



ERIE POLICE DEPARTMENT



Written Directives

Number: 270.000

Title: Traffic Collision Response		Pages: 5
Effective Date: 03/25/14	Review Date: 06/01/20	Amended Date: 06/26/19

POLICY:

The department recognizes the investigation and reporting of traffic collisions are necessary and important police responsibilities. State law and department directive require law enforcement officers investigate and report all traffic collisions resulting in personal injury or death or exceeding prescribed levels of damage to the property of any one individual.

DEFINITIONS:

TRAFFIC COLLISION: Unintentional damage or injury caused by the movement of a vehicle or its load.

PROCEDURES:

I. REPORTING

A. For all collisions (whether on Public Roadways or Private Property), when required, members submit a complete and accurate report containing the following:

1. Driver's statements;
2. Diagram
(Diagrams are not required for non-injury or under \$1000.00 in damage collisions. However, a rough sketch should be completed when a diagram is not done);
3. Witness identification and statements;
4. Narrative account of what occurred;
5. Sufficient photographs or videotape to document what occurred;
6. Measurements;
7. DR 2447;
8. Medical release (if someone is transported to a health care facility); and
9. SBI form (if someone is transported to a health care facility and there is SBI).

II. TRAFFIC COLLISIONS ON PUBLIC ROADWAYS

A. Officers respond to, investigate and complete the appropriate report forms for traffic collisions which occur on public roadways that involve damage to property over \$1,000.00 or injury or death of a person as a result of the movement of a motor vehicle. Officer shall wear their traffic vests to enhance their visibility while investigating these collisions.

B. In the case of a life-threatening injury or fatal collision, officers refer to the life threatening injury/fatal collision checklist (Appendix B attached) for guidance.

1. Absent consent, a blood draw warrant shall be necessary if probable cause exists for charges of Vehicular Assault or Vehicular Homicide. The affidavit must be signed by a judge prior to the first draw.

2. If a search warrant is obtained related to Vehicular Assault or Vehicular Homicide, three blood samples shall be collected from the suspect driver, each being one hour apart with the first sample being collected as soon as a judge signs the affidavit.

3. Contact the supervisor in charge of the serious traffic collision reconstruction team for approval to call out the team.

a. Initial responding officer will be responsible for briefing team members of any relevant information from the scene upon their arrival, including but not limited to the location of any transported vehicle occupants, indicia of intoxication observed, witness statements, and physical evidence observed.

b. Reconstruction team members will be responsible for recommending charges and deciding whether charges will be filed immediately or at a later date. If one is requested by the DA's office, the reconstruction team will be responsible for producing any scale diagrams of the crash scene.

III. TRAFFIC COLLISIONS ON PRIVATE PROPERTY

A. Officers respond to and investigate traffic collisions while wearing their traffic vests to enhance visibility occurring on private property when it is known that any of the following circumstances exist:

1. Extensive property damage occurred;

2. Injury or death resulted from the collision. In the case of a life threatening/fatal collision, officers refer to the life threatening/fatal collision checklist for guidance;

3. Hit-and-run occurred with suspect or follow-up information available;

4. Collision involved driving under the influence (DWAI, DUI, and DUID);

5. A physical altercation or a refusal by one or more drivers to provide necessary information to another involved party occurred;

6. A related criminal or serious traffic violation (reckless driving, vehicular assault, etc.) occurred; or

7. Any of the vehicles involved belong to the Town of Erie or any of the drivers involved was an on-duty employee of the Town of Erie.

B. If none of the conditions listed above applies, an officer need not be sent to the scene. The dispatcher advises the drivers involved to exchange driver's license, vehicle registration information and valid proof of compulsory insurance.

- C. If the dispatcher is unable to advise the drivers of the above information (for instance, due to a third hand report of the collision), an officer will be sent to the scene to verify none of the above conditions exists.

IV. COLLISIONS INVOLVING BICYCLES

A report is completed for collisions on public roadways or multi-use paths involving only bicycles (i.e., no motor vehicle is involved), only when serious bodily injury or death results. These reports are not sent to the State, but the information is shared with Public Works.

V. ISSUANCE OF SUMMONSES

- A. If probable cause can be determined as to violations of the traffic code, officers should cite the involved driver(s) or offender(s) who caused the collision. It is recognized there may be times justice is best served by not issuing a citation.
- B. Typically, a summons shall be issued to appear in court if probable cause to believe there was a violation of a municipal code or state statute. If more than one participant in a collision is believed to have committed violations which contributed to the collision, appropriate summonses are issued to each responsible participant. In the event of more serious or egregious collisions, arrests shall be made.
- C. Charges stemming from a collision are not split between municipal and county courts.

VI. COLLISIONS INVOLVING MEMBERS DRIVING TOWN-OWNED VEHICLES

The department conducts investigations with appropriate dispositions when members are involved in traffic collisions while operating Town-owned vehicles, recognizing that except for some specific, conditional exemptions granted by law, members are bound to obey all traffic laws. The following guidelines apply to situations in which a department member is involved in a collision while driving a Town-owned vehicle.

1. Responsibilities

- a. Review the Erie Police Department Flow Chart for Collision Response (Appendix A).
- b. Any member involved in an on-duty collision in a Town of Erie or leased vehicle must notify Dispatch immediately, giving the location and requesting medical aid, if needed, and other personnel or resources as necessary. An on-duty Supervisor is requested. The Supervisor notifies a Command Staff Officer or the SDO. For minor collisions (less than \$1000 in damage) with no injuries, an EPD Supervisor may direct another EPD officer to complete the collision investigation or the EPD Supervisor may choose to investigate the collision. In

such incidents of minor collisions, a memo may be prepared by the investigating supervisor or officer documenting the collision in lieu of a case report.

- c. The member should ensure no involved vehicle is moved from post-collision positions until instructed by the on-scene investigator or responding supervisor.
- d. The member will attend to the scene as necessary if he/she is able, will aid the injured, attempt to prevent additional collisions, and identify witnesses until assistance arrives.
- e. If the member driving a Town-owned vehicle is involved in a collision outside Town limits, the member notifies the local jurisdiction and cooperates with its investigation. The member shall also notify an EPD Supervisor.
- f. The member will complete a written statement with their account of the collision regardless of the jurisdiction where the collision occurred.
- g. In cases involving significant damage or serious injuries, the police supervisor requests CSP or another local agency if CSP is not available, to respond to investigate the collision. The police supervisor also requests a Command Staff Officer to respond to the scene. The supervisor must ensure the employee's needs are met.
- h. EPD Supervisors are required to ensure the following Erie Police Department and Town of Erie paperwork is properly completed and submitted to the Chain of Command:
 - i. Erie Police Department Member Involved Collision Review (Appendix C).
 - ii. Town of Erie Supervisor's Collision/Incident Investigation Report (Appendix F).
 - iii. Review the Cover Sheet from the Employee's Written Notice of Injury (Attachment D, Page 1) with the employee and complete the last section entitled, "Employer's Acknowledgment of Receipt."
 - iv. Pinnacol Assurance Compensation Pool Employee's Written Notice of Injury (Attachment D, Page 2). This form must be completed whether an employee reports an injury or not.
 - v. Provide the Designated Provider List to the employee and sign as appropriate (Attachment E).

- vi. The Chain of Command shall review and a copy send all originals to HR. A copy will be made for the employee and one will be retained for the department's records.
- vii. The approving Sergeant shall email EPD's Records Section and request a copy of the collision report be forwarded to the Town Clerk. The approving Sergeant shall cc the Chain of Command.
- viii. On-duty EPD Commissioned members involved in an on-duty, at-fault collision will be required to follow the procedures set forth in the "Erie Police Department Drug and Alcohol Testing Flow Chart" (Appendix A). Post-collision alcohol and drug testing should be administered within two (2) hours following the collision.

VII. ACCIDENT ALERT

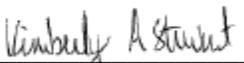
- A. In severe inclement weather (blizzard, etc.), the on-duty EPD Supervisor may place the department on Accident Alert. The EPD Supervisor must notify Boulder County Communications Center of when the Accident Alert begins. As soon as the roadways and/or weather improve, an EPD Supervisor must notify Boulder County Communications when the Accident Alert has been lifted. This information shall be included in the appropriate Watch-log.
- B. During Accident Alert, officers respond if notified of collisions involving fatalities, injuries, hit and run, public property damage or alcohol/drug-related collisions.
- C. Other than the requirements listed above, Boulder County Communications shall direct callers to the State of Colorado's website at: <https://crash.state.co.us/>

RULES:

NONE

REFERENCES:

NONE



Kimberly A. Stewart
Chief of Police