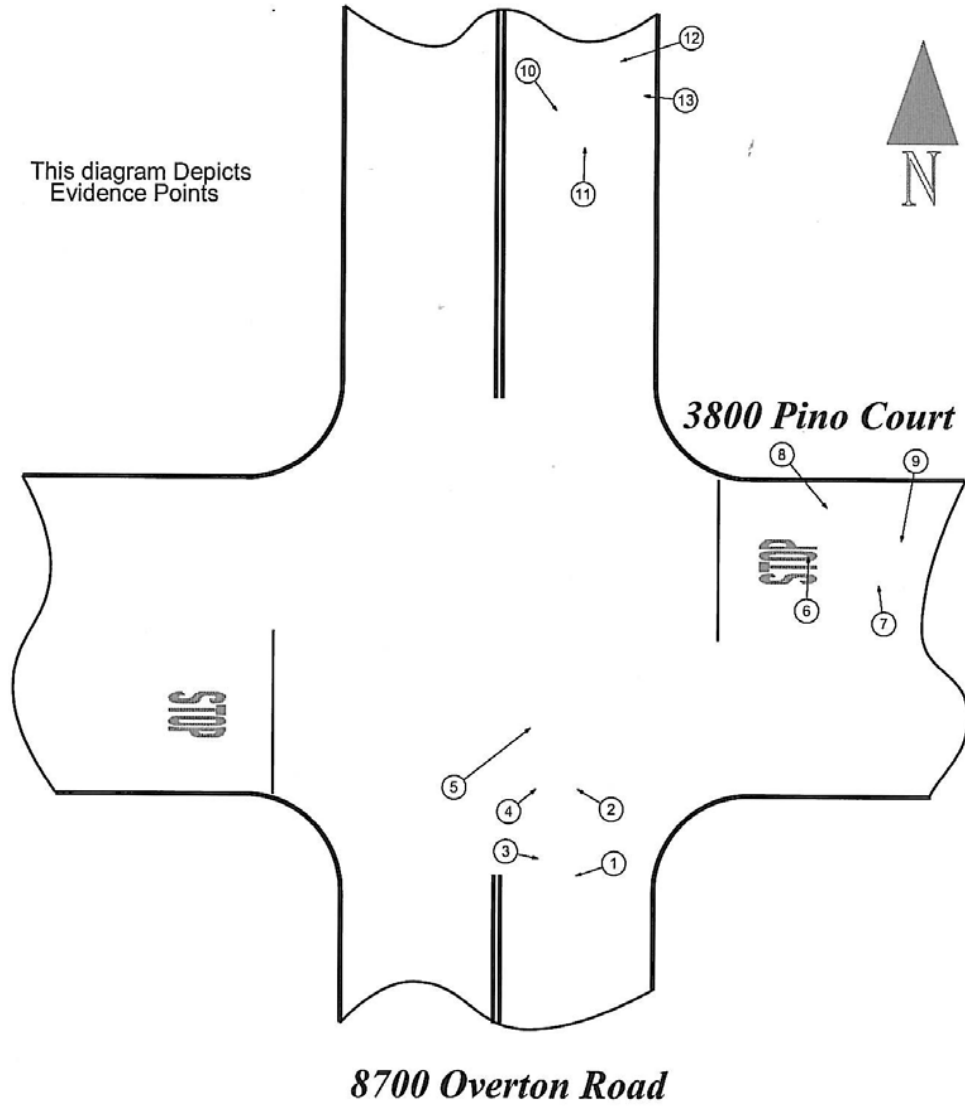
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PAGE OF

DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D.	NUMBER
x	x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

This diagram Depicts
Evidence Points



PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

Example Diagram Set of a Serious Injury Collision Utilizing the Triangulation Method

STATE OF CALIFORNIA
FACTUAL DIAGRAM

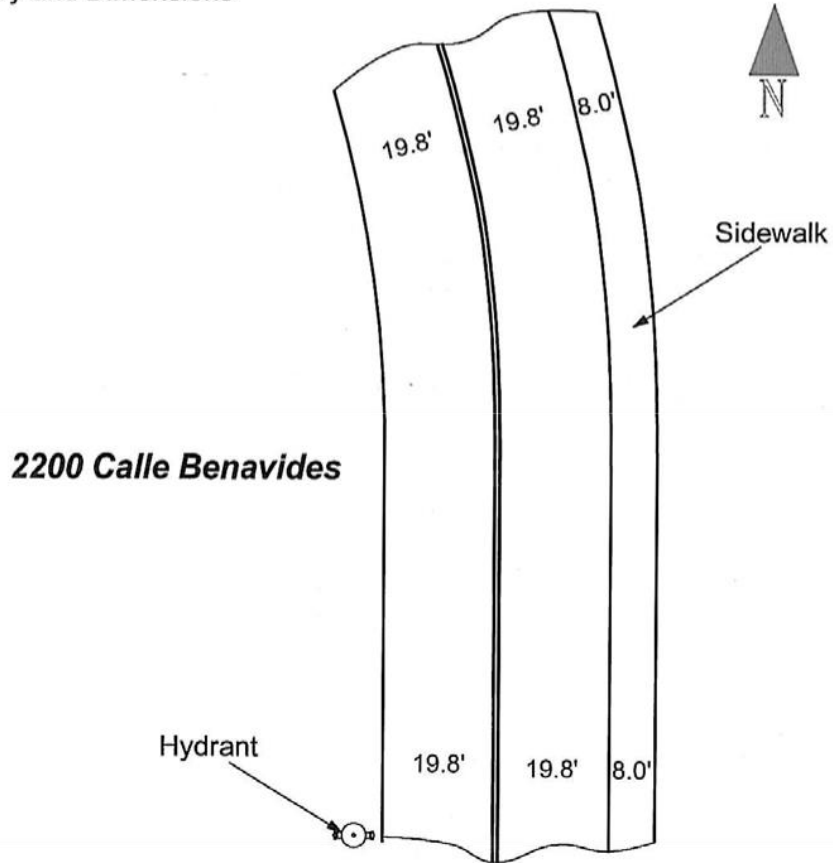
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PAGE OF

DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D. NUMBER	NUMBER
x	x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

This Diagram Depicts Roadway
Geometry and Dimensions



PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

Example Diagram Set of a Serious Injury Collision Utilizing the Triangulation Method

STATE OF CALIFORNIA FACTUAL DIAGRAM		PAGE OF	
CHP 555 Page 4 (Rev. 8-97) OPI 042			
DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D. NUMBER
x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

This Diagram Depicts
Triangulation Points and
Related Measurements

2200 Calle Benavides

PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

Example Diagram Set of a Serious Injury Collision Utilizing the Triangulation Method

STATE OF CALIFORNIA FACTUAL DIAGRAM CHP 555 Page 4 (Rev. 8-97) OPI 042				
			PAGE	OF
DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D.	NUMBER
x	x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

This Diagram Depicts
Party Movements

2200 Calle Benavides

PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

Example Diagram Set of a Serious Injury Collision Utilizing the Triangulation Method

STATE OF CALIFORNIA FACTUAL DIAGRAM		PAGE OF		
CHP 555 Page 4 (Rev. 8-97) OPI 042				
DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D.	NUMBER
x	x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

This Diagram Depicts
Evidence Points

2200 Calle Benavides

Hydrant

PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

**SAN DIEGO POLICE DEPARTMENT
EVIDENCE LEGEND**

EVENT HISTORY #

PAGE OF

COLLISION LOCATION 2200 CALLE BENAVIDES	DATE 09-09-2024	TIME 0900
---	---------------------------	---------------------

REFERENCE LINE 1: _____

REFERENCE LINE 2: _____

EXPANDED TRIANGULATION METHOD: STATION LINE: (GIVE DESCRIPTION BELOW)

ROADWAY GEOMETRY POINTS WERE ESTABLISHED ALONG THE TOP OF THE CURB FACE ON THE EAST AND WEST CURBS. THE ORIGIN (GEOMETRY POINT 0) WAS ESTABLISHED AT THE CENTERLINE OF THE FIRE HYDRANT LOCATED ADJACENT TO THE WEST CURB, APPROXIMATELY 294 FEET NORTH OF THE NORTH CURBLINE OF PALM AVENUE.

POI NT	GP/ D	GP/ D	DESCRIPTION	
1	12 / 18.1	13 / 16.0	INITIAL CONTACT AREA (ICA)	
2	12 / 20.3	13 / 13.5	START- LEFT REAR TIRE MARK - VAN	
3	12 / 10.2	11 / 16.1	CONTINUATION - LEFT REAR TIRE MARK - VAN	
4	11 / 14.2	10 / 6.4	CONTINUATION - LEFT REAR TIRE MARK - VAN	
5	9 / 0	9 / 0	END - LEFT REAR TIRE MARK - VAN (POINT OF REST)	
6	12 / 17.3	13 / 8.6	START - RIGHT REAR TIRE MARK - VAN	
7	11 / 11.3	12 / 9.6	CONTINUATION- RIGHT REAR TIRE MARK- VAN	
8	10 / 0	10 / 0	CONTINUATION- RIGHT REAR TIRE STRIKES CURB- VAN	
9	8 / 41.3	9 / 5.9	END- RIGHT REAR TIRE MARK- VAN (POINT OF REST)	
10	12 / 18.3	13 / 17.0	START- LEFT FRONT TIRE MARK -CAR	
11	4 / 24.8	5 / 27.0	CONTINUATION- LEFT FRONT TIRE MARK- CAR	
12	2 / 19.7	1 / 38.0	CONTINUATION- LEFT FRONT TIRE MARK- CAR	
13	2 / 34.4	1 / 23.7	END- LEFT FRONT TIRE MARK- CAR	
14	12 / 22.6	13 / 21.7	START- RIGHT FRONT TIRE MARK- CAR	
15	13 / 20.3	2 / 21.5	CONTINUATION- RIGHT FRONT TIRE MARK- CAR	
16	2 / 21.7	1 / 32.7	CONTINUATION- RIGHT FRONT TIRE MARK- CAR	
17	1 / 17.7	2 / 34.7	END- RIGHT FRONT TIRE MARK- CAR (POINT OF REST)	
18	12 / 23.2	13 / 27.0	START- RIGHT REAR TIRE MARK- CAR	
19	13 / 25.9	2 / 30.0	CONTINUATION- RIGHT REAR TIRE MARK- CAR	
20	2 / 29.7	1 / 36.5	CONTINUATION- RIGHT REAR TIRE MARK- CAR	
21	1 / 20.1	2 / 43.3	END - RIGHT REAR TIRE MARK- CAR (POINT OF REST)	
REPORTING OFFICER	I. D. NUMBER	DIVISION	DATE	TIME

PAGE OF

Example Diagram Set of a Serious Injury Collision Utilizing the Station Line Method

STATE OF CALIFORNIA
FACTUAL DIAGRAM

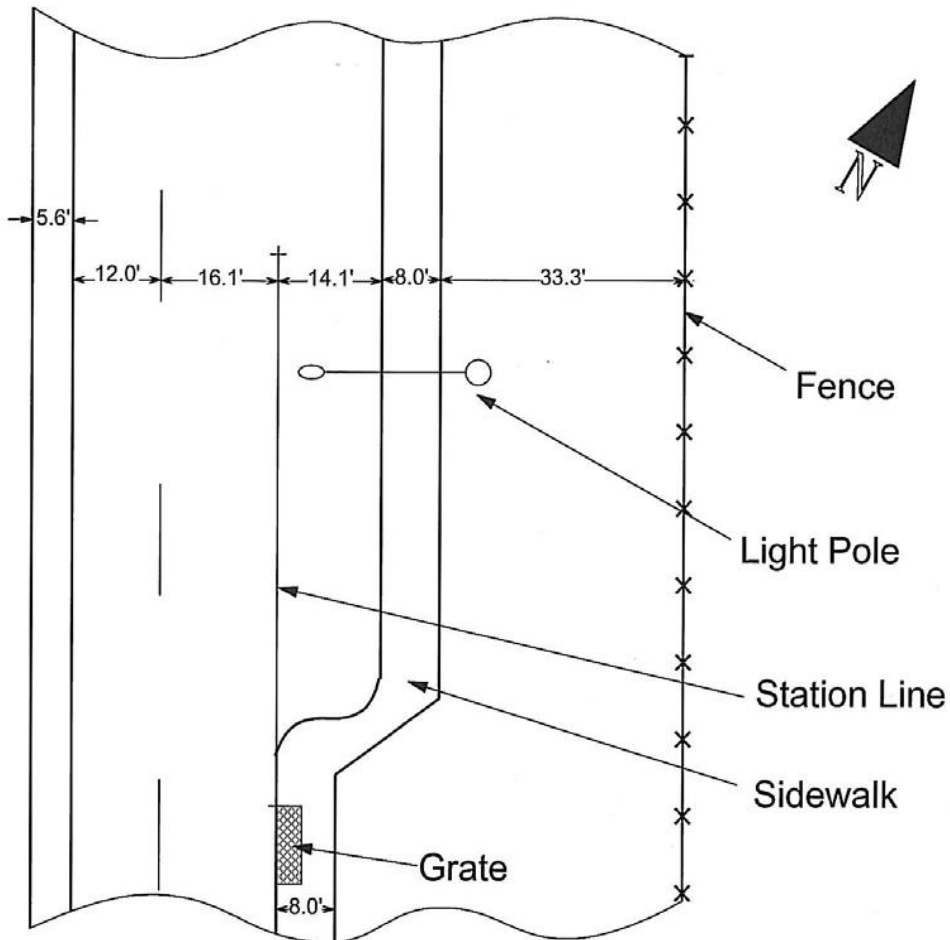
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PAGE OF

DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D. NUMBER	NUMBER
x	x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

This Diagram Depicts The
Roadway Geometry and The
Location of Associated Structures



5900 Via Verduzco
(Northbound Lanes Only)

PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

Example Diagram Set of a Serious Injury Collision Utilizing the Station Line Method

STATE OF CALIFORNIA
FACTUAL DIAGRAM

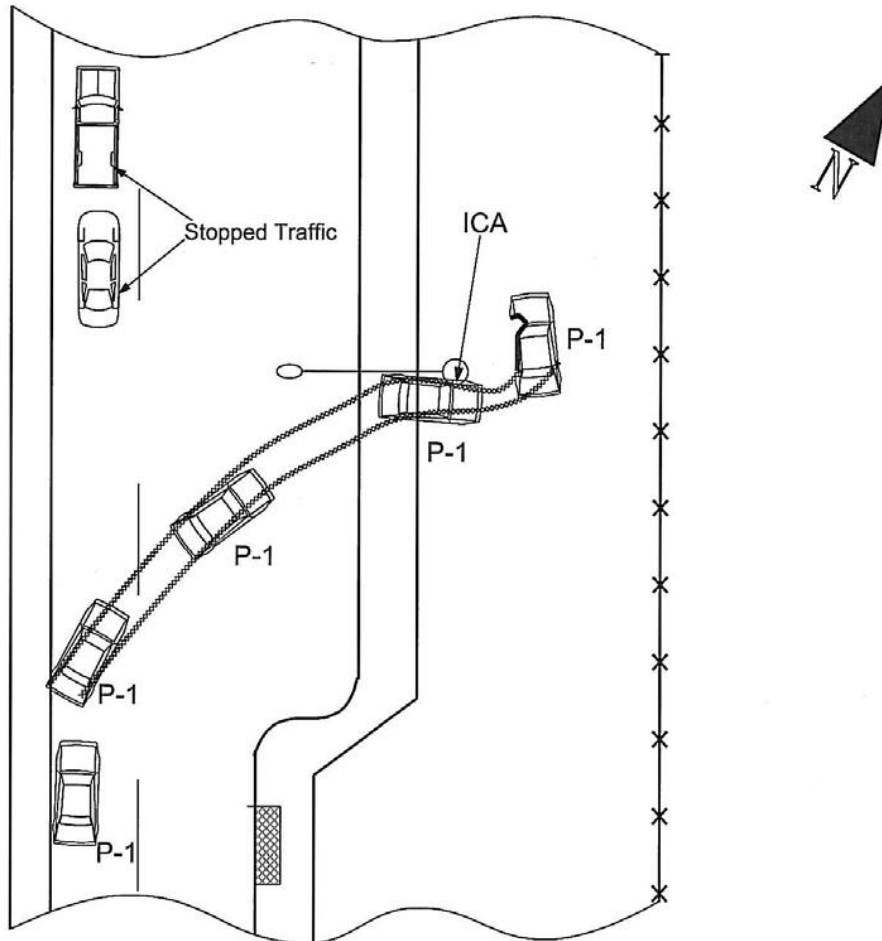
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DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D. NUMBER	NUMBER
x	x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

This Diagram Depicts
Party Movements



5900 Via Verduzco
(Northbound Lanes Only)

PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

Example Diagram Set of a Serious Injury Collision Utilizing the Station Line Method

STATE OF CALIFORNIA
FACTUAL DIAGRAM

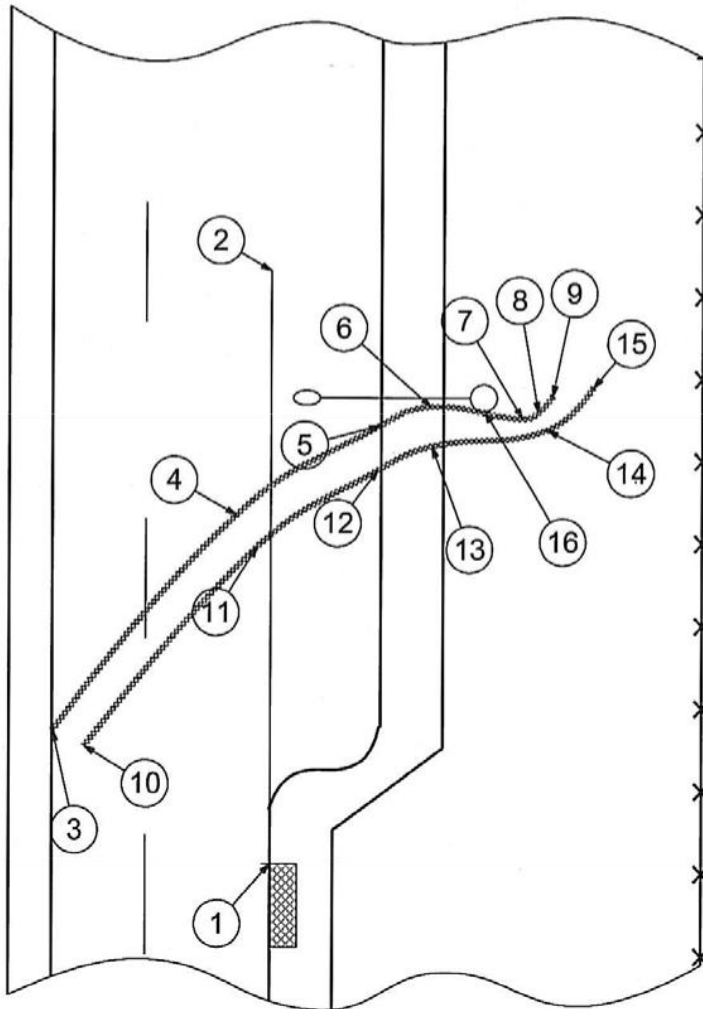
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DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D. NUMBER
x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)

This Diagram Depicts The
Location of Evidence Points



**5900 Via Verduzco
(Northbound Lanes Only)**

PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME
x	x	x	x

SAN DIEGO POLICE DEPARTMENT
EVIDENCE LEGEND

INCIDENT HISTORY #

PAGE OF

COLLISION LOCATION		DATE		TIME	
5900 VIA VERDUZCO		09-09-09		0900	
<input type="checkbox"/> REFERENCE LINE 1: _____ REFERENCE LINE 2: _____ <input type="checkbox"/> EXPANDED TRIANGULATION METHOD: <input checked="" type="checkbox"/> STATION LINE: (GIVE DESCRIPTION BELOW)					
A Station Line was established along the base of the east curb. The Origin was established at the north corner of a permanent storm drain and labeled as Evidence Point #1. It continued in a positive direction for 75 feet, N/B along the base and into the N-2 traffic lane. It terminated at Evidence Point #2, 13.9 feet west of the curb base.					
POINT	Origin	Baseline	DESCRIPTION		
1	0+00	0'	STATION LINE ORIGIN		
2	0+75.0'	13.9' R	STATION LINE END - BASE OF EAST CURB		
3	0+16.8'	28.0' L	START - LEFT REAR TIRE MARK		
4	0+44.1'	4.5' L	CONTINUATION - LEFT REAR TIRE MARK		
5	0+55.4'	13.9' R	CONTINUATION - LEFT REAR TIRE MARK/CURB		
6	0+57.8'	20.5' R	CONTINUATION - LEFT REAR TIRE MARK		
7	0+56.3'	32.3' R	CONTINUATION - LEFT REAR TIRE MARK		
8	0+57.1'	34.3' R	CONTINUATION - LEFT REAR TIRE MARK		
9	0+59.2'	36.2' R	END -LEFT REAR TIRE MARK/POINT OF REST		
10	0+14.8'	23.9' L	START - RIGHT REAR TIRE MARK		
11	0+40.1'	1.7' L	CONTINUATION - RIGHT REAR TIRE MARK		
12	0+49.8'	13.7' R	CONTINUATION - RIGHT REAR TIRE MARK		
13	0+52.8'	20.6' R	CONTINUATION - RIGHT REAR TIRE MARK		
14	0+54.9'	35.5' R	CONTINUATION - RIGHT REAR TIRE MARK		
15	0+60.3'	41.4' R	END - RIGHT REAR TIRE MARK		
16	0+57.2'	27.4' R	IMPACT WITH POLE (INITIAL CONTACT AREA)		
REPORTING OFFICER		I. D. NUMBER	DIVISION	DATE	TIME
		0000		00-00-0000	0000

Example Diagram Set Of A Serious Injury Collision Utilizing the Station Line Method On A Curve

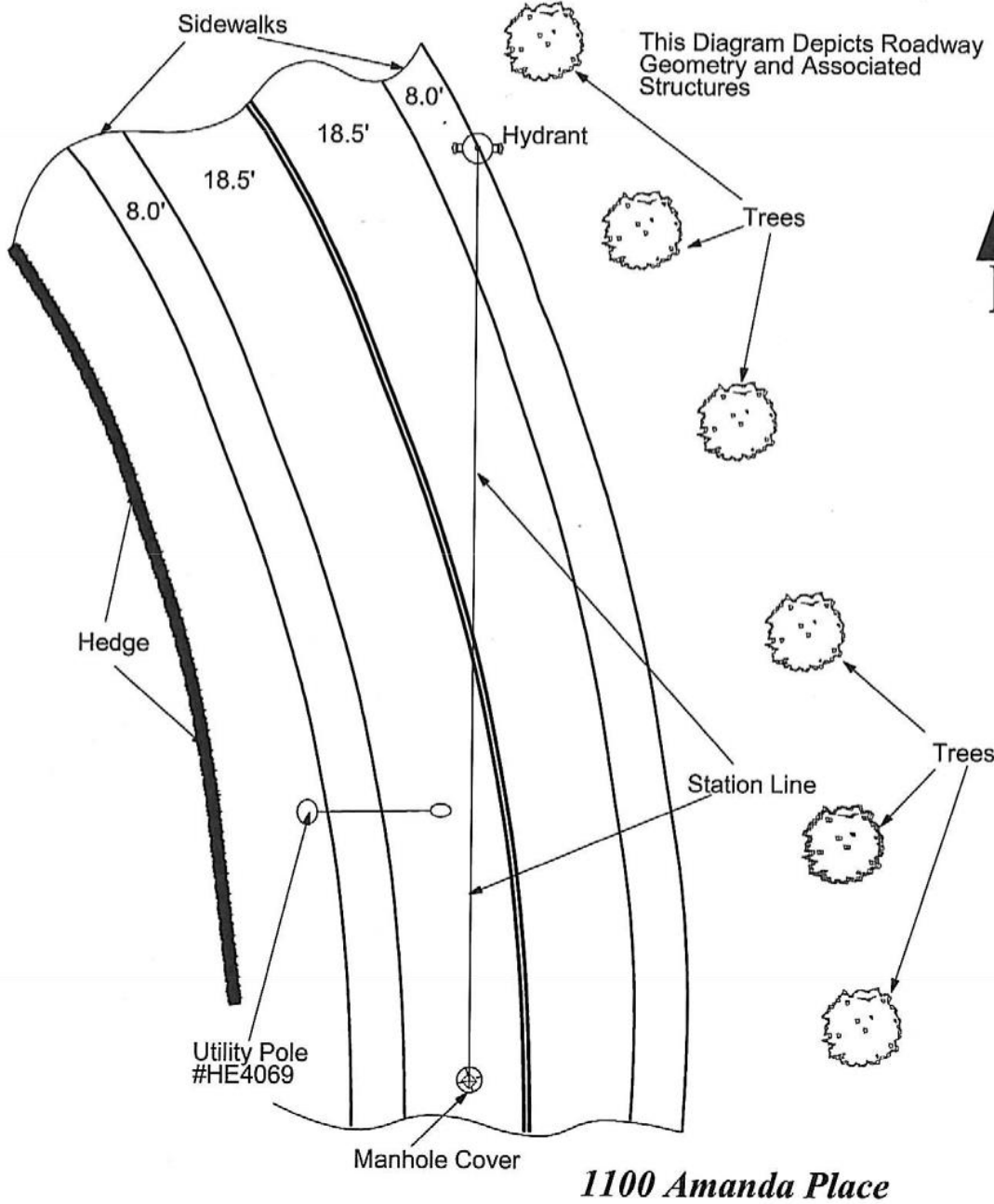
STATE OF CALIFORNIA
FACTUAL DIAGRAM

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DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D.	NUMBER
x	x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)



PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

Example Diagram Set Of A Serious Injury Collision Utilizing the Station Line Method On A Curve

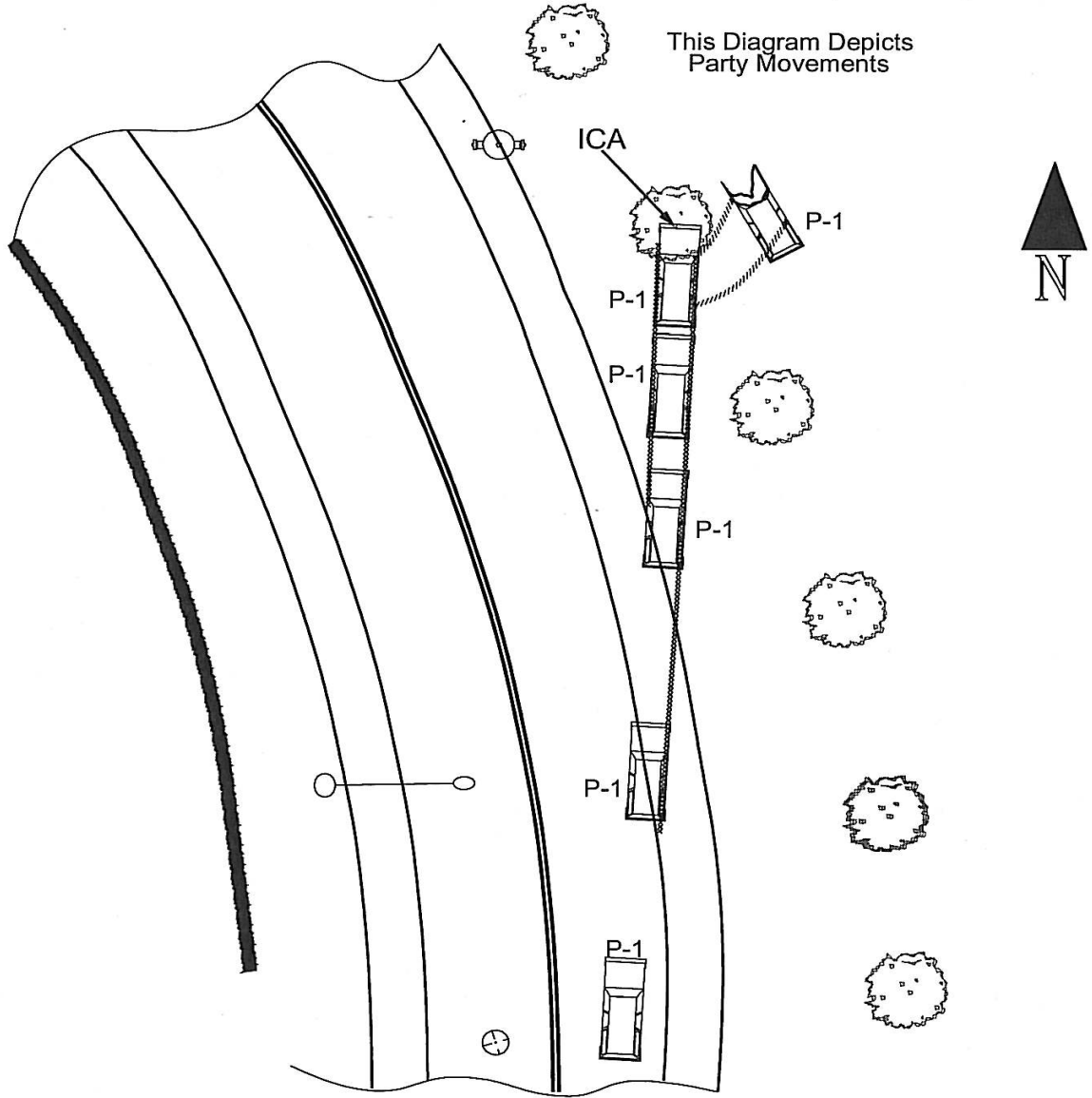
STATE OF CALIFORNIA
FACTUAL DIAGRAM

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PAGE OF

DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D.	NUMBER
x	x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)



1100 Amanda Place

PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

Example Diagram Set Of A Serious Injury Collision Utilizing the Station Line Method On A Curve

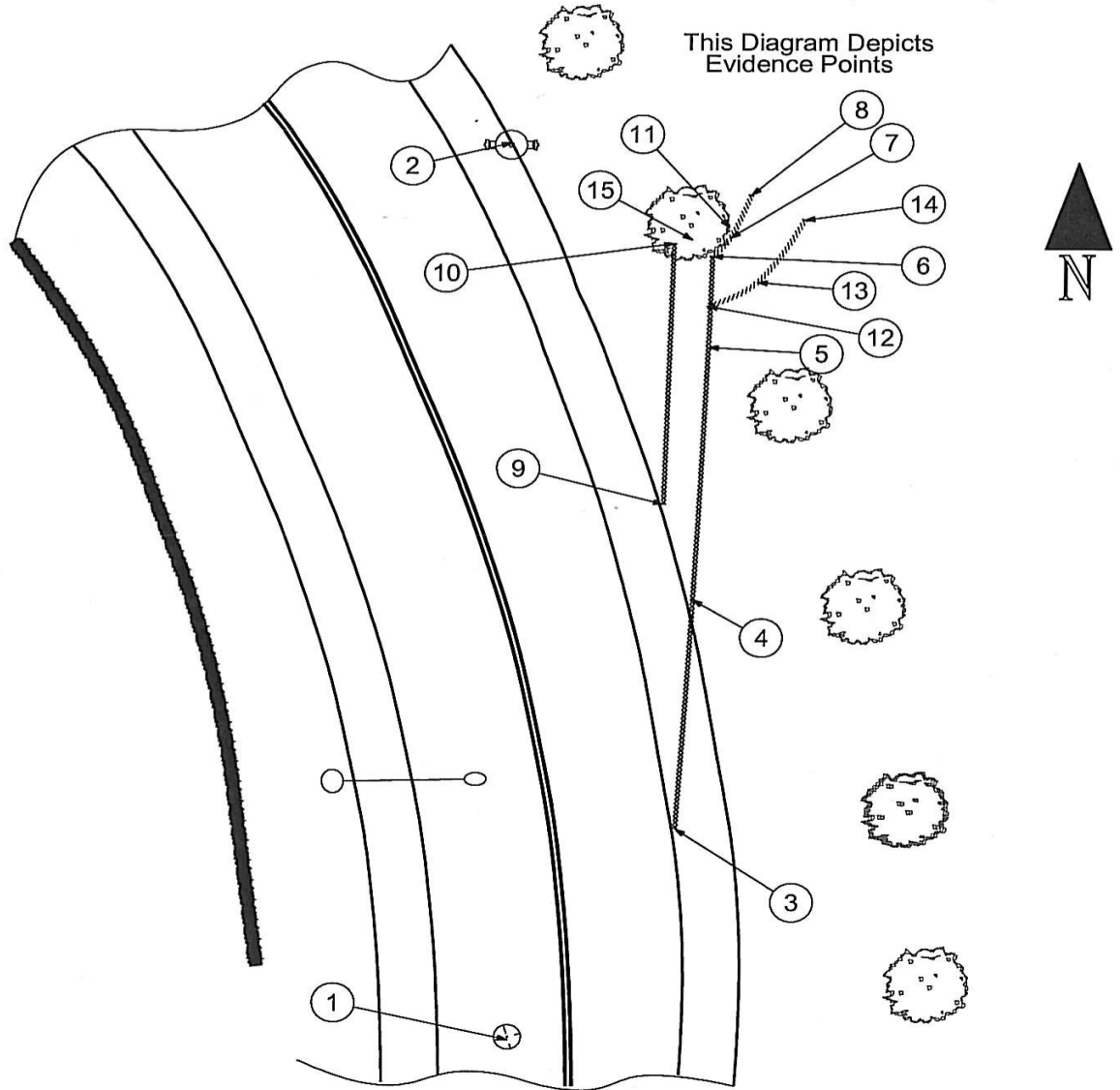
STATE OF CALIFORNIA
FACTUAL DIAGRAM

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DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D.	NUMBER
x	x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)



1100 Amanda Place

PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

SAN DIEGO POLICE DEPARTMENT
EVIDENCE LEGEND

INCIDENT HISTORY #: P1234567890
 DATE: Dec 24 2004
 TIME: 1433 hours
 COLLISION LOCATION: 1100 Amanda Pl

STATION LINE:

A Station Line (SL) was established beginning in the southbound lane and measured in a positive direction as it continued north. The origin (0+00) was centered on the manhole cover in the southbound lane and was labeled as evidence point #1. The SL over-rode the east curb at a measurement of 1+20.1'. The end (1+40.3') was at the base of a fire hydrant along the north edge of the sidewalk and was labeled as evidence point #2

Point	Origin	Distance	Description
1	0'	0'	SL Origin / Center of Manhole Cover
2	1+40.3'	0'	SL End / Base of Hydrant
3	0+32.9'	23.7' R	Right Front Tire Strikes Curb
4	0+69.0'	26.0' R	Right Side Tires Leave Sidewalk
5	1+08.8'	28.0' R	Furrow from Right Side Tires
6	1+23.2'	28.5' R	Continuation/Deviation Right Front Tire Mark
7	1+26.1'	31.0' R	Continuation Right Front Tire Mark
8	1+32.8'	33.9' R	Right Front Tire Mark End – POR
9	0+84.1'	21.8' R	Left Tires Leave Sidewalk
10	1+25.2'	23.1' R	Furrow from Left Tires End
11	1+27.9'	30.6' R	Left Front Tire POR
12	1+15.3'	27.8' R	Right Rear Tire Mark Starts
13	1+19.1'	34.8' R	Right Rear Tire Mark/Furrow Continuation
14	1+28.9'	41.5' R	Right Rear Tire Furrow Ends – POR
15	1+25.8'	25.7' R	Impact with Tree

Roadway Geometry

Point	Origin	Distance	Description
20	0+00'	25.3' R	East Curb
21	0+00'	9.7' L	West Curb
22	0+25.0'	24.7' R	East Curb
23	0+25.0'	10.8' L	West Curb
24	0+50.0'	21.3' R	East Curb
25	0+50.0'	14.5' L	West Curb
26	0+75.0'	16.2' R	East Curb
27	0+75.0'	21.0' L	West Curb
28	1+00'	8.4' R	East Curb
29	1+00'	30.5' L	West Curb
30	1+20.1'	0'	East Curb
31	1+20.1'	0'	West Curb
32	1+40.3'	11.9' L	East Curb
33	1+40.3'	51.9' L	West Curb

REPORTING OFFICER

I.D. NUMBER

DIVISION

DATE

TIME

Example Diagram of a Non-Injury/Minor Injury Collision

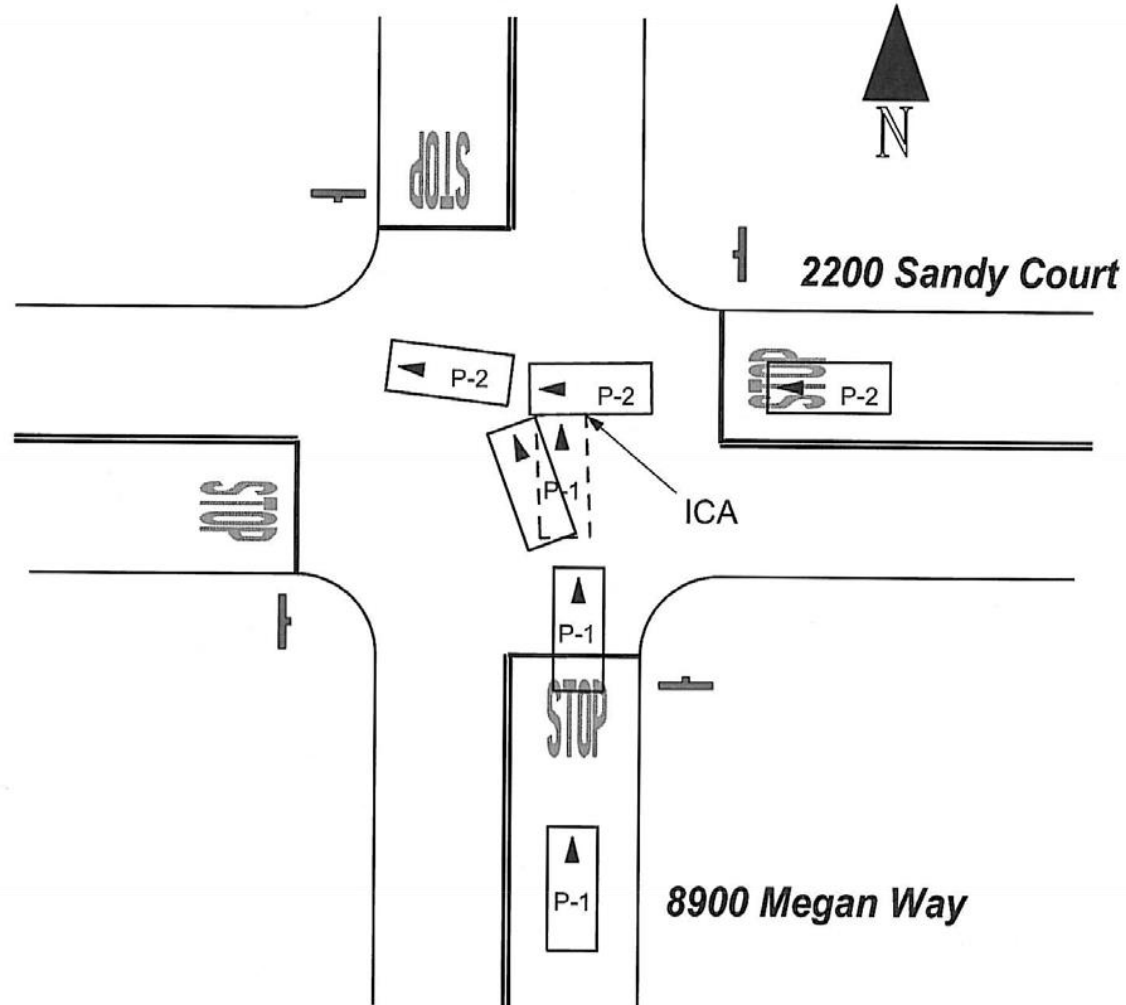
STATE OF CALIFORNIA
FACTUAL DIAGRAM

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DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D.	NUMBER
x	x	x	x	x

ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE =)



PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
x	x	x	x	x

MATHEMATICAL EQUATIONS
Variables and Units

<u>Variable List:</u>		<u>Typical Units</u>
a, α	= Acceleration rate	(fps ² , ft./sec ²)
T, α, θ	= Launch angle	(degrees)
C	= Chord length	(feet)
C_m	= Center of mass	
d	= Distance (Horizontal displacement)	(feet)
$d_1 d_2 d_3 d_n$	= Distances at different phases	
d_o	= Initial position	
d_f	= Final position	
d_T	= Total distance	
Δd	= Change in distance	
f	= Coefficient of friction	
f_k	= Coefficient of kinetic friction	
f_s	= Coefficient of static friction	
f_r	= Resultant drag factor	
F	= Force	(lbs.)
g	= Gravitational constant	(32.2 fps ²)
$G's$	= Unit of acceleration based upon the gravitational constant	
h	= Height (Vertical displacement)	(feet)
Δh	= Change in height	
KE	= Kinetic energy	(ft·lbs)
KE_o	= Initial Kinetic Energy	
KE_T	= Total kinetic energy	
ΔKE	= Change in kinetic energy	
m	= Grade, slope	
m	= Tangent of angle α	
m	= Mass	(kilograms or slugs)
M, m	= Middle ordinate	(feet)
μ	= Coefficient of friction	
μ_k	= Coefficient of kinetic friction	

μ_s	=	Coefficient of static friction	
N	=	Normal force	(lbs.)
R	=	Radius	(feet)
S	=	Speed	(MPH)
t	=	Time	(seconds)
t_o	=	Initial Time	
t_f	=	Final time	
Δt	=	Change in time	
v	=	Velocity	(fps, ft./sec)
v_c	=	Combined velocity	
v_o	=	Initial velocity	
v_i	=	Impact velocity	
v_f	=	Final velocity	
$v_1 v_2 v_3 v_n$	=	Velocities at different phases	
Δv	=	Change in velocity	
W	=	Weight	(lbs.)
W	=	Work	(ft·lbs)
W1	=	Weight of vehicle #1	
W2	=	Weight of vehicle #2	
x	=	Horizontal distance / component	
y	=	Vertical distance / component	

Greek Symbols Used in Advanced Collision Investigation:

α	=	Alpha -	Launch angle
θ, Θ	=	Theta -	Launch angle
Δ	=	Delta -	Change in
Σ	=	Sigma -	The sum of

Notes and Conventions:

Summation Notation:

$$\sum_{i=1}^n \alpha_i = \alpha_1 + \alpha_2 + \alpha_3 + \dots + \alpha_n$$

The Greek capital letter Σ sigma indicates a sum of.

α_i = α to the 'i'th term

i = the index of summation or the summation variable.

$1 \dots n$ = the extreme values of the summation variable.

Average or Constant Quantities:

A bar over any variable indicates an average or constant quantity.

\bar{v} = average or constant velocity

Initial Values:

A variable with a subscript of '0' represents the initial value of the variable
(The value at the beginning of your period of study)

v_0 = initial velocity

Impact Values:

A variable with a subscript of 'I' represents the impact value of the variable
(The value at the point of impact when there is a velocity change)

v_I = impact velocity

Final Values:

A variable with a subscript of 'f' represents the final value of the variable
(The value at the end of your period of study)

v_f = final velocity

Change in Variables:

The Greek capital letter delta (Δ), when used in conjunction with a variable, denotes a change in the value of the variable.

Δv = a change in velocity

Quadratic Equations:

A quadratic equation in one unknown variable is an equation in which the highest power of the unknown is to the second. The standard form of a quadratic equation is:

$$ax^2 + bx + c = 0$$

Where:

$$\begin{aligned} a, b, c, &= \text{known numbers or values} \\ x &= \text{unknown variable} \\ a &\neq 0 \end{aligned}$$

Given a quadratic equation in standard form, the roots of the equation are given by:

$$x_{1,2} = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

If a, b, and c are real, then:

If $b^2 - 4ac > 0$ the roots are real and unequal

If $b^2 - 4ac = 0$ the roots are real and equal

(If $b^2 - 4ac < 0$ the roots are imaginary)

Air Resistance:

An object moving or falling through the air is subject not only to the forces of gravity but also to the resistance offered by the medium (air) through which the movement takes place. This resistance is generally modeled as being proportional to the velocity or the square of the velocity depending on the surrounding circumstances. Due to the relatively low speeds and the short airborne time periods dealt within the material in this course, the effects of wind resistance are neglected.

Vector Notation:

A physical entity, which may be characterized by a specific real number, is often referred to as a scalar quantity or a scalar (temperature, mass, density, etc.). Vector quantities possess both magnitude and direction. A vector is a directed line segment, where the length and direction of the segment indicates the magnitude and direction of the quantity.

The following notation will be used:

An arrow over any variable denotes a vectored quantity

$$\vec{v} = \text{velocity vector}$$

Vertical bars around a vectored quantity denote the magnitude of the vector.

$$|\vec{v}| = S$$

The magnitude of the velocity vector is equal to its speed

Equations and Resulting Units:

This equation sheet was designed for use by law enforcement officers who routinely operate within the British System of units. The units of the constants routinely used in the solution process dictate the units of the result and are so noted.

Terms & Abbreviations:

MPH	=	miles per hour
fps	=	feet per second
gravity	=	32.2 fps ² (negative if vertical direction is important)

MATHEMATICAL EQUATIONS
Equations and Conversions

This is not an all-inclusive list of equations that may be used. The investigator may use any equation deemed appropriate, provided the source of that equation is documented.

An (INT) after the description denotes an Intermediate Collision Investigation class equation.
An (ADV) after the description denotes an Advanced Collision Investigation class equation.

1. Newton's 2nd law of motion (Basic definition). (INT)

$$a = g\mu \qquad f = \frac{a}{g}$$

$$a = gf \qquad \mu = \frac{a}{g}$$

2. Average acceleration rate, from an initial velocity to a final velocity. (ADV)

$$\begin{array}{cc} \text{(fps)} & \text{(fps)} \\ \bar{a} = \frac{v_f - v_0}{t} & \bar{a} = \frac{v_f^2 - v_0^2}{2d} \end{array}$$

3. Average acceleration rate, over a specified distance and time. (ADV)

$$\bar{a} = \frac{2d}{t^2}$$

4. Average acceleration rate, to or from a stop. (INT)

$$\begin{array}{cc} \text{(fps)} & \text{(fps)} \\ \bar{a} = \frac{v}{t} & \bar{a} = \frac{v^2}{2d} \end{array}$$

5. Distance traveled using average velocity, over a specified time. (INT)

$$d = \bar{v}t$$

6. Distance traveled while accelerating to or from a stop.

(INT)

(fps)

(MPH)

$$d = \frac{v^2}{2a}$$

$$d = \frac{S^2}{30f}$$

$$d = \frac{1}{2}at^2$$

$$d = \frac{v^2}{2g\mu}$$

$$d = \frac{1}{2}g\mu t^2$$

7. Distance while accelerating from any initial velocity, over specified time.

(ADV)

(fps)

(Note: acceleration is “+a”, deceleration is “-a”)

$$d = v_0t + \frac{1}{2}at^2$$

$$d = v_0t + \frac{1}{2}g\mu t^2$$

8. Distance traveled while accelerating from an initial velocity to a final velocity.

(ADV)

(fps)

(Note: acceleration is “+a”, deceleration is “-a”)

$$d = \frac{v_f^2 - v_0^2}{2a}$$

$$d = \frac{v_f^2 - v_0^2}{2g\mu}$$

9. Mass and weight relationships.

(INT)

$$m = \frac{W}{g}$$

10. Grade: ascending, descending, crown, or super-elevation.

(INT)

$$m = \frac{\text{rise or fall}}{\text{horizontal distance}} = \frac{\Delta y}{\Delta x}$$

11. **Radius of a Circle used to approximate the shape of an arc on critical speed scuff marks.** (See equation #22 for velocity from critical speed scuff). (INT)

$$R = \frac{C^2}{8M} + \frac{M}{2}$$

12. **Time, when constant or average velocity over a specified distance is known.** (INT)
(fps)

$$t = \frac{d}{v}$$

13. **Time while accelerating to or from a stop.** (INT)

$$t = \sqrt{\frac{2d}{a}}$$

$$t = \sqrt{\frac{2d}{g\mu}}$$

$$t = 0.25 \sqrt{\frac{d}{f}}$$

14. **Time to accelerate a distance from any initial velocity.** (ADV)
(fps) (Note: acceleration is “+a”, deceleration is “-a”)

$$t = \frac{-v_0 \pm \sqrt{v_0^2 + 2ad}}{a}$$

15. Time while accelerating to or from a stop.
(fps)

(INT)

$$t = \frac{v}{a}$$

$$t = \frac{v}{g\mu}$$

16. Time while accelerating from an initial velocity to a final velocity.
(fps)

(ADV)

$$t = \frac{v_f - v_0}{a}$$

$$t = \frac{v_f - v_0}{g\mu}$$

17. Airborne time (Projectile Motion)

(ADV)

Note: "g" is +32.2 ft/sec² in this equation and θ = launch angle
(fps)

$$t = \frac{x}{v_0 \cos \theta}$$

$$t = \frac{v_0 \sin \theta \pm \sqrt{(v_0 \sin \theta)^2 - 2gy}}{g}$$

18. Velocity at the end of a period of acceleration, to or from a stop.
(fps)

(INT)

$$v = at$$

$$v = g\mu t$$

19. Velocity (final) from any initial velocity after a period of acceleration. (ADV)
(fps) (Note: acceleration is “+a”, deceleration is “-a”)

$$v_f = v_0 + at$$

$$v_f = v_0 + g\mu t$$

20. Constant (average) velocity over a distance. (INT)
(fps)

$$\bar{v} = \frac{d}{t}$$

21. Velocity while accelerating to or from a stop. (INT)
(fps) (MPH)

$$v = \sqrt{2ad}$$

$$S = \sqrt{30df}$$

$$v = \sqrt{2g\mu d}$$

$$v = \sqrt{2g(\mu \pm m)d}$$

22. Velocity from critical speed scuff, uniform circular motion. (INT)
(Obtain R from equation #11).
(fps) (MPH)

$$v = \sqrt{Ra}$$

$$S = \sqrt{15R(f \pm m)}$$

$$v = \sqrt{Rg\mu}$$

$$S = 3.87\sqrt{R(f \pm m)}$$

$$v = \sqrt{Rg(\mu \pm m)}$$

23. Combined velocity equations.**(INT/ADV)***(Note: acceleration is “+a”, deceleration is “-a”)***To or from a stop****From any initial velocity**

$$V_C = \sqrt{\sum_{i=1}^n V_1^2}$$

$$V_C = \sqrt{\sum_{i=1}^n V_1^2}$$

$$V_C = \sqrt{V_1^2 + V_2^2 \dots + V_n^2}$$

$$V_C = \sqrt{V_1^2 + V_2^2 \dots + V_n^2}$$

$$V_f = \sqrt{2ad}$$

$$V_f = \sqrt{V_0^2 + 2ad}$$

$$V_f = \sqrt{2g\mu d}$$

$$V_f = \sqrt{V_0^2 + 2g\mu d}$$

$$V_f = \sqrt{2g\mu(d_2 - d_1)}$$

$$V_f = \sqrt{V_0^2 + 2g\mu(d_2 - d_1)}$$

$$V_f = \sqrt{2g\mu(d_T - d_I)}$$

$$V_f = \sqrt{V_0^2 + 2g\mu(d_T - d_I)}$$

$$V_f = \sqrt{2(a_1d_1 + a_2d_2 + a_3d_3)}$$

$$V_f = \sqrt{V_0^2 + 2(a_1d_1 + a_2d_2 + a_3d_3)}$$

$$V_f = \sqrt{2g(\mu_1d_1 + \mu_2d_2 + \mu_3d_3)}$$

$$V_f = \sqrt{V_0^2 + 2g(\mu_1d_1 + \mu_2d_2 + \mu_3d_3)}$$

24. Projectile motion. Velocity based upon trajectory information.**(ADV)**

Note: “g” is +32.2 ft/sec² in this equation and θ = launch angle (fps)

$$v = \sqrt{\frac{-gx^2}{(2\cos^2 \theta)(y - x \tan \theta)}}$$

$$v = \sqrt{\frac{16.1d^2}{(\cos \theta)(\sin \theta)(d) - (\cos^2 \theta)(h)}}$$

$$v = \frac{4.01d}{\cos \theta \sqrt{d \tan \theta \pm h}}$$

25. Range (Projectile Motion).

(ADV)

Note: "g" is +32.2 ft/sec² in this equation and θ = launch angle (fps)

$$x = v_0(\cos\theta)t$$

$$x_{1,2} = \frac{v_0^2 \sin 2\theta \pm \sqrt{(v_0^2 \sin 2\theta)^2 - 8gy(v_0 \cos\theta)^2}}{2g}$$

26. Height at any point along the trajectory path of projectile motion.

(ADV)

Note: "g" is +32.2 ft/sec² in this equation and θ = launch angle (fps)

$$y = (v_0 \sin \theta)t - \frac{1}{2}gt^2$$

$$y = x \tan \theta - \frac{gx^2}{2v_0^2 \cos^2 \theta}$$

27. Effective drag factor, to or from a stop. (Used in test skids)

(INT)

(fps)

(MPH)

$$\mu = \frac{v^2}{2gd}$$

$$f = \frac{S^2}{30d}$$

28. Effective drag factor, to or from a stop, with a known time.

(INT)

(fps)

$$\mu = \frac{v}{gt}$$

$$\mu = \frac{2d}{gt^2}$$

29. Coefficient of friction differentiated between static and kinetic.

(ADV)

$$f = \frac{\begin{matrix} \rightarrow \\ |F| \\ \rightarrow \end{matrix}}{\begin{matrix} \rightarrow \\ |N| \end{matrix}}$$

30. Resultant drag factor.

(ADV)

$$f_r = (f)(BrakingEfficiency)$$

$$f_r = \sum_{i=1}^n \left(\frac{W_i}{W_t} \right) \left(\frac{d_i}{d_t} \right) f_i$$
$$\Rightarrow \left(\frac{W_1}{W_t} \right) \left(\frac{d_1}{d_t} \right) f_1 + \dots + \left(\frac{W_n}{W_t} \right) \left(\frac{d_n}{d_t} \right) f_n$$

31. Resultant drag factor from a drag sled.

(INT)

$$f_r = \frac{\begin{matrix} \rightarrow \\ F \\ \rightarrow \end{matrix}}{W}$$

32. Conversion Equation.

(INT)

$$\frac{1mile}{1hour} = \frac{5280feet}{3600seconds} = \frac{22}{15}(fps)$$

$$(Xfps) \left(\frac{15mph}{22fps} \right) = Ymph$$

$$(Ymph) \left(\frac{22fps}{15mph} \right) = Xfps$$

$$MPH \times 22 \div 15 = fps$$

$$MPH \times 1.467 = fps$$

$$fps \times 15 \div 22 = MPH$$

$$fps \div 1.467 = MPH$$

Derivation of 1 Mile Per 1 Hour to 5280 Feet Per 3600 Seconds

(Conversion By Factorization)

5280 Feet

$$2 \bullet 2640$$

$$2 \bullet 2 \bullet 1320$$

$$2 \bullet 2 \bullet 2 \bullet 660$$

$$2 \bullet 2 \bullet 2 \bullet 2 \bullet 330$$

$$2 \bullet 2 \bullet 2 \bullet 2 \bullet 2 \bullet 165$$

$$2 \bullet 2 \bullet 2 \bullet 2 \bullet 2 \bullet 5 \bullet 33$$

$$2 \bullet 2 \bullet 2 \bullet 2 \bullet 2 \bullet 5 \bullet 3 \bullet 11$$

3600 Seconds

$$2 \bullet 1800$$

$$2 \bullet 2 \bullet 900$$

$$2 \bullet 2 \bullet 2 \bullet 450$$

$$2 \bullet 2 \bullet 2 \bullet 2 \bullet 225$$

$$2 \bullet 2 \bullet 2 \bullet 2 \bullet 5 \bullet 45$$

$$2 \bullet 2 \bullet 2 \bullet 2 \bullet 5 \bullet 5 \bullet 9$$

$$2 \bullet 2 \bullet 2 \bullet 2 \bullet 5 \bullet 5 \bullet 3 \bullet 3$$

$$\frac{5280}{3600} \Rightarrow \frac{2 \bullet 2 \bullet 2 \bullet 2 \bullet 2 \bullet 5 \bullet 3 \bullet 11}{2 \bullet 2 \bullet 2 \bullet 2 \bullet 5 \bullet 5 \bullet 3 \bullet 3}$$

$$\Rightarrow \frac{\cancel{2} \bullet \cancel{2} \bullet \cancel{2} \bullet \cancel{2} \bullet \cancel{2} \bullet 5 \bullet 3 \bullet 11}{\cancel{2} \bullet \cancel{2} \bullet \cancel{2} \bullet \cancel{2} \bullet 5 \bullet 5 \bullet \cancel{3} \bullet \cancel{3}}$$

$$\Rightarrow \frac{2 \bullet 11}{5 \bullet 3} \Rightarrow \frac{22}{15}$$

UNITS OF MEASUREMENT

BE CONSISTENT IN ANY EQUATION

TYPE	Weight	Mass	Distance	Time	Velocity	Acceleration
English (science)	Lb	Slug	Ft	Sec	ft/sec	ft/sec ²
Common Usage	Lb	Slug	Mi	hr	mi/hr	mi/hr ²
Mks	Newton	Kg	Meter	sec	m/sec	m/sec ²
Cgs	Dyne	Gram	centimeter	sec	cm/sec	cm/sec ²

UNIT CONVERSION FACTORS

12 inches	=	1 foot	1 kilometer	=	1000 meters
1 foot	=	12 inches	1000 meters	=	1 kilometer
5280 feet	=	1 mile	100 centimeters	=	1 meter
1 mile	=	5280 feet	1 meter	=	100 cm
2000 lbs	=	1 ton	1 inch	=	2.54 cm
1 ton	=	2000 lbs	2.54 centimeters	=	1 inch
1 ft ³	=	7.481 gallons	1 kilometer	=	0.6214 mile
7.481 gal	=	1 ft ³	0.6214 mile	=	1 kilometer
1 gallon	=	3.785 liters	1 kilogram	=	2.205 lbs
3.785 liters	=	1 gallon	2.205 lbs	=	1 kilogram
22 fps	=	15 MPH	1000 grams	=	1 kilogram
15 MPH	=	22 fps	1 kilogram	=	1000 grams
980 cms ²	=	32.2 fps ²			
32.2 fps ²	=	980 cms ²			

Basic Physics Equations:

1. Basic Linear Motion Equation

$$\Delta d = v_0 t + \frac{1}{2} a t^2 \quad (\text{Note: "a" can be positive or negative})$$

2. Basic definition of velocity

$$v = \frac{\Delta d}{\Delta t} = \frac{d_f - d_0}{t_f - t_0}$$

3. Basic definition of acceleration

$$a = \frac{\Delta v}{\Delta t} = \frac{v_f - v_0}{t_f - t_0}$$

4. Relationship of acceleration and coefficient of friction / drag factor

$$a = fg \qquad f = \frac{a}{g}$$

5. Newton's 2nd law of motion

$$F = ma$$

6. Relationship between mass and weight

$$W = mg$$

7. Physics equation for force or friction

$$F = \mu N$$

8. Kinetic Energy

$$KE = \frac{1}{2} m v^2$$

9. Work equation

$$W = Fd$$

$$KE = Fd$$

10. Centripetal acceleration

$$a_c = \frac{v^2}{R}$$

COMPARISON OF PEDESTRIAN SPEEDS WHILE CROSSING AN INTERSECTION
 (Based on observations of 543 pedestrians)

Pedestrian Age Group* (Years)	Pedestrian Sample Size	Pedestrian Crossing Speeds (<i>feet per second</i>)**		
		15th Percentile	50th Percentile	85th Percentile
5 - 9	26	4.6	6.0	7.9
10 - 14	37	4.5	5.5	6.9
15 - 19	47	4.8	5.4	6.8
20 - 24	65	4.6	5.3	6.1
25 - 34	70	4.8	5.3	6.5
35 - 44	67	4.4	5.3	6.4
45 - 54	73	4.3	5.0	5.7
55 - 64	90	4.2	4.8	5.5
65+	67	3.5	4.2	4.8
MALE	238	4.5	5.3	6.6
FEMALE	305	4.1	5.9	5.7
OVERALL AVERAGE	543	4.3	5.0	6.1

* Ages of pedestrians estimated by observer

** Based on percentage of pedestrians, in groups, crossing at speeds slower than those shown

From:
 Study of Pedestrian Velocities
 Bruce Hermes
 City of San Diego 1970
 Traffic Engineering Section

Additional Pedestrian Velocity Studies

Roller Bladers

Total Tested: 453

Measured Distance: 30 feet

Velocities given are in feet per second (FPS)

Males

Age	Sample Size	Slowest	Average	Fastest
<10	7	14.4	17.7	21.4
10-19	6	13.0	16.5	19.5
20-29	134	8.1	12.0	19.6
30-39	112	7.4	11.9	21.4
40-49	33	7.0	12.4	16.5
50-59	3	11.4	13.3	15.1
60+	1	14.1	14.1	14.1

Females

Age	Sample Size	Slowest	Average	Fastest
<10	3	16.4	18.0	19.0
10-19	8	14.2	15.5	17.1
20-29	74	7.8	11.4	20.3
30-39	63	4.9	11.6	25.0
40-49	8	9.0	11.4	14.5
50-59	1	10.9	10.9	10.9
60+	0	n/a	n/a	n/a

Combined

Age	Sample Size	Slowest	Average	Fastest
<10	10	14.4	17.8	21.4
10-19	14	13.0	15.9	19.5
20-29	208	7.8	11.8	20.3
30-39	175	4.9	11.9	25.0
40-49	41	7.0	12.2	16.5
50-59	4	10.9	12.7	15.1
60+	1	14.1	14.1	14.1

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Adults - Walking

Total Tested: 770

Measured Distance: 50 feet

Location: Recreational park , timed while walking across a roadway

Velocities given are in feet per second (FPS)

Females

Age	Sample Size	15 th Percentile	50 th Percentile	85 th Percentile
20	109	4.5	5.4	6.5
30	122	4.6	5.4	5.8
40	118	4.2	5.3	6.4
50	42	4.3	5.0	5.5
60+	16	3.8	4.1	4.6

Males

Age	Sample Size	15 th Percentile	50 th Percentile	85 th Percentile
20	70	5.0	5.7	6.6
30	101	4.8	5.4	6.0
40	111	4.5	5.1	5.8
50	57	4.3	4.9	5.7
60+	24	3.8	4.1	4.6

Combined

Age	Sample Size	15 th Percentile	50 th Percentile	85 th Percentile
20	179	4.7	5.5	6.5
30	223	4.7	5.4	5.9
40	229	4.3	5.2	6.1
50	99	4.3	4.9	5.6
60+	40	3.8	4.1	4.6

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Adults - Jogging

Total Tested: 541

Measured Distance: 50 feet

Location: Beach – Resort area

Velocities given are in feet per second (FPS)

Males

Age	Sample size	15 th Percentile	50 th Percentile	85 th Percentile
20	82	10.3	11.6	14.1
30	111	8.9	11.0	12.1
40	81	7.9	9.5	11.3
50	22	7.8	9.3	10.5
60+	20	7.5	8.1	9.1

Females

Age	Sample size	15 th Percentile	50 th Percentile	85 th Percentile
20	52	9.2	11.6	13.9
30	93	8.8	11.0	12.5
40	57	7.9	9.5	11.3
50	13	7.8	9.3	10.5
60+	10	6.4	8.1	8.9

Combined

Age	Sample Size	15 th Percentile	50 th Percentile	85 th Percentile
20	134	9.9	11.6	14.0
30	204	8.8	11.0	12.3
40	138	7.9	9.5	11.3
50	35	7.8	9.3	10.5
60+	30	7.1	8.1	9.0

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Elementary School Ages - Walking

Total Tested: 407

Measured Distance: 50 feet – Normal Walking Pace

Location: Elementary School

Velocities given are in feet per second (FPS)

Males

Age	Sample Size	15 th Percentile	50 th Percentile	85 th Percentile
5	26	3.60	4.61	5.35
6	49	4.09	4.76	6.22
7	38	4.20	5.00	6.52
8	42	4.17	4.99	6.52
9	32	4.29	5.11	5.82
10	25	4.79	5.48	5.91
11	18	4.96	5.19	6.10

Females

Age	Sample Size	15 th Percentile	50 th Percentile	85 th Percentile
5	33	3.75	4.46	6.15
6	27	4.45	4.99	6.02
7	34	4.00	5.04	6.02
8	22	4.53	5.32	6.03
9	29	4.62	5.37	5.88
10	26	4.45	5.40	6.57
11	6	4.64	5.21	5.73

Combined

Age	Sample Size	15 th Percentile	50 th Percentile	85 th Percentile
5	59	3.68	4.53	5.80
6	76	4.22	4.84	6.19
7	72	4.11	5.02	6.28
8	64	4.29	5.10	6.35
9	61	4.45	5.23	5.85
10	51	4.62	5.44	6.25
11	24	4.88	5.20	6.01

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Elementary School Ages - Running

Total Tested: 407

Measured Distance: 50 feet – Fast as Possible

Location: Elementary School

Velocities given are in feet per second (FPS)

Males

Age	Sample Size	15 th Percentile	50 th Percentile	85 th Percentile
5	26	9.80	11.18	13.09
6	49	11.35	12.89	15.18
7	38	7.65	13.15	15.08
8	42	12.44	14.25	17.17
9	32	12.72	15.09	18.71
10	25	13.03	15.36	17.27
11	18	13.35	15.38	17.33

Females

Age	Sample Size	15 th Percentile	50 th Percentile	85 th Percentile
5	33	9.41	10.95	15.98
6	27	10.60	11.73	14.54
7	34	11.03	12.55	14.61
8	22	7.35	12.61	15.03
9	29	12.60	14.25	16.55
10	26	12.57	14.29	17.91
11	6	14.45	15.69	17.52

Combined

Age	Sample Size	15 th Percentile	50 th Percentile	85 th Percentile
5	59	9.58	11.05	14.71
6	76	11.08	12.48	14.95
7	72	9.25	12.87	18.86
8	64	10.69	13.69	16.43
9	61	12.66	14.69	17.68
10	51	12.80	14.81	17.60
11	24	13.63	15.46	17.38

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12 to 18 Years Old - Walking

Total Tested: 645

Measured Distance: 30 feet – Normal Walking Pace

Location: Middle and High School

Velocities given are in feet per second (FPS)

Females

Age	Sample Size	Slowest	15 th Percentile	50 th Percentile	85 th Percentile	Fastest
12	22	4.8	5.1	5.7	6.6	7.7
13	52	4.3	4.6	5.6	6.7	8.6
14	75	3.8	4.4	5.3	6.0	7.5
15	61	3.5	4.7	5.3	5.9	7.1
16	47	4.1	4.7	5.4	6.3	7.0
17	19	4.3	4.4	5.4	6.5	6.6
18	2	5.4	n/a	n/a	n/a	7.4

Males

Age	Sample Size	Slowest	15 th Percentile	50 th Percentile	85 th Percentile	Fastest
12	15	4.8	5.1	5.8	6.5	7.3
13	44	3.5	4.4	5.3	6.1	6.8
14	113	3.6	4.3	5.1	5.9	8.8
15	90	3.9	4.7	5.6	6.0	8.3
16	64	3.3	4.5	5.2	5.9	7.1
17	30	4.0	4.5	5.2	5.9	6.3
18	11	4.2	4.3	4.9	5.6	5.8

Combined

Age	Sample Size	Slowest	15 th Percentile	50 th Percentile	85 th Percentile	Fastest
12	37	4.8		5.8		7.7
13	96	3.5		5.5		8.6
14	188	3.8		5.2		8.8
15	151	3.5		5.3		8.0
16	111	4.1		5.3		7.1
17	49	4.3		5.3		6.3
18	13	4.2		5.2		7.4

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12 to 18 Years Old - Running

Total Tested: 645

Measured Distance: 30 feet – Fast as Possible

Location: Middle and High School

Velocities given are in feet per second (FPS)

Females						
Age	Sample Size	Slowest	15 th Percentile	50 th Percentile	85 th Percentile	Fastest
12	22	10.7	11.2	14.1	16.1	17.3
13	52	9.1	10.6	12.8	15.2	16.6
14	75	7.9	9.7	12.3	14.9	17.4
15	61	8.5	12.9	12.5	14.8	16.1
16	47	8.6	10.3	12.3	14.2	17.1
17	19	9.6	10.0	12.7	15.0	16.3
18	2	11.9	n/a	n/a	n/a	12.9

Males						
Age	Sample Size	Slowest	15 th Percentile	50 th Percentile	85 th Percentile	Fastest
12	15	11.8	12.1	13.3	16.2	16.3
13	44	9.1	12.5	14.5	16.8	18.8
14	113	8.2	12.3	14.6	16.6	18.4
15	90	8.1	12.6	14.4	16.6	18.8
16	64	9.1	12.2	14.6	16.9	18.3
17	30	9.8	12.4	14.9	17.0	17.7
18	11	12.1	12.4	15.1	16.4	17.4

Combined						
Age	Sample Size	Slowest	15 th Percentile	50 th Percentile	85 th Percentile	Fastest
12	37	10.7		13.6		17.3
13	96	9.1		13.6		18.8
14	188	7.9		13.7		18.4
15	151	8.5		13.7		18.8
16	111	8.6		13.6		18.3
17	49	9.6		14.0		17.7
18	13	11.9		14.7		17.4

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Instructions for Completing CHP-556 Collision Narrative (11-80 Investigation)

SYNOPSIS: This should be a brief introductory statement. In most cases, this can be accomplished in a single sentence.

EXAMPLE: A severe injury traffic collision occurred when a vehicle failed to stop for a red traffic signal light and struck a pedestrian.

ORIGIN: Describe how and when you were notified of the collision, and your location at the time of notification. Provide the time of your arrival on scene. Provide the complete event number.

INVESTIGATION: The Investigation section should list the major investigative steps in chronological order. This section should describe those activities not included under subsequent headings. This section should include, but not be limited to, the following activities:

- Investigative assignments
- Who briefed you regarding the current investigative status, and the details of the briefing, e.g.:
 - Current location of involved parties
 - Current location of injured parties and injury assessment
 - Witness locations
- How the scene was secured
- Your subsequent activities, e.g.:
 - Obtained statements
 - Scene walk-through, and location and marking of evidence
 - Vehicle inspections
 - Investigation of driver histories
 - Actions of responding personnel (police, fire, ambulance crew, etc.) that might serve to clarify an issue not addressed under a separate heading

SCENE DESCRIPTION: Describe the immediate collision scene in detail. Refer to the below listed information when describing the scene.

- Overall scene description.
- The direction of the primary and secondary streets, alleys and sidewalks.
- The number of lanes in each direction.
- How the roadway was divided and/or marked.
- Any grades or elevations.
- Any curvature in the roadway.
- Any visual obstructions (what and where they were).
- Any pre-collision debris (what and where they were) or the lack of it.
- The posted speed limit signs or warning signs (what and where they were).
- If the collision occurred during darkness; the existence of, location and functional status of lighting devices.
- The location and type of any traffic control devices (functional status if a traffic signal light).
- The type of road surface (asphaltic-concrete, Portland cement, dirt, etc.).
- Existence of construction activity or barricades.
- Any special conditions that may have been a factor in the collision.

WEATHER CONDITIONS: Describe the weather conditions that were present **at the time** of the collision. Interview involved parties and witnesses to determine this information. The below listed information should be addressed.

- General weather conditions (fog, rain, overcast, cool, warm, hot, clear, sunny). Do not use a numeric value of temperature or azimuth degrees of the sun, moon or horizon angles.
- Condition of street surface (wet or dry).

- Wind conditions.
- If the moon was visible or not.
- If the sun was setting, rising or obstructing the view of an involved party.
- Visibility restrictions due to fog, rain, dust, snow or smoke. Estimate approximate sight distance.

DRIVER/OCCUPANT IDENTIFICATION: There is no need to duplicate the information already recorded on pages 1 or 3. **Describe how the involved parties and occupants (bicyclist and pedestrians as well) were identified (driver license, passport, identification card, school identification card, verbally, or computer system used) and who identified each person.** List the seating positions of occupants in the vehicle at the time of the collision. The below listed bullets will assist in the identification or placement in a vehicle.

- Driver/passengers/witnesses.
- Positions in the vehicle as observed by the officer or other emergency personnel. Injuries consistent with vehicle interior components or matching injury/damage patterns (seatbelt abrasions, hair in windshield, blood splattering).

VEHICLE IDENTIFICATION: There is no need to duplicate information located on page 1. Use this space to indicate how ownership was determined (i.e. CLETS, DMV registration slip, other documentation). DMV data should be compared with the VIN for a match. The full VIN **should always** be recorded under the Party tab in NetRMS.

VEHICLE DAMAGE: Describe vehicle damage in detail. Officers should familiarize themselves with basic vehicle nomenclature. Describe the following:

- Location of direct and induced damage.
- Direction of damage and measurements.
- Damage patterns, paint transfers, marks on vehicles or objects that match vehicle damage.
- Condition of vehicle components such as restraint systems or tire condition/pressures.
- If warranted, photograph the interior of the vehicle. All evidence (blood, hair, other matter) should be photographed as well.

INJURIES: A severe injury collision investigation requires precise medical description of injuries. *WRONG:* “broken left leg” *CORRECT:* “fractured left femur or tibia or fibula.” *NOTE:* If you are unsure as to how to spell a medical term, ask a medical expert or rely on a medical dictionary. The following data is required of a hospital follow-up investigation (ambulance information can be obtained by sending an email to sdfddispatchsupervisors@sandiego.gov).

- Transporting ambulance number.
- First/last names and identification numbers of transporting personnel.
- First/last name(s) of treating physician(s).
- Precise date and time of death including source of determination (i.e. emergency room physician or via medic radio).
- In the case of a fatality: the first/last name and identification number of the Medical Examiner Investigator taking possession of the deceased party and the Medical Examiner case number.
- Statements should be obtained from any party (paramedics and physicians included), who might shed light on the positions of occupants inside vehicles or potential for intoxication. This is critical for prosecution cases.

STATEMENTS: Driver, passenger and witness statements should be included here. Statements or interviews prepared by other officers can be inserted into the report elsewhere. There are times when quoted statements are absolutely necessary, but generally, statements should be paraphrased. *It is unacceptable and unprofessional to limit your questioning to the single question: “what happened?”* Witnesses may not have seen the collision, but may be able to answer questions concerning what happened immediately before and/or after the collision, e.g., the status of traffic signals, the sound of passing vehicles, etc. The below listed information should be addressed:

- Location and time of interview.
- Location before collision.
- What was actually seen or heard (not what was relayed to them by others or what they think happened).
- Actions or statements of parties immediately after the collision.
- Witnesses and speed estimations: an attempt should be made to build a foundation during the interview, *i.e. does the witness drive a vehicle, how much experience driving or any other expertise in determining speed.*

NOTE: STATEMENTS MAY BE WRITTEN IN A FIRST PERSON OR THIRD PERSON FORMAT. HOWEVER, AVOID SWITCHING BACK AND FORTH BETWEEN FIRST AND THIRD PERSON IN THE STATEMENT.

(FIRST PERSON)

Statement of P-1 Driver (Redacted- record exempt): I was driving northbound on 16th Street. I approached Broadway and stopped for the stop sign. I started forward and was hit by a school bus. I never saw the bus.

(THIRD PERSON)

Paraphrased Statement of P-1 Driver (Redacted- record exempt): Doe stated he was driving northbound on 16th Street. He approached and stopped for the stop sign at Broadway. He proceeded forward and was hit by the bus. He said he never saw the bus prior to impact.

EVIDENCE: Describe any evidence, list evidence barcode numbers and the impound location. Photograph barcode numbers (if not uploaded to Evidence.com) should be listed here as well. State who collected each item of evidence as well as the person who impounded it and where it was impounded.

VEHICLE ACTIONS/CONCLUSIONS: The narrative is the summation of all information acquired during the course of the collision investigation. It should be so written, that a reader is able to develop a mental picture of the sequence of events. The narrative should be detailed, concise, to the point and should support a conclusion. It should describe:

- **WHO** - was responsible for the collision.
- **WHAT** - happened.
- **WHEN** - it happened.
- **WHERE** - it happened.
- **WHY** - it occurred (causative factors).
- **HOW** - the collision occurred.

The narrative should follow a logical pattern and include:

- Actions and directions of the parties and witnesses prior to the collision.
- Actions of the parties at impact.
- Actions and movements of parties following impact.
- How the Initial Contact Area (ICA) was established.
- Violation(s) of law.
- Justification for the primary cause factor of the collision as well as all associated factors.

SAMPLE 11-80 NARRATIVE

This sample report depicts a fictional incident and represents a basic severe injury collision investigation and reporting effort. A more complex collision might require additional headings and potentially greater detail.

SYNOPSIS:

A severe injury traffic collision occurred when a pedestrian ran into the path of a moving vehicle.

ORIGIN:

At approximately 0337 hours, I received a radio call informing me of a severe injury traffic collision at 3500 Ruffin Road. I responded from the Traffic Division, arriving at the scene at approximately 0356 hours. The event number is **Redacted-record exempt**.

INVESTIGATION:

I observed that the intersection had been closed to vehicular and pedestrian traffic by San Diego Police officers. Paramedics (Falck Ambulance #36) were attending to the injured pedestrian inside the ambulance. The ambulance would leave for Sharp Memorial Hospital within minutes. The roadway surface was littered with broken vehicle glass and vehicle parts.

Blood was present on the road surface at the location where the pedestrian had come to rest. San Diego Fire Department Engine #28 personnel had assisted with medical aid and were preparing to leave. SDPD Traffic Sergeant M. **Verduzco** #2554 had arrived prior to my arrival and provided an overview of the collision. Sergeant **Verduzco** indicated that a witness to the collision was present and standing at the southwest corner of the intersection. Sergeant **Verduzco** pointed out the involved vehicle, parked at the south curb of 9200 Aero Drive, approximately 150 feet east of the intersection. The damaged vehicle was still running and the headlights were on. Traffic Officers Smith #4321 and Jones #1234 assisted me at the scene. Officer Smith obtained measurements and completed the scene diagrams. Officer Jones conducted the hospital follow-up with P-1 and then returned to collect evidence at the scene.

SCENE/STREET DESCRIPTION:

Aero Drive is an east-west roadway. Ruffin Road a north-south roadway. The two roadways intersect, resulting in a "T" intersection, with 3500 Ruffin Road terminating at 9100-9200 Aero Drive. Traffic signal lights control vehicle and pedestrian movement at the intersection. The traffic signal lights are positioned on fixed metal poles, with additional overhanging signal lights attached to the poles. The intersection is illuminated by overhead low sodium streetlights. The pedestrian control devices are actuated by manually pushing a button affixed to the signal light poles. Red illuminated international hand symbols prohibit pedestrian travel, while white illuminated walking pedestrian symbols permit pedestrian travel. The traffic signal lights, pedestrian signal devices and streetlights were operational and functioning properly when examined. The road surface is constructed of asphaltic-concrete and is in a good state of repair. The roadway surface within the intersection is relatively level. Sidewalks border the east and west sides of Ruffin Road and the south side of Aero Drive. There is no sidewalk on the north side of Aero Drive. There is a bus stop located on the north side of the intersection, approximately 100 feet east of Ruffin Road.

There are two through traffic lanes for eastbound Aero Drive at the approach to Ruffin Road. The through traffic lanes are separated by white painted dashed lines. An international sign prohibits U-turns from eastbound Aero Drive to westbound Aero Drive. There are two through traffic lanes for westbound Aero Drive at Ruffin Road. The through traffic lanes are separated by white painted dashed lines. There is a separate lane for vehicles turning left onto Ruffin Road or making U-turns from westbound Aero Drive to eastbound Aero Drive. Left and U-turns are controlled by signal lights displaying an illuminated green arrow. East and westbound traffic lanes are separated by a raised center island. The posted speed limit on Aero Drive is 45 miles per hour.

There is a single mandatory right turn lane for northbound Ruffin Road to eastbound Aero Drive. There are two mandatory left turn lanes from northbound Ruffin Road to westbound Aero Drive. U-turns are prohibited. Left turns onto Aero Drive are controlled by signal lights displaying an illuminated green arrow. The northbound traffic lanes are separated by white painted solid lines. There are two through traffic lanes for southbound Ruffin Road. The southbound lanes are separated by white painted dashed lines. The northbound and southbound traffic lanes are separated by a painted simulated island and four foot high orange delineators. The posted speed limit for Ruffin Road is 35 miles per hour.

Aero Drive had a 1.5 percent uphill grade east/west at the Initial Contact Area. Other than collision debris, there was no significant debris on the roadway.

WEATHER CONDITIONS:

The collision occurred during the hours of darkness. Light rain was falling at the time of the collision. The moon was not visible. The rain had subsided by the time I arrived on scene. The road surface was wet and the gutters full due to water run-

off.

DRIVER/OCCUPANT IDENTIFICATION:

The driver of the vehicle (**Redacted- record exempt**) was identified by his valid California driver license. He was the sole occupant of the vehicle. The pedestrian (**Redacted- record exempt**) was identified by a California identification card recovered from his wallet by hospital personnel at Sharp Memorial Hospital.

VEHICLE IDENTIFICATION:

The driver provided a valid California vehicle registration slip and a valid insurance card.

VEHICLE DAMAGE:

The vehicle sustained major damage as a result of impact with the pedestrian. The right front bumper was crushed inward and the right front headlight assembly destroyed. The right and center portions of the hood were compressed downward and the windshield shattered. The roofline was buckled inward and the top of the roof scratched. Both right side windows were shattered.

INJURIES:

The P-2 driver complained of back pain. Small glass lacerations from the shattered windshield were evident on his face. He refused paramedic assistance. The P-1 pedestrian suffered major injuries. P-1 was transported to Sharp Memorial Hospital by Falck Ambulance #36; staffed by Paramedic (**Redacted- record exempt**) and EMT (**Redacted- record exempt**). Trauma physician, (**Redacted- record exempt**), treated P-1 at the hospital. Medical Doctor (**Redacted- record exempt**) described the injuries as potentially life threatening. The injuries included: a skull fracture with inner cranial bleeding, fractured clavicle, lacerated liver and spleen, fractured left femur, fractured tibia and fibula and major abrasions. P-1 was unconscious. The injuries were consistent with the impact.

STATEMENTS:

Statement of P-2 Driver (**Redacted- record exempt**): I was driving east on Aero Drive in the fast lane. I was going about 40 miles per hour. I know I was going under the speed limit because of the rain. It was raining, but not very hard. I had my windshield wipers on and could see just fine. My light was green and had been green as far back as I can remember. I saw the two guys standing on the corner. I got distracted by my cell phone ringing. When I looked up, I was entering the intersection. All of a sudden, this guy is right in front of me. I hit the brakes, but I couldn't avoid hitting him. I saw him go up on my hood and fly over the top of my car. I stopped my car and ran back to help him. He looked pretty bad. I called 911 on my cell phone.

Statement of Witness 1 (**Redacted- record exempt**): We had been drinking all night; down the street by the school (Taft Middle School). We were both pretty much wasted. We were going to cross the street to get to the bus stop. I don't know why he did it, but he just ran across the street. I guess he didn't see the car. The car wasn't speeding. He flew in the air. The driver called for the medics. The car had the green light. Our light was red.

Paraphrased Statement of Paramedic (**Redacted- record exempt**): (**Redacted- record exempt**) told me P-1 (**Redacted- record exempt**) was unconscious from the time we arrived at the scene. He reeked of alcohol.

EVIDENCE:

Officer Smith took 98 digital photographs of the collision scene. Officer Smith impounded the digital photographs on a CD and impounded the CD at Traffic Division under barcode number (**Redacted- record exempt**). Officer Jones impounded V-2's right front fender on barcode number (**Redacted- record exempt**) at Eastern Division's property room.

CALCULATIONS: (If applicable)

VEHICLE ACTIONS/CONCLUSIONS:

Prior to the collision, P-2 was driving east on 9100 Aero Drive, in the E-1 traffic lane, at a speed of approximately 40 miles per hour. P-2 approached and entered the traffic signal light controlled intersection at 3500 Ruffin Road. P-2 entered into the intersection with a green signal light. Prior to the collision, P-1 (pedestrian) had been standing on the southwest corner of the intersection of Aero Drive and Ruffin Road, with a companion. P-1 left a position of safety and ran north into the path of the hazardous oncoming vehicle. P-2 braked but was unable to avoid hitting P-1. P-1 first impacted the right side of the vehicle front bumper. He impacted the hood, windshield and roofline of the vehicle before vaulting over the vehicle and falling to the ground. P-1 sustained severe injuries as a result of the impact. P-2 braked to a controlled stop at the south curb, 9200 Aero Drive, 150 feet east of the point of impact.

P-1 was the proximate cause of this collision and his injuries. P-1 violated section 21456(b) CVC - flashing or steady "DONT

WALK" or "WAIT" or approved "Upraised Hand" symbol. In addition, P-2 was distracted by his mobile phone prior to the collision. This prevented him from observing P-1 enter the intersection, which was an associated factor in this collision.

HEADINGS FOR 11-81 NARRATIVES

COLLISION INVESTIGATION

This should be a generalized portrayal of the collision. The narrative should include party movements prior to, during, and if necessary, following impact. Do not replicate information already described on pages 1 and 3. Injuries will be described on page 3 of the CHP 555 report. Describe vehicle damage. Add as much information as necessary for report clarity. This might include factors such as unusual weather or road conditions, presence of traffic control devices or signs, means of determining ICA, speed of vehicles or any unusual circumstances relative to the collision.

STATEMENTS (DRIVERS/PASSENGERS/WITNESSES)

Statements should be paraphrased. Quoted statements may be used when necessary. *Thorough statements are an expectation for any police report!*

Example: Paraphrased Statement of P-1 Driver (Redacted- record exempt): Statement.

OR

Statement of P-1 Driver (Redacted- record exempt): "Quoted statement."

SAMPLE 11-81 NARRATIVE

COLLISION INVESTIGATION:

Prior to the collision, P-1 was moving north, 900 Fifth Avenue, in the N-1 traffic lane. P-2 was moving east, 500 Broadway, in the E-2 traffic lane. V-3 was legally parked (unoccupied), facing north at the east curb of 1000 Fifth Avenue. P-1 and P-2 approached and entered the signalized intersection of Fifth Avenue and Broadway at approximately the same time. P-1 failed to stop for the red traffic signal light and struck the left side of V-2. P-2 spun clockwise and struck the left side of V-3. P-2 was injured as a result of the initial impact. During the investigation, I checked the signal lights and they were functioning properly.

STATEMENTS:

Statement of P-1 Driver (Redacted- record exempt): I was talking to a friend on my cell phone. I looked up at the last moment and saw that the light was red. I braked but couldn't stop in time. I was going about 25 miles per hour.

Statement of P-1 Passenger (Redacted- record exempt): My husband was talking on his cell phone. I thought he was paying attention to the light. When I realized he wasn't going to stop, I yelled, "Stop!"

Statement of P-2 Driver (Redacted- record exempt): I was driving to work. I was going 15 to 20 miles per hour. Traffic was too heavy to go any faster. I never saw him until he hit me. My light had been green all the time.

Paraphrased Statement of Witness 1 (Redacted- record exempt): Jones told me she was standing on the southwest corner of the intersection, waiting for her bus. She said she couldn't believe the guy in the green car (P-1) because his light was red when he collided with the other car.

HOSPITAL FOLLOW-UP INVESTIGATIONS (REQUIRED INFORMATION)

- Injured person(s) full name.
- Dates of birth.
- Addresses, including apartment numbers, city, state and ZIP code.
- Physical descriptions.
- Telephone numbers (home, business, mobile).
- Insurance information with policy number (if applicable).
- Seating positions in vehicle (if applicable).
- Transporting ambulance unit number.
- Full names, job title and identification numbers of transporting personnel. This information can also be obtained by sending an email to sfddispatchsupervisors@sandiego.gov.
- Full names of treating physician(s).
- Detailed list of injuries - use correct medical terms. *Correct:* fractured right femur, *incorrect:* broken right leg.
- Statements should be detailed and complete. Use your interrogation skills. It is unacceptable to merely ask the question “What happened?” When writing statements, avoid using police jargon. For example, it would be unusual for non-police personnel to use terms such as P-1 or P-2 to describe various parties. Use plain language.
- Collect all clothing for pedestrian fatalities or felony hit and run incidents involving pedestrians. Be sure to air dry all bloody items prior to impounding as evidence.

If necessary, contact the on-scene investigator to get a better idea of the collision dynamics. Share this information with the treating physician or other medical staff.

HOSPITAL FOLLOW-UP WORKSHEET

Date _____ Arrival Time _____ Officer _____

Injured Party _____ DOB _____

Address _____

Ht _____ Wt _____ Hair _____ Eyes _____ Phone (Hm) _____ - _____ - _____

(Cell) _____ - _____ - _____ Position in Veh (or Ped) _____

Insurance Company _____ Policy # _____

Medic Unit # _____ Clothing Collected (Y/N) _____ Clothing List _____

Medic Personnel (Name/Rank/ID) _____

Medic Personnel (Name/Rank/ID) _____

Medic Personnel (Name/Rank/ID) _____

Hospital Name/Address _____

Physician's Full Name _____

Injuries (Detailed) _____

Statement of Injured Party: _____

HIPAA PRIVACY RULE

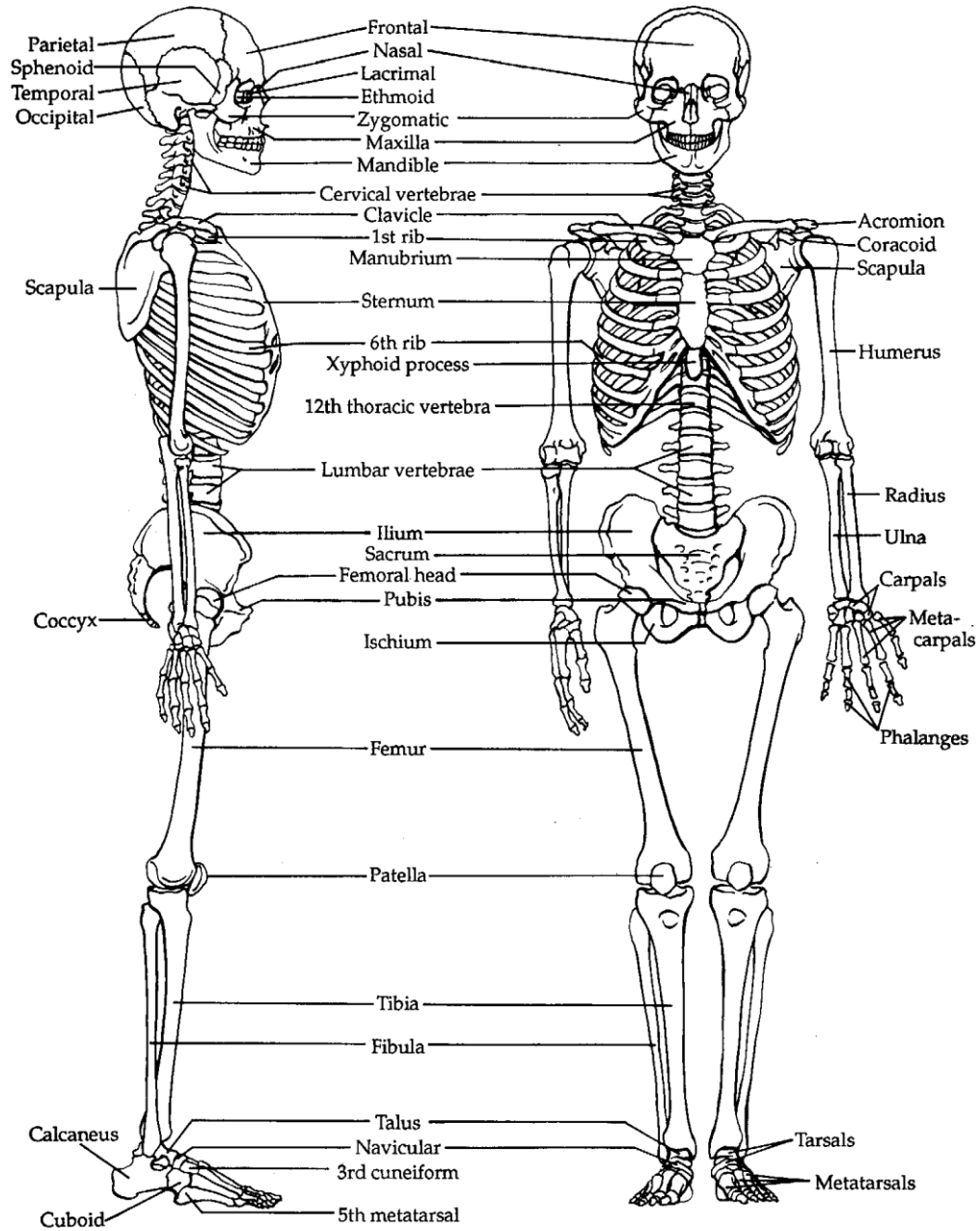
(Health Insurance Portability and Accountability Act of 1996)

HIPAA was enacted by Congress on August 21, 1996 with a major goal being to assure that an individual's health information is properly protected while allowing the flow of health information needed to provide and promote high quality care and to protect the public's health and well-being. HIPAA Privacy Rule standards address the use and disclosure of an individual's health information by organizations (i.e. hospitals) subject to the Rule, or "*covered entities*". Officers conducting hospital follow-up investigations may encounter medical providers who are unwilling to divulge medical information such as nature of injuries, treatment forthcoming, prognosis for recovery, etc., for fear of violating Privacy Rule standards. In order to avoid potential conflicts, officers need a basic understanding of what information medical providers are required, and not required to share with law enforcement.

The Privacy Rule protects all "*individually identifiable health information*" held or transmitted in any form, including oral, by a "*covered entity*". Covered entities may disclose protected health information, without the consent of the injured party, to law enforcement officials for law enforcement purposes in six (6) specific circumstances, including when in response to a law enforcement official's request for information about a victim or suspected victim of a crime. This provides the covered entity with a protective exclusion from the Privacy Rule if it chooses to cooperate with police. However, since collision investigations are not covered under the mandatory reporting requirements established in PC Section 11160(d), this exclusion does not mandate that the covered entity (medical provider) share certain information with police.

In short, the Privacy Rule is focused on protecting the injured party first and foremost. As written, the law shields medical providers who choose not to share information with police. Most emergency and trauma physicians and staff are eager to assist law enforcement. However, in those rare instances where immediate information on a victim's injuries is not forthcoming from hospital staff, investigators are left with obtaining the information from the injured party directly, or through legal processes such as a court order. The only exception to this is in cases resulting in death. Medical providers must provide any and all information relating to a deceased person's injuries requested by the Department of the Medical Examiner. The Medical Examiner Investigator, in turn, is free to share that information with the investigating agency.

SKELETON KEY



AREA HOSPITAL INFORMATION

UC SAN DIEGO HEALTH, EAST CAMPUS

(619) 229-3100
6655 Alvarado Road, San Diego CA 92120

NAVAL MEDICAL CENTER

SAN DIEGO (BALBOA) (619) 532-6400
34800 Bob Wilson Drive, San Diego CA 92134

RADY CHILDREN'S HOSPITAL

(858) 576-1700
3020 Childrens Way, San Diego CA 92123

SCRIPPS GREEN HOSPITAL

(858) 455- 9100
10666 N. Torrey Pines Road, San Diego CA 92037

SHARP GROSSMONT HOSPITAL

(619) 465-0711
5555 Grossmont Center Drive, La Mesa, CA 91942

KAISER PERMANENTE SAN DIEGO MEDICAL CENTER

(858) 266-5000 9455 Clairemont Mesa
Boulevard, San Diego CA 92123

PALOMAR MEDICAL CENTER ESCONDIDO

(442) 281-5000 2185 Citracado Parkway,
Escondido CA 92029

PARADISE VALLEY HOSPITAL

(619) 470-4321
2400 East 4th Street, National City CA 91950

PALOMAR MEDICAL CENTER POWAY

(858) 613-4670
15615 Pomerado Road, Poway CA 92064

SCRIPPS MEMORIAL HOSPITAL CHULA VISTA

(619) 691-7000
435 H Street, Chula Vista CA 91910

SCRIPPS MEMORIAL HOSPITAL ENCINITAS

(760) 753-6501
354 Santa Fe Drive, Encinitas CA 92024

SCRIPPS MEMORIAL HOSPITAL LA JOLLA

(858) 626-4123
9888 Genesee Avenue, San Diego CA 92037

SCRIPPS MERCY HOSPITAL

(619) 260-7000
4077 5th Avenue, San Diego CA 92103

SHARP CHULA VISTA MEDICAL CENTER

(619) 482-5800
751 Medical Center Court, San Diego CA 91911

SHARP CORONADO HOSPITAL

(619) 522-3600
250 Prospect Place, Coronado CA 92118

SHARP MEMORIAL HOSPITAL

(858) 939-3400
7901 Frost Street, San Diego CA 92123

TRI-CITY MEDICAL CENTER

(760) 724-8411
4002 Vista Way, Oceanside CA 92056

UC SAN DIEGO MEDICAL CENTER

(619) 543-6222
200 West Arbor Drive, San Diego CA 92103

JACOBS MEDICAL CENTER AT UC SAN DIEGO HEALTH

(858) 657-7000
9300 Campus Point Drive, San Diego CA 92037

VETERANS AFFAIRS MEDICAL CENTER

(858) 552-8585
3350 La Jolla Village Drive, San Diego CA 92161

ADDRESSES FOR VEHICLE AND PROPERTY DAMAGE

DAMAGED S.D.P.D. VEHICLES

3940 Federal Boulevard, San Diego CA 92102

(Redacted- record exempt)

DAMAGED S.D.F.D. VEHICLES

600 B Street, Suite 1300, San Diego CA 92101

(Redacted- record exempt)

DAMAGED FALCK VEHICLES

4885 Greencraig Lane, San Diego CA 92123

(Redacted- record exempt)

SAN DIEGO FIRE DISPATCH (FIRE AND AMBULANCE DATA)

(Redacted- record exempt)

ALL OTHER CITY OF SAN DIEGO VEHICLES

1200 Third Avenue, Suite 200, San Diego CA 92101

(Redacted- record exempt)

DAMAGED METROPOLITAN TRANSIT SYSTEM (MTS) VEHICLES

1255 Imperial Avenue, Suite 1000, San Diego CA 92101

(Redacted- record exempt)

DAMAGED CITY PROPERTY (SIGNS, SIGNALS, FIRE HYDRANTS, FENCING, ETC.)

202 C Street, San Diego CA 92101

(Redacted- record exempt)

DAMAGED STATE PROPERTY (CALTRANS)

7181 Opportunity Road, San Diego CA 92111

(Redacted- record exempt)

DAMAGED SAN DIEGO GAS AND ELECTRIC (SDG&E) PROPERTY

8330 Century Park Court, San Diego CA 92123

(Redacted- record exempt)

DAMAGED AT&T PROPERTY

666 Folsom Street, San Francisco CA 94107

(Redacted- record exempt)

DAMAGED SPECTRUM (FORMERLY TIME WARNER) PROPERTY

8949 Ware Court, San Diego CA 92121

(Redacted- record exempt)

DAMAGED COX CABLE PROPERTY

5159 Federal Boulevard, San Diego CA 92105

(Redacted- record exempt)

IMPAIRED DRIVER (DUI) ARREST FLOW CHART

CITY/DISTRICT ATTORNEY IN NetRMS:

- Arrest report
- Scanned copy of breath Intoxilyzer sheet
- Scanned copy of the AFN blood draw form (yellow)
- Scanned copy of DMV forms page 1, 2, 3
- Scanned copy of DMV records
- Scanned copy of criminal history
- Vehicle impound report (when applicable)
- Traffic collision report package (when applicable)
- Scanned copy of citation (if cited and released)

- Evidence: share body worn camera footage and photographs using Evidence.com

DMV GETS:

- Original DMV forms page 1, 2, 3
- Copy of arrest report
- Copy of breath sheet
- Copy of traffic collision package (when applicable)
- Copy of vehicle impound report (when applicable)
- California driver license in envelope (do not staple through the license)

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