

University of Chicago Police Department

GENERAL ORDER

		Effective Date: March 15, 2018	Number: GO 504
Subject: Crash Investigation and Reporting			
References: CALEA Standards: 61.2.1, 61.2.2; Illinois Statutes 625 ILCS 5/11			
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Approved By: Kenton W. Rainey, Chief of Police		Signature: (Original signed document on file in Accreditation Office.)	

504.1 PURPOSE

The purpose of this policy is to establish policy, procedures and guidelines for University of Chicago Police Department personnel to be used in traffic crash response and investigation.

504.2 POLICY

It shall be the policy of the Department to respond to traffic crashes in the University of Chicago Patrol jurisdiction and to report crashes in accordance with Illinois Law and Department policy.

- A. Illinois Vehicle Code (625 ILCS 5/11-406, 408) requires that traffic crashes be reported and documented by Law Enforcement Agencies when:
 - 1. Property damage from a crash resulting in no injuries exceeds \$1500 and when all drivers are insured; or
 - 2. Property damage from a crash resulting in no injuries exceeds \$500 when any driver does not have insurance; or
 - 3. A crash results in any injury to any occupant regardless of the damage.
- B. In addition, a traffic crash will be documented and reported when either party requests a report, regardless of whether the conditions listed above are met.

504.3 DEFINITIONS

Officer: All ranks of sworn personnel.

Non-Preventable Crash: A crash in which an employee was aware of an impending hazard and took reasonable precautions to prevent or minimize the effect of the crash; or the Department vehicle was legally parked, standing or stopped.

Preventable Crash: Any crash in which the operator of a Department vehicle failed to exercise every reasonable precaution to prevent the crash.

504.4 CRASH RESPONSE AND INVESTIGATION

The investigation and reporting of traffic crashes within the UCPD jurisdiction is generally the responsibility of officers assigned to Patrol Division when UCPD is the first responding agency.

A. Traffic Crash Response

1. Officers shall respond to traffic crashes involving:
 - a. death or injury;
 - b. hit and run;
 - c. impairment of an operator due to alcohol and/or drugs;
 - d. damage to public vehicles or property;
 - e. occurrences on private or public property when 504.2 (above) is met;
 - f. placarded vehicles with hazardous materials;
 - g. damage to vehicles to the extent towing is required.
2. During snowy or icy conditions, or other situations where there are a large number of crashes that overwhelm staffing, the Shift Supervisor may notify UCPD Emergency Communications Center (ECC) to:
 - a. Prioritize calls based on the severity of the crashes, instructing officers to respond to more serious crashes first.
 - b. If there are no available units, advise dispatchers to inform the drivers involved in minor crashes (property damage only) to exchange information. Dispatchers shall explain to the drivers why a police response cannot be immediately made.
 - c. Use of any of these alternatives to avoid responding to traffic crashes shall be strictly prohibited.

B. Responsibilities of First Responding Officer

1. Administering first aid including CPR;
2. Summoning additional assistance such as ambulances, the Chicago Fire Department, the Chicago Police Department, wreckers, additional officers, etc.;

3. Identifying fire hazards or other dangerous conditions;
4. Protecting the traffic crash scene;
5. Preserving evidence from the scene;
6. Establishing a safe traffic pattern around the scene;
7. Locating witnesses and recording traffic crash information (when applicable);
8. If appropriate, expediting removal from the roadway of vehicles, persons, debris;
9. Notifying immediate supervisor so that notifications can be made as needed.

C. Officer in Charge

The first responding officer on the scene of a traffic crash is expected to take charge of the crash scene upon arrival and will retain charge of the scene until the completion of operations. Exceptions included subsequent arrival at the scene by a supervisor, or by another officer(s) whose primary responsibility is to investigate traffic crashes.

1. Officers involved in crashes will, to the extent possible, exercise charge over the crash only until the arrival of a supervisor.

D. Protecting the Crash Scene

Traffic direction and crowd control may be all that is necessary to protect the public and the traffic crash scene. Priorities for action may be affected by the hazards present.

E. Injuries

1. Officers arriving at the scene of a crash involving injury or complaint of injury shall advise the UCPD ECC to notify the OEMC that emergency medical units are needed, if those units have not already been dispatched. Immediate first aid shall be given to victims until the arrival of medical units.
2. After medical units have arrived, officers shall offer assistance to medical personnel, if needed. In the event of fatality or life-threatening injury, the OEMC shall be contacted for Chicago Police Department investigation.

F. Fire Hazards

Officers arriving at the scene of a crash where a fire exists or there is a fire hazard (spilled gas, chemicals, sparking power lines, etc.) shall advise the UCPD ECC to notify the OEMC. In addition, the following steps will be taken:

1. If appropriate, injured victims may be carefully removed from the hazard area. Anyone suffering head or spinal injury should only be moved if the fire hazard is an immediate threat;

2. All other persons in the immediate areas should be evacuated from the hazardous area. Officers shall isolate the area to prevent unauthorized persons from entering; and
3. Officers shall arrange for, or attempt to, control fires when practical until the arrival of the assisting agency(s).

G. Hazardous Materials

1. Officers arriving at the scene of a traffic crash involving hazardous materials shall immediately advise the UCPD ECC to notify the OEMC and the University of Chicago Emergency Management Department.

NOTE: If possible, the ECC will be advised of any placards on the vehicle for fire department and emergency management response.

2. All other persons in the immediate areas should be evacuated from the area. Officers shall isolate the area to prevent unauthorized persons from entering.

H. Traffic Direction and Control

Traffic direction and control at the scene of a crash shall be in accordance with the UCPD GO entitled "Traffic Direction and Control."

NOTE: All UCPD personnel on the scene of a crash, regardless of the job being performed, shall wear the Department issued reflective traffic vest.

I. Property Control

Officers at the scene of a traffic crash shall ensure that property belonging to crash victims is protected from theft and/or pilferage when the owner is unable to care for the property. Generally, vehicles and their contents will be removed in accordance with procedures outlined in the UCPD GO entitled "Vehicle Towing Procedures."

J. Emergency Traffic Control

1. Officers responding to a traffic crash scene shall make note and advise the UCPD ECC of any defect, unsafe, or dangerous condition of any street, alley, or sidewalk created by the downing or non-operation of any traffic control device or sign.
2. The officer shall then provide a warning to vehicle traffic of a dangerous traffic condition (i.e., a downed traffic signal or sign) and provide proper traffic control. This will be accomplished by manually directing traffic and/or by strategically placing warning signs or traffic cones to direct the flow of traffic.
3. The officer on scene shall be responsible for notifying the UCPD ECC of an inoperative traffic signal or sign.

4. The ECC shall be responsible for notifying the proper authority responsible for making repairs. ECC personnel should get an estimated time of arrival for the agency making the repairs. If an estimated time of arrival is unavailable, the ECC will notify the on-scene officer(s) so appropriate measures can be taken.

NOTE: No hazardous situation shall be left unattended until repairs have been made or temporary measures have been taken to alleviate the dangerous condition before actual repairs commence.

504.5 CRASH DOCUMENTATION

A. Crash Investigation and Reporting

After responding to a traffic crash scene, an investigation is conducted. The extent to which the investigation and reporting are handled by UCPD, depend on the seriousness of the crash.

1. Traffic Crashes Investigated by the Chicago Police Department

- a. Chicago Police Department shall be used for crashes involving fatalities or life threatening injuries.
- b. When officers are assigned to a crash involving a fatality or life threatening injury, they will:
 1. immediately request the UCPD ECC notify the OEMC and request the assistance of the Chicago Police Department;
 2. notify their immediate supervisor and secure the scene;
 3. retain the investigatory responsibility until relieved by either the Chicago Police Department personnel or a supervisor;
 4. when requested to do so, assist by obtaining statements from parties involved.

2. Crashes Investigated by UCPD

Extensive and detailed investigations and reports shall be made by UCPD, of all other crashes including, but not limited to, crashes involving:

- a. driver impairment due to alcohol and/or drugs;
- b. property damage meeting the parameters listed in 504.2;
- c. personal injury;
- d. hit and run drivers;

- e. hazardous materials; and/or
- f. occurrences on private property that meet 504.2.

3. Crash Reporting

- a. An Illinois Traffic Crash Report (SR 1050) will be completed in accordance with the SR 1050 Instruction manual.
- b. The completed Illinois Traffic Crash Report, will be submitted for approval through the chain of command, and then forwarded to the Records Unit for processing.
- c. When individuals contact the UCPD ECC or the original reporting officer to provide additional information on a previously reported traffic crash, the assigned officer will complete an Illinois Traffic Crash Report Additional Units (SR 1050CA). The following information will be required:
 - 1. location of the crash;
 - 2. date and time of the crash;
 - 3. names(s) of person(s) involved, if available;
 - 4. new or changed information being submitted;
 - 5. original UCPD incident number; and
 - 6. original Traffic Crash Report Barcode number.

B. On-Scene Information Collection

Information obtained and responsibilities of the investigating officer(s) includes, but is not limited to:

- 1. verifying the Vehicle Identification Number (VIN) of the vehicle(s) by either:
 - a. an acceptable document presented by the operator(s), or
 - b. visual inspection of the vehicle(s) involved.
- 2. conducting a name check of the parties involved to determine the status of the driver's licenses of the operator(s) of the vehicle(s) involved.
- 3. conducting vehicle license plate checks to ensure the vehicle tags are correctly registered.

4. adequate proof of insurance for the vehicle(s) involved.
5. interviewing drivers and witnesses.
6. examining/recording vehicle damage.
7. examining/recording effects of the crash on the road surface.
8. taking measurements and/or photographs, as needed.
9. collecting/preserving evidence in accordance with Department policy.

C. Enforcement Action

Traffic enforcement action need not be taken in all traffic crashes. If, however, the following conditions exist, appropriate traffic enforcement action will be taken:

1. An apparent driver's license violation.
2. A driver is under the influence of alcohol and/or drugs.
3. A driver involved in the crash insists that other driver(s) committed a traffic violation and the allegation is supported by physical evidence and/or witnesses.
4. A party to the crash does not have adequate proof of insurance.

NOTE: Out-of-state drivers are exempt from displaying proof of insurance for vehicles registered out-of-state.

D. Request for Reexamination

During a crash investigation, if an officer suspects that the driver has an incompetency, physical or mental disability, disease or other condition that may prevent the driver from exercising reasonable or ordinary care over a motor vehicle, officers should use discretion regarding allowing the driver to continue operating the motor vehicle.

The State of Illinois administers a Driver's License Medical Review program pursuant to the Illinois Driver's License Medical Review Law of 1992. Under this program, drivers may be reported to the Secretary of State by sworn personnel.

Officers who believe that a driver meets the requirements shall collect pertinent information from the driver such as name, date of birth, driver's license number, reason for and date of stop, as well as the observed medical condition. This information shall be submitted to the Secretary of State Medical Review Unit utilizing the Illinois Medical Reporting and Re-Examination Request Form (DSD DA 16.2).

E. Follow-Up Activities

1. Officers assigned to investigate crashes shall be responsible for initiating follow-up investigations, when needed. Follow-up investigations may include, but are not limited to:
 - a. collecting off-scene data;
 - b. obtaining formal statements from victims, witnesses, and drivers;
 - c. arranging for reconstruction, if needed; and
2. The Shift Supervisor may contact the Chicago Police Department for personnel with specialized skills in photography, reconstruction, evidence analysis, interviews, interrogations, etc., if needed.
3. Expert and Technical Assistance- Surveyors, Mechanics, Physicians, Specialists
Use of other government agencies including departments of Chicago government may be requested with the approval of the Patrol Commander.

504.6 CRASHES INVOLVING EMPLOYEES

A. Vehicle Crash Classifications

1. Classification 1- Non-Preventable
2. Classification 2 (Preventable- PDO)- Preventable crash resulting in **property damage only**.
 - a. Requires appropriate progressive corrective action in accordance with the UCPD GO entitled “Summary Discipline.”
3. Classification 3 (Preventable- Injury)- Preventable crash that results in injury or the employee has displayed a disregard for personal safety or the safety of others.
 - a. If the employee was not wearing their seat belt, the crash will be classified Classification 3 regardless of the circumstances.
 - b. Requires appropriate progressive corrective action in accordance with the UCPD GO entitled “Summary Discipline.” A Classification 3 crash may require a CR investigation.

B. Traffic Crashes Involving Department Vehicles

When a traffic crash occurs in the jurisdiction of UCPD that involves a Department vehicle, the following procedures will apply:

1. The employee will immediately notify the UCPD ECC of the traffic crash. UCPD will be the primary reporting and investigating agency for property damage only

crashes involving Department vehicles. For traffic crashes involving personal injury or major collision, the employee or supervisor will request the ECC to contact the OEMC to request a Chicago Police Department (CPD) field unit to investigate the crash.

NOTE: If City of Chicago property is damaged as a result of the crash, CPD will be notified and assigned as the primary reporting agency.

2. A higher ranking officer than the operator of the Department vehicle will be assigned as the **investigating supervisor** to conduct an on-scene investigation. If an exempt employee is the driver, a Division Commander will be assigned.
3. The employee involved in the crash will:
 - a. Complete and submit to the investigating supervisor, before the end of the tour of duty, a Department Vehicle Traffic Crash or Damage Report (UCPD-23.180).

NOTE: If the employee is hospitalized or unable to complete the Department Vehicle Traffic Crash or Damage Report, it will be prepared by the investigating supervisor.

- b. Complete and submit to the investigating supervisor the University of Chicago Employee Statement of Injury or Illness when an injury is sustained.
4. No officer involved in the crash will issue any citations.
5. In all instances where the employee observed the operator of the other vehicle commit a violation that caused the crash, the CPD field unit (or UCPD reporting unit) will be informed, for appropriate action.
6. The investigating supervisor assigned to the scene will:
 - a. Review the crash in which an on-duty employee is involved, to determine objectively whether the employee exercised reasonable care in operating the Department vehicle.
 - b. Complete the “Investigating Supervisor” section of the Department Vehicle Traffic Crash or Damage Report. The determination of “Preventable” or “Non-Preventable” is made in accordance with 504.6.A.
 - c. Determine if the employee attributes the crash to mechanical failure. If mechanical failure is alleged, the alleged defect will be documented on the Department Vehicle Traffic Crash or Damage Report and the supervisor will request the vehicle be towed to the appropriate facility to ensure the

vehicle will be inspected in collaboration with the individual responsible for fleet management.

NOTE: Any vehicle involved in a traffic crash, which was allegedly caused by a mechanical defect, will not be operated by an employee until it has been inspected and released to duty.

- d. Complete the University of Chicago Supervisor's First Report-Worker's Compensation Claim of Injury/Illness when documenting an injury to the employee(s). The completed report will be forwarded through the injured employee's chain of command for approval.
- e. Forward the completed Department Vehicle Traffic Crash Package to the appropriate Division Commander. The package will include:
 - 1. Original Department Vehicle Traffic Crash or Damage Report (UCPD-23.180).
 - 2. Illinois Traffic Crash Report (SR1050), (copy).
 - 3. University of Chicago Employee Statement of Injury or Illness, when applicable (copy).
 - 4. University of Chicago Supervisor's First Report-Worker's Compensation Claim of Injury/Illness, when applicable (copy).
- 8. The Division Commander will complete the "Driver's Division Commander" section of the Department Vehicle Traffic Crash or Damage Report and will:
 - a. Review the report for clarity and completeness, and sign it.
 - b. Indicate either a concurrence or non-concurrence with the investigating supervisor by classifying the crash as preventable or non-preventable.
 - c. Submit the Department Vehicle Traffic Crash Package to the employee's Bureau Deputy Chief.

NOTE: The "Driver's Division Commander" section of the Department Vehicle Traffic Crash or Damage Report will not be done when the employee is a Commander or above.

- 9. The Bureau Deputy Chief will:
 - a. Complete the "Driver's Deputy Chief" portion of the Department Vehicle Traffic Crash or Damage Report, categorizing the crash as preventable or non-preventable.

- b. Categorize the crash as Classification 1, 2, or 3 in accordance to 504.6.A.
- c. If the crash is determined to be preventable:
 - 1. Ensure that appropriate progressive corrective action is taken in accordance with the UCPD GO entitled “Summary Discipline”.
 - 2. Under appropriate circumstances, when the crash is deemed Classification 3, initiate a Complaint Register (CR) Investigation. A copy of the Department Vehicle Traffic Crash or Damage Report will be attached to the CR initiation report.
- d. Forward the Department Vehicle Traffic Crash Package to Records unit.

C. Crashes Involving Department Vehicles Outside UCPD Patrol Area

- 1. The employee will contact the local police agency and request that it assign a unit to investigate the crash and notify the UCPD ECC.
- 2. The ECC will assign an investigating supervisor. The supervisor will **not** conduct an on-scene investigation.
- 3. The supervisor will obtain a copy of the Illinois Traffic Crash Report prepared by the local agency and conduct the off-scene investigation by following 504.6.B.6.
- 4. The employee involved in the crash will follow the guidelines in 504.6.B.3.

D. Crashes Involving Employees Operating Private Vehicles

Crashes occurring within the primary patrol area of the University of Chicago, involving off-duty employees, will be investigated in the same manner as crashes involving non-employees. However, a supervisor will be assigned to the scene when:

- 1. The investigating officer believes, or a complaint is received that the employee allegedly operated the motor vehicle under the influence of alcohol and/or drugs.
- 2. The employee has been injured and is unable to communicate with the investigating officer.
- 3. The employee is on-duty.

504.7 UNIVERSITY VEHICLE LOSS CONTROL PROGRAM

The University of Chicago Vehicle Loss Control Program requires that employees have an acceptable driving record to be employed and to continue to be employed. The following are specific violations of acceptable driving record as defined by the program, and will result in loss of employment.

- A. A conviction for major moving violation (hit and run, any felony involving use of a vehicle, street racing or speeding in excess of 25 mph over the speed limit, reckless negligent or careless driving) within the last three years.
- B. Driver's license suspension or revocation or two collisions (on-duty or involving Department vehicles) or speeding/moving violation convictions within the past 12 months.
- C. Any pattern of bad driving as evidenced by citations for driving under the influence, major or moving violations or three or more of the following in the last 12 months or six or more in the last three years:
 - 1. Collisions on-duty or involving Department vehicles.
 - 2. Driver's license suspension or revocation.
 - 3. Speeding and other moving violations.