

**502 TRAFFIC CRASH RESPONSE AND REPORTING****502.1 PURPOSE AND SCOPE**

The public safety responsibilities of law enforcement include responding to traffic crashes, providing aid and assistance, documentation of the incident and identification of criminal activity.

**502.2 CALL RESPONSE**

Officers should respond without delay when dispatched to a traffic crash. A traffic crash with reported injuries may include an emergency response if the officer reasonably believes such a response is appropriate.

**502.2.1 RESPONSE CONSIDERATIONS**

An officer responding to and upon arrival at a crash scene should consider the following:

1. The most appropriate route to the incident
2. Proper placement of the emergency vehicle to provide protection for officers and the scene
3. Potential for involvement of hazardous materials
4. Additional support that may be necessary (e.g., traffic control, medical aid, HAZMAT, ambulance, tow vehicles and airship landing)
5. Providing first aid to any injured parties if it can be done safely, and obtaining medical assistance as necessary
6. Traffic control and protection of the scene
7. Clearance of the roadway

**502.3 CRASH INVESTIGATION**

Investigation of traffic collisions that involve an injury or a vehicle that must be towed from the scene should include, at minimum, the following:

1. Identification and interview of all involved parties
2. Identification and interview of any witnesses
3. Determination if a crime has occurred and taking appropriate enforcement action
4. Identification and protection of items of apparent evidentiary value
5. Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence and reporting) on appropriate report forms

**502.3.1 MINOR COLLISIONS**

Traffic collisions that are minor in nature (i.e. does not involve any type of injury or vehicle that must be towed from the scene), should include, at minimum, the following:

# COLUMBIA POLICE DEPARTMENT

## Policy Manual

---

1. Identification and driving status of all involved operators
2. Verification of insurance of all operators and/or vehicles
3. Facilitate the exchange of information by providing each party involved with a Vehicle Accident Information Form to complete and exchange

### **502.5 TRAFFIC CRASH REPORTING**

#### **502.5.1 OFFICER RESPONSIBILITIES**

Department members shall utilize the Missouri Uniform Crash Report (MUCR) form for the reporting of traffic crashes.

#### **502.5.3 MODIFICATIONS TO TRAFFIC CRASH REPORTS**

A change or modification of a written report that alters a material fact in the report may be made only by the person who prepared the report prior to its approval and distribution. A written supplemental report may be made by any authorized employee.

### **502.6 REPORTING SITUATIONS**

#### **502.6.1 TRAFFIC CRASHES INVOLVING CITY VEHICLES**

Crash investigation reports shall be taken when a City-owned vehicle is involved in a traffic crash on a roadway or highway, wherein any damage or injury results. A general information report may be taken in lieu of a traffic crash report at the direction of a supervisor when the crash occurs on private property or does not involve another vehicle. Whenever there is damage to a City vehicle, a vehicle damage report shall be completed and forwarded to the appropriate Bureau Commander, City Department Head or designee, and Risk Management as necessary.

Photographs of the crash scene and vehicle damage shall be taken by someone on behalf of the City.

#### **502.6.2 INJURY OR FATALITY TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES**

When an employee of this department, either on- or off-duty, is involved in a traffic crash within the jurisdiction of the Columbia Police Department and it results in a serious injury or fatality, the Traffic Sergeant or the Watch Commander shall inform the Operations Bureau Commander who may request the assistance of the MSHP or other outside agency. For the purposes of these sections, the term serious injury is defined as any injury that may result in a fatality.

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

The Traffic Sergeant or Watch Commander may request assistance from the MSHP or other outside agency for the investigation of any traffic crash involving any City official or employee where a serious injury or fatality has occurred.

## **502.6.4 TRAFFIC CRASHES ON PRIVATE PROPERTY**

Traffic crash reports should not be taken for traffic collisions occurring on private property. However, if there is a death or serious injury to any person, an offense or incident report may be required.

## **502.7 NOTIFICATION OF TRAFFIC SERGEANT**

In the event of a serious injury or fatal traffic crash, the Watch Commander any supervisor shall notify the Traffic Sergeant to relate the circumstances of the traffic crash and seek assistance from the Traffic Unit. In the absence of a Traffic Sergeant, the Watch Commander or any supervisor may assign an officer to investigate the traffic crash.