

**POLICY
602**

**EFFECTIVE
DATE
6-10-22**

**Eugene
Police Department**



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 - Officer's accident report \(public.law\)](#), and [ORS 811.745 - When accident must be reported to police officer or law enforcement agency \(public.law\)](#) relating to reports of traffic accidents to the Oregon Department of Transportation (ODOT). As a public service, selected traffic crash reports are made available to the community.

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 Safety Unit (TSU) supervisor. The Records Section will be responsible for data entry into the Records Management System.

602.2 REPORTING SITUATIONS

602.2.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

a. Criteria for investigation reports

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 and any damage or injury to an operator, passenger, or bystander has occurred.

b. Investigation packets

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.

602.2.2 COLLISIONS OCCURRING DURING AUTHORIZED WORK

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. Officer Responsibilities:

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. Supervisor Responsibilities

The supervisor who responds to the crash will ensure the following steps are taken:

1. The scene is photographed.
2. The cause of the crash is investigated and a determination into whether the involved employee is at-fault/not at-fault is made.
3. A Vehicle Crash Blue Team report is completed and forwarded to the supervising Lieutenant.
4. An Oregon Police Traffic Crash Form and a narrative on the cause, mechanism, and facts involved in the crash is completed if required by ORS 811.720 https://oregon.public.law/statutes/ors_811.720 . 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.

(As long as a Blue Team Report has been completed by a supervisor, and the cost of the collision is less than \$2500 no DMV report is required.)

c. Serious physical injury or fatality

If the crash is determined to have caused serious physical injury or fatality to a citizen or involved officer, the supervisor 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.

602.2.3 TRAFFIC CRASHES INVOLVING DEPARTMENT EMPLOYEES

Notwithstanding section 602.2.2.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.

602.2.4 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.

602.2.5 TRAFFIC COLLISIONS BETWEEN CITIZENS

- a. The following collisions will be investigated by Patrol:
1. When the investigating officer suspects alcohol or narcotics are impairing the driver of one or more vehicles involved in the crash.
 2. When 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.
 3. When 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
 4. When a motor vehicle requiring placarding at the time of the crash is carrying hazardous materials or substances and there is a possibility of an ongoing public safety concern.
 5. When a city-owned vehicle not addressed in § 602.2.2 a-c is involved in a crash.
 6. When an officer has been directed to investigate by a Sergeant or commanding officer.
- b. Generally, officers will not investigate traffic crashes when [ORS 811.745 - When accident must be reported to police officer or law enforcement agency \(public.law\)](#) does not apply, and:
1. The involved drivers are all properly licensed and insured, and
 2. Where there is no criminal component involved in the crash, and
 3. When no injuries are present (precautionary and/or preferential transports to the hospital do not count towards this requirement), and
 4. 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 they deem the crash should be investigated.

602.3 MAJOR COLLISION INVESTIGATION CALLOUT CRITERIA

- a. 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:
 1. A driver, passenger, or pedestrian is killed in a collision involving a motor vehicle.
 2. 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.
 3. 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.
 4. A pursuit by a Eugene Police Department officer(s) that results in a crash involving serious physical injury or significant property damage.
 5. When a pursuit intervention technique is utilized and there is serious physical injury to any person or significant property damage.

- b. The Major Collision Investigation Team *may* be called out to complete the investigation if any of the following criteria apply:
 1. 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.
 2. 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.
 3. 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.
 4. Mapping of crime scenes is needed.

602.4 ROUTING CRASH REPORTS

- a. All crash reports meeting the elements of *ORS 811.720* https://oregon.public.law/statutes/ors_811.720 will be routed to:
 - DMV
 - Crime Analysis
 - EPD Traffic Safety Unit supervisor
 - Traffic Engineering section of Public Works.
- b. 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.
- c. 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.
- d. As long as a Blue Team Report has been completed by a supervisor, and the cost of the collision is less than \$2500 no DMV report is required. (Refer to *ORS 811.720* https://oregon.public.law/statutes/ors_811.720)

Chris Skinner
Chief of Police