

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 06/17/02	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 05/23/16
<b>Chief of Police:</b> 	Traffic Crash Investigation, 61.2	
<b>Cross Reference:</b> SOP 61.4, Traffic Ancillary Services Illinois Traffic Crash Report SR 1050	<b>Policy Sections:</b> 61.2.1 Traffic Crash Investigation and Reporting 61.2.2 Traffic Crashes Requiring a Police Response 61.2.3 Crash Scene Responsibilities 61.2.4 Follow-Up Procedures	

## **PURPOSE**

The purpose of this policy is to establish guidelines for traffic accident reporting and investigation practices.

## **POLICY STATEMENT**

The Elgin Police Department conducts its crash management responsibility consistent with the nature and severity of the crash, the most efficient use of personnel and resources, and the statutory requirements of the state.

## **DEFINITIONS**

**Serious Injury:** Injuries resulting in a fatality, other life-threatening injuries or great bodily harm, permanent disability or disfigurement that could lead to the approval of enhanced felony charge(s).

**Traffic Crash Reporting:** Basic data collection to complete the Illinois Traffic Crash Report by identifying and classifying a traffic crash and the persons, vehicles, date, time, location, planned vehicle movements, and identification of possible contributing factors such as traffic law violations.

**Traffic Crash Investigation:** Collection of factual information which includes identifying and describing people, roads, and vehicles involved in the crash; describing the results of the crash in terms of damage to vehicles and roadside objects, injuries to people, marks and residue on and off the roadway, and final rest positions of vehicles and bodies; recording and collecting evidence; interpretation of these facts in terms of behavior of road users involved; and, attempting to identify the factors, or combination of factors, that lead to the crash.

**Traffic Crash Investigator:** A specially trained traffic crash investigator responsible for the investigation of traffic crashes that may result in a serious injury or death.

## **PROCEDURES**

### **61.2.1 TRAFFIC CRASH INVESTIGATION AND REPORTING**

The Elgin Police Department will report and investigate any collision under the guidelines of the Illinois Traffic Crash Report SR 1050 to include, but not limited to the following:

1. Death or Injury Crashes.
  - a. In cases of serious injury or death, as determined by the on scene supervisor, the traffic investigations sergeant shall be notified to determine the appropriate resources required for the investigation.
  - b. All other injury crashes will be investigated and reported by the assigned primary officer.

2. Property damage crashes to be reported by the assigned officer.
3. Hit and run crashes.
4. Crashes involving driver impairment due to alcohol or drugs.
5. Crashes involving hazardous materials shall follow the procedures outlined in Standard Operating Procedure 61.4.2.
6. Officers may be assigned to investigate and/or report crashes occurring on private roads and property. A report shall be completed for those crashes involving injury, impairment, hit and run or reckless driving.

#### **61.2.2 TRAFFIC CRASHES REQUIRING POLICE RESPONSE**

- A. At least one officer shall report to the scene of any vehicle crash occurring within the city limits, which occurred on a public way or as outlined in section 61.2.1. In addition to the scenarios listed in section 61.2.1, the department also responds to crashes involving damage to state, county or city property; disturbances between the involved parties; major traffic congestion due to the crash; and, damage to vehicle(s) requiring a tow.
- B. Supervisors may request to have all parties involved in drivable and non-injury crashes report to the police department when weather or call volume dictates such need.

#### **61.2.3 CRASH SCENE RESPONSIBILITIES**

- A. The primary officer of a crash scene shall be the officer assigned by Communications, unless reassigned by a supervisor. Upon arrival, the primary officer shall maintain control of the scene until the investigation is complete or when the scene is turned over to the traffic crash investigators.
- B. Upon arrival, the first responding officer shall:
  1. Position the police vehicle in a safe manner to protect the crash scene.
  2. Determine if there are any injuries and if appropriate, request an ambulance and administer first aid until the ambulance arrives. Supervisors shall be notified if there are serious injuries.
  3. Officers shall maintain the integrity of the crash scene and determine if additional officers are necessary for traffic control.
  4. If both vehicles can be driven and there are no injuries, the officer may direct the drivers to relocate the vehicles safely off the roadway to complete the necessary reports.
  5. For extrication of victims, fuel spills, fire, or other hazardous conditions, the officer shall request fire department assistance.
  6. If hazardous materials are involved, the officer shall follow the procedures in SOP 61.4.2.
  7. The officer shall ensure all witnesses and principals are interviewed.
  8. The officer shall call Communications to request a tow truck(s) to remove vehicles and debris from the roadway and scene.

- C. In the event of injury where the injured party cannot take possession or control of personal property, the officer shall provide for the safekeeping of the property by doing one of the following:
1. Turn property over to the fire department paramedics for transport with the victim.
  2. Retain control of the property and return it to the victim at the hospital.
  3. Inventory the property and place in evidence at the police department.
  4. When possible, secure in the vehicle.

#### **61.2.4 FOLLOW-UP PROCEDURES**

- A. The department may utilize traffic crash investigators or experienced patrol officers to investigate serious injury and fatal crashes, or such other crashes as may be assigned to include, but not limited to the following duties:
1. Crash scene information and evidence collection.
  2. Interviewing drivers, passengers, witnesses and documenting or recording statements.
  3. Crash scene photography.
  4. Crash scene measurements and diagrams.
  5. Examining and documenting vehicle damage.
  6. Documenting road, weather and conditions.
  7. Other activities relevant to crash scene investigation.
- B. In the event there are no traffic crash investigators or experienced patrol officers available to investigate a serious injury, fatal, or other crash requiring special investigative skills, the department may utilize state or other local agencies for assistance and provide reciprocal support to those agencies, such as Kane County Accident Reconstruction Team (KCART) and the Illinois State Police (ISP).