

**POLICY  
602**

**EFFECTIVE  
DATE  
3-02-15**

**Eugene  
Police Department**



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## Traffic Collision Reporting

### **602.1 PURPOSE AND SCOPE**

The Eugene Police Department prepares traffic crash reports in compliance with *Oregon Revised Statutes (ORS) 810.460* relating to reports of traffic accidents to the Oregon Department of Transportation (ODOT) and, as a public service makes traffic crash reports available to the community with some exceptions.

### **602.2 RESPONSIBILITY**

The supervisor of the investigating officer will be responsible for proper investigation and reporting of motor vehicle crashes. All investigated traffic crashes will be documented using the Oregon Police Traffic Crash Report and then routed to the Traffic Enforcement Unit (TEU) supervisor.

### **602.3 TRAFFIC COLLISION REPORTING**

All traffic crash reports taken by members of this department shall be forwarded to the Traffic Enforcement supervisor for review. The Records Section will be responsible for data entry into the Records Management System.

### **602.4 REPORTING SITUATIONS**

#### **602.4.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES**

Traffic crash investigation reports shall be taken when a city-owned vehicle is involved in a traffic crash upon a highway or premise open to the public when any damage or injury to an operator, passenger, or bystander results. Photographs of the collision scene and vehicle damage shall become part of the investigative packet and the images will be lodged on the Digital Image Server. Scene sketches and measurements will be included in the investigation.

If the crash involves a vehicle owned, leased, or utilized by the City of Eugene Police Department, and if the officer or department member is utilizing the vehicle for department authorized work, the following steps shall be taken:

- a. The officer involved in the crash will, if practical or able to do so, immediately take control of the scene, to include:

1. Check on injuries of other involved parties;
  2. Notify dispatch of the crash and status of the scene;
  3. Begin implementing traffic direction around the crash if necessary and prudent;
  4. Summon a sergeant to the scene and any additional officers deemed necessary to resolve the scene;
  5. Begin to protect the scene and evidence until the scene is resolved.
- b. The sergeant who responds to the crash will ensure the following steps are taken:
1. Photograph the scene;
  2. Investigate the cause of the crash and make a determination into whether or not the involved employee is at-fault/not at-fault;
  3. Complete a Vehicle Crash Blue Team report and forward it to the supervising lieutenant;
  4. Ensure an Oregon Police Traffic Crash Form and a narrative on the cause, mechanism, and facts involved in the crash is completed. Before the Crash Report is routed to the Department of Motor Vehicles (DMV) ensure "Work Related" appears in the additional comments box, or across the top of the crash report.
- c. If the crash is determined to have caused serious physical injury or fatality to a citizen or involved officer – the sergeant will as soon as possible notify the Major Collision Investigation Team (MCI.) If the crash meets the criteria of MCI callout, the supervisor on scene will secure and supervise the scene until MCI can respond and relieve the scene from Patrol.

**602.4.2 TRAFFIC CRASHES INVOLVING DEPARTMENT EMPLOYEES**

Notwithstanding section 602.4.1(c), when an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the city limits of Eugene resulting in a serious physical injury or fatality, the MCI supervisor or the watch commander may notify an outside agency for assistance if it is more appropriate.

**602.4.3 CRASHES INVOLVING OTHER CITY EMPLOYEES OR OFFICIALS**

The MCI supervisor or watch commander may request assistance from an outside agency for the investigation of any traffic crash involving any City of Eugene official or employee where a serious injury or fatality has occurred.

**602.4.4 TRAFFIC COLLISIONS BETWEEN CITIZENS**

The following collisions will be investigated by Patrol:

- a. Crashes where the investigating officer suspects alcohol or narcotics are impairing the driver of one or more vehicles involved in the crash;
- b. Crashes where someone involved in the crash is transported to the hospital for evaluation or hospitalization for treatment of a serious physical injury by an ambulance or other public safety vehicle;
- c. Crashes where the preliminary investigation identifies one of the following crimes has been committed: Driving While Suspended – Misdemeanor, Driving While Suspended – Felony, Elude by Vehicle, or Reckless Driving;
- d. Crashes involving a motor vehicle requiring placarding at the time of the crash, and carrying hazardous materials or substance and there is a possibility of an ongoing public safety concern;
- e. Crashes involving a city-owned vehicle not addressed in § 602.4.1 (a)-(c);
- f. Any crash an officer has been directed to investigate by a sergeant or commanding officer.

Generally officers will not investigate traffic crashes when:

- a. The involved drivers are all properly licensed and insured
- b. Where there is no criminal component involved in the crash;
- c. When no injuries are present (precautionary and/or preferential transports to the hospital do not count towards this requirement);
- d. The officer does not plan on issuing a citation to any drivers.

Nothing in this policy prevents or discourages an officer from exercising their judgment and filling out an Oregon Police Traffic Crash Report and narrative of the incident if he or she feels the crash should be investigated.

## **602.5 MAJOR COLLISION INVESTIGATION CALLOUT CRITERIA**

When a sergeant arrives upon a scene of a traffic collision and any of the following criteria are met, the sergeant will notify the Major Collision Investigation sergeant and the Major Collision Investigation Team will take over the investigation:

- a. A driver, passenger, or pedestrian is killed in a collision involving a motor vehicle.
- b. A driver, passenger, or pedestrian is seriously injured in a collision involving a motor vehicle and it is likely that that injured person will die from injuries they sustained.
- c. There is evidence that a driver is under the influence of intoxicants, and that someone other than the driver involved in the crash has sustained serious physical injury.

- d. A pursuit by a Eugene Police Department officer(s) that results in a crash involving serious physical injury or significant property damage.
- e. When a pursuit intervention technique is utilized and there is serious physical injury to any person or significant property damage.

The Major Collision Investigation Team *may* be called out to complete the investigation if any of the following criteria apply:

- a. A city-owned vehicle is involved in a crash, physical injury has been sustained by a citizen or employee and there is a likelihood of City liability;
- b. If a patrol officer is investigating a crash and a higher level of technical experience or training would assist in the investigation, the watch commander and the MCI sergeant can approve a partial or full-team activation;
- c. There is likelihood that felony assault charges will be filed on a driver who operated a motor vehicle in an intentional, reckless, or criminally negligent manner which caused injury to someone who is not the driver;
- d. Mapping of crime scenes.

## **602.6 ROUTING CRASH REPORTS**

All crash reports will be routed to the DMV, Crime Analysis, the Traffic Enforcement supervisor, and the Traffic Engineering section of Public Works. Any crash involving an on-duty employee who is operating a vehicle leased, owned, or otherwise utilized by the Eugene Police Department will place the words "Work Related" in the additional information box on the crash report.

Crash reports involving any vehicle owned, leased, or utilized by the City of Eugene for assigned work will be routed to the Major Collision Investigations sergeant and City of Eugene Risk Services.