



DEPARTMENTAL REGULATIONS
CONCORD POLICE DEPARTMENT

PROCEDURE 22
EFFECTIVE DATE: 1/1994
REVISION DATE: 06/2016
REVIEW DATE: 06/2016
I.D. NUMBER: 0383

Chief of Police

TRAFFIC COLLISION INVESTIGATION AND REPORTING

A. POLICY STATEMENT

A significant number of our contacts with the public are as a result of the investigation of traffic collisions. How these citizens perceive us as professionals will be based on the quality of our work and the service we deliver. Therefore, the Concord Police Department has established a policy of investigating traffic collisions in a manner that complies with State mandates as well as delivers the best possible service to the community.

Additionally, there will be times we will be called upon to investigate collisions involving department and City vehicles. In order to demonstrate to the public that we are professional and fair in our practices, we are committed to investigating these types of accidents in an impartial, thorough and objective manner.

B. GENERAL

1. This Departmental Procedure establishes a uniform policy and procedure for documenting traffic collisions within the framework of California's statewide integrated traffic records system.
 - .1 The purpose of investigating all traffic collisions as outlined in this policy is to ensure a high level of service to the community, to assign fault to the responsible driver/party whenever possible and hold these person(s) accountable through the court system; and to identify environmental and/or roadway conditions that may have contributed to the event and ensure necessary corrections are made.
2. The Concord Police Department is responsible for the investigation and reporting of the following traffic incidents:
 - .1 All reported motor vehicle traffic collisions occurring on surface streets within the City limits. Dispatchers shall assign officers to all reported collisions that occur on surface streets, whether there are injuries or not.
 - 0.1 Dispatchers should not suggest to involved parties to exchange information in lieu of a report.
 - 0.2 Officers are encouraged to document as many collisions as possible and should not encourage parties to act independently by suggesting an exchange of information at the scene of a property damage only (PDO) collision unless the parties involved (not the officer) believe it is in their best interest.
 - .2 All motor vehicle non-traffic collisions resulting in personal injury or death, or involving a violation of Section 20002 CVC or driving while under the influence of alcohol or drugs, occurring on public or private property within the City limits.

- .3 All bicycle collisions should be documented when the collision occurs on a highway or on any paved shoulder within the City limits.
3. Officers of the Concord Police Department shall respond to traffic collisions under the following circumstances:
 - .1 All collisions resulting in injury or death, or property damage when the PDO (Property Damage Only) collision occurs on the highway
 - .01 Responding officer(s) shall do the following:
 - .001 Check on the extent of injuries to all involved parties and begin emergency life saving efforts or first aid, as appropriate.
 - .002 Ensure that emergency medical personnel are responding to the scene as appropriate.
 - .003 Take immediate steps to facilitate securing the scene. This may be accomplished through assistance from other department personnel, temporary control devices such as traffic cones and road flares, etc.
 - .004 Begin the preliminary investigation.
 - .005 If the injury(s) involved are greater than “complaint of pain”. and Traffic officers are on duty in that capacity, they may be summoned for assistance in accordance with current response practices as defined by the Division Commander.
 - .02 Hit and run collisions.
 - .01 In instances when injuries have occurred, the responding officer(s) shall perform the responsibilities outlined in Section B.3.1 above.
 - .02 In instances when there are no injuries, the investigating officer shall do the following:
 - .001 Obtain all available information in an effort to identify the responsible vehicle/driver.
 - .002 If the responsible vehicle and/or driver is identified, the investigating officer may complete the investigation and refer the case to the District Attorney’s office for review, or the case may be referred to the department’s Traffic Investigator for resolution.
 - .003 Officers should complete follow-up and investigate leads as soon as practical
 - .03 Collisions resulting from impairment of an operator due to alcohol and/or drug use.
 - .01 If during the course of the investigation, it is determined that one or more of the involved drivers is under the influence of alcohol or drugs, the offending parties shall be arrested for the appropriate criminal violation in compliance with 40300.5 CVC.
 - .001 If the arrested subject is not injured, he/she should be taken to the Concord Police Department and processed in accordance with Departmental Procedure 13.
 - .002 If the arrested party is transported and admitted to the hospital, the arresting officer or his/her designee shall arrange for a blood draw by a qualified person. Once the

blood draw is completed, the subject may be released from custody pursuant to Section 849 of the Penal Code, unless it has previously been determined that the subject shall remain in police custody. In those instances, the on-duty patrol supervisor or Watch Commander shall make arrangements for the security of the prisoner until such time that the subject can be housed at the appropriate detention facility.

- .4 Collisions resulting in damage to public vehicles or property.
 - .01 If the collision involves a department vehicle, the investigating officer shall follow the steps enumerated in Sections E.10 through E.12.2 of this procedure. The same steps shall be followed for all collisions involving any City owned/leased vehicle or City owned/maintained property.
- .5 Incidents involving hazardous materials.
 - .01 Upon arrival at the scene, the responding officer(s) shall take steps to identify the type of hazardous material involved. If the officer(s) determine that it is safe to enter the area, they shall do the following:
 - .001 Determine the extent of injuries, and if there are any, summon emergency medical personnel.
 - .002 Secure the scene.
 - .003 Request that the appropriate personnel respond to contain and clean up the hazardous material.
 - .02 If the responding officer(s) are not able to determine the nature of the hazardous material, or if it is clear that it is unsafe to enter the area, the officers shall remain a safe distance away and await the arrival of personnel who are qualified and equipped to enter and secure the location. Once it is determined that the area is safe to enter, the responding officers may then begin the investigation process.
- .6 Collisions whereby disturbances/disputes between the involved parties develop.
 - .01 The responding officer(s) shall do the following:
 - .001 First, take the necessary step to restore order to the situation.
 - .002 The officer(s) will take appropriate enforcement action for any criminal violations.
 - .003 The officer(s) will then complete the investigation process determined to be appropriate for the parameters of the original collision.
- .7 Collisions resulting in major traffic congestion.
 - .01 The responding officer(s) shall do the following:
 - .001 Take the appropriate steps to remove the involved vehicle(s) from the roadway, provided that the removal of the vehicle(s) does not compromise the integrity of the investigation.

- .002 If the involved vehicle(s) cannot be removed from the roadway, steps should be taken to close any necessary lanes or roadways. In these instances alternate routes of travel should be identified and established as soon as practical.
- .8 Collisions resulting in damage to the involved vehicles to the extent that towing of the vehicles is required.
 - .01 Once it has been determined that one or more vehicles must be towed from the scene, the investigating officer should first ask the vehicle driver for their preferred tow service. If the driver has no preference, or if the driver is incapacitated and cannot provide that information, the City's rotation tow service shall be used.
 - .02 If the vehicle is to be towed as evidence, the City rotation tow service shall be used. The investigating officer or his/her designee shall be responsible for supervising the tow and storage of the vehicle to ensure the integrity of the chain of custody.
- .9 Any collision that the on-duty Watch Commander/shift supervisor determines requires a response by officers.
 - .01 If an officer is sent to the scene of a collision, or if the officer comes across a collision, he/she should stop in order to evaluate the circumstances to determine what further action is necessary.
- 4. Section 14204, Title 5, California Code of Regulations, requires that the California Highway Patrol investigate each accident involving a school bus which is occupied with students and results in personal injury or property damage.

C. DEFINITIONS

- 1. Accident or Collision. An unintended event that produces damage or injury involving a vehicle in transport.
- 2. Motor Vehicle Traffic collision. Any motor vehicle collision that **occurs on a highway** or that occurs after the motor vehicle runs off the road.
- 3. Motor Vehicle Nontraffic collision. Any motor vehicle collision **occurring entirely at a place other than on a highway**.
- 4. School Bus Collision. Any event resulting in property damage or personal injury which involves a school bus **while transporting any school pupil**.
- 5. Motor Vehicle. A mechanically or electrically powered device upon which any person or property may be transported or drawn upon a highway. For purposes of classification, another motor vehicle, a trailer, or other equipment being towed or pushed by a motor vehicle is considered part of that vehicle. For reporting purposes, a motorized skateboard or motorized bicycle (Moped) whether the motor is operating or not shall be considered a motor vehicle.

D. SCENE RESPONSIBILITIES

- 1. The basic responsibilities of an officer who responds to the scene of a traffic collision include, but are not limited to:
 - .1 Determining the officer who is in charge at the scene.

- .01 This will normally be the primary officer who is assigned to the detail. However, this responsibility may be shifted to another officer by mutual agreement of the involved officers, or at the direction of a supervisor.
- .2 Protecting injured parties and the collision scene from potential traffic hazards.
 - .01 The first arriving officer(s) shall enact what steps are necessary to provide for the protection of the scene, including injured parties. The magnitude of the collision, volume of traffic, the ability to remove vehicles and injured parties from the roadway, as well as other factors known to the officer(s) at the time will dictate what steps the officer(s) will need to take to secure and protect the scene. This may be accomplished by a number of ways, including:
 - .001 Use of marked emergency vehicles, in accordance with General Order 20.
 - .002 Use of cones and road flares to close off lanes and to redirect traffic.
 - .003 Use of department personnel who have been trained in traffic direction methods.
 - .004 Use of temporary traffic control devices.
 - .02 It shall be the investigating officer or his/her designee's responsibility to maintain control of the roadway until such time the hazard(s) are no longer present.
- .3 Identify all parties involved and take proper action.
 - .01 If emergency medical personnel have not already been dispatched to the collision scene, the first arriving officer(s) shall:
 - .001 Take steps to immediately assess the number of injured parties as well as the nature of the injuries, visible or complaint of pain.
 - .002 Ensure that emergency medical personnel are summoned to the scene.
 - .003 Provide any appropriate first aid or life saving efforts.
 - .004 Maintain constant observation of the injured parties until relieved by personnel qualified to provide for the care of the injured.
 - .005 Complete follow-up inquiries to determine the full extent of the injuries.
 - .006 Document all relevant personal and injury information in the police report.
- .4 Checking for hazards that may cause further problems, such as hazardous materials or potential for a fire. Officer shall follow the procedures outlined in Section 3.5
 - .01 Upon arrival at the scene, the responding officer(s) shall take steps to identify the type of hazardous material involved. If the officer(s) determines it is safe to enter the area, they shall:
 - .001 Determine the extent of injuries, and if there are any, summon emergency medical personnel.
 - .002 Secure the scene.

- .003 Request that the appropriate personnel respond to contain and clean up the hazardous material.
- .02 If the responding officer(s) are not able to determine the nature of the hazardous material, or if it is clear that it is unsafe to enter the area, the officers shall remain a safe distance away and await the arrival of personnel who are qualified and equipped to enter and secure the location. Once it is determined that the area is safe to enter, the responding officers may then begin the investigation process.
- .5 Summoning appropriate assistance.
- .6 At minimum, the investigating officer should ensure that the following information is collected at the scene or during any subsequent follow-up:
 - .01 Identify and interview involved parties, passengers and witnesses.
 - .001 The interviewing officer should take appropriate steps to ensure the validity of all interviewed parties. Methods used to verify identity include, but are not limited to:
 - .0001 A valid California driver license or identification card.
 - .0002 A valid driver license or identification card from another state, which can be verified through that state's department of motor vehicles.
 - .0003 A valid passport.
 - .0004 Verification from a second, reliable source.
 - .0005 By any other means that the officer deems to be reliable.
 - .002 The interviews will be summarized in the police report.
 - .0001 Officers may elect to have the party complete a written statement; however, the statement shall be summarized in the police report.
 - .02 Identify, secure and arrange for the collection of evidence.
 - .001 The investigating officer may collect and log evidence that does not require special processing and collection procedures.
 - .002 Evidence that requires special handling should be collected, processed and entered into evidence by a Crime Scene Technician or Investigator.
 - .03 Examine involved vehicles for damage and mechanical defects, which may have contributed to the collision and document the information in the police report.
 - .04 Make independent observations of the collision scene and document those observations in the police report.
 - .05 Observe involved drivers for signs of being under the influence of alcohol and/or drugs and document those observations in the police report.
- .7 Making arrangements for the security of property belonging to incapacitated parties.

- .01 If the injured party cannot give explicit instructions regarding the security of the property, or if the property cannot be transported to the hospital with the owner, the property shall be logged into the Concord Police Department Property Room for safe keeping.
 - .02 If the injured party's property is released to another individual, that person shall be required to sign a receipt for the itemized property. The receipt shall have the corresponding case number written on it and shall be attached to the police report.
 - .03 If the property is too large store at the police department or transported with the injured party, and if it cannot be released to an authorized party, it should be left with the stored vehicle. The property shall be listed in the inventory section of the CHP-180.
- .8 Having vehicles removed from the scene when appropriate.

E. DOCUMENTATION PROCEDURES

1. The Concord Police Department will document motor vehicle collisions as a collision investigation, collision report, information exchange or Counter Report.
2. Traffic Collision Report Forms
 - .1 CHP-555, CHP555-01, and CHP 555-03 are to be used for documenting traffic collisions:
 - .01 State of California Property Damage Only forms (CHP 555-03) may only be used for Counter Reports.
 - .2 Vehicle Accident/Damage Report (AS-12) shall be used when a City vehicle is involved in a collision.
3. A **COLLISION INVESTIGATION** (Investigative Format) shall be made when one or more of the following conditions apply:
 - .1 A vehicle collision results in death of a person, on or off a highway.
 - .2 The collision involves those injuries classified as "**severe injury**," as defined by C.I.M.
 - .3 A driver or other person is in violation of 23152(a), (b), or (c); 23153(a), (b), or (c) CVC or 20001 CVC (where the injury is other than complaint of pain).
 - .4 A driver is in violation of 20002 CVC and the following conditions exist:
 - .01 The responsible driver can be identified through a photo lineup or in-field elimination.
 - .02 The complete suspect vehicle license plate number or additional investigative leads are present, which require follow-up.
4. **COLLISION INVESTIGATION** - Documentation consists of:
 - .1 The basic data elements contained on both sides of the Traffic Collision Report Forms (CHP 555, CHP 555-01).
 - .2 A factual diagram is required.
 - .3 A narrative report, following the format outlined in the C.I.M. and which shall include:

- .01 Facts, statements, opinions and conclusions, and recommendations of the investigating officer.
- .4 Collision Investigation Follow-up Activities:
 - .01 When the Traffic Investigator or Traffic Officer receives a collision investigation for follow-up, he/she may complete a number of activities, based on the merits and seriousness of the case, including, but not limited to:
 - .001 Review the original and all supplemental reports for thoroughness of the preliminary investigation.
 - .002 Conduct follow-up interviews with the involved drivers, passengers and/or witnesses.
 - .003 Reconstruction of the collision scene, including skid analysis, through technical expertise.
 - .004 Have evidence submitted to a forensic sciences laboratory for examination and evaluation.
 - .005 Arrange for a mechanical inspection of the involved vehicle(s).
 - .006 Seek expert technical assistance when a portion of the investigation is beyond the expertise of the follow-up investigator.
 - .007 Prepare the case for presentation to the District Attorney's office.
 - .02 When and how these activities are carried out shall be dependent upon the specifics of the case and at the discretion of the investigating officer and/or the Traffic Bureau supervisor.
- 5. A **COLLISION REPORT** (Summary/Cause) shall be made when one or more of the following conditions apply:
 - .1 A vehicle in a nontraffic collision, which involves an injury.
 - .2 A collision involves those injuries classified as "other visible injuries" or "complaint of pain", (as defined by C.I.M.).
 - .3 A collision involving damage to private property and the driver is unable to notify the property owner in compliance with 20002(a) CVC, but notifies the department without unnecessary delay.
 - .4 A property damage collision where the officer witnesses the collision-causing violation, including driving while under the influence (23152a CVC), and the officer issues a traffic citation or collision notice.
 - .5 A collision involving a 20002 CVC when the responsible driver cannot be identified but registration information is present.
 - .01 COLLISION REPORT Documentation consists of:
 - .001 All information contained on CHP 555 & CHP 555-01 forms.
 - .002 A sketch depicting how the collision occurred.

- .7 The narrative of the report shall include: Facts, Summary, Cause, POI and recommendations.
 - .01 The area of impact can be reflected by simple measurements in the sketch.
6. A COLLISION NOTICE CITATION should be issued when the officer identifies a provable violation.
 - .1 A Collision Notice may be issued in conjunction with a property damage accident report.
 - .2 If the collection of evidence is required, and a collision notice is issued, a collision investigation is required.
7. An **INFORMATION EXCHANGE** report form can be used when the collision involves: one or more parties, there are no injuries, and no prosecution is anticipated, including 20002s with no investigative leads..
 - .1 An Information Exchange Report contains information on the involved parties and provides the Police Department and the Traffic Engineering Office with collision analysis data.
 - .2 When completing an Information Exchange Report, the short form collision report (CP-94-1). A narrative is not required for either report. You must use a regular running case number for either report form.
 - .01 The Concord Police Information Exchange short form report should only be used when there is three or less parties involved in the collision. All parties shall be given a copy of this report while still at the scene.
 - .3 When there is non-vehicular private property damage involved, the Traffic Collision Report form (CP-28) shall be used.
8. LATE REPORTED COLLISIONS shall be documented in the following circumstances:
 - .1 When late-reported collisions involve a hit and run accident.
 - .01 In case of a 20002 collision, the assigned officer will request a case number and investigate to the extent possible.
 - .02 Community Service Desk or Field Office Personnel shall not take late reported Injury Collisions or Hit and Run Collisions when there is a known suspect, suspect vehicle or investigative leads. When these conditions are not present, a counter report may be used.
 - .2 When late-reported collisions involve injuries and the involved party demands a report, or when circumstances dictate the incident be documented.
 - .3 A Counter Report form should be used when the accident involves one or more parties, no prosecution is anticipated, and the report is made at the Police Department.
 - .01 These reports normally involve property damage only and only one party is present.
 - .02 Counter Reports are completed by the involved party and submitted to the Traffic Bureau for review. A case number is assigned; however, no follow-up is conducted.
9. Collisions involving a school bus include the following circumstances:

- .1 An event resulting in property damage or personal injury on public or private property which involves a school bus while transporting any school pupil. These are investigated by the California Highway Patrol.
- .2 A collision between a vehicle and a pupil crossing a highway for the purpose of boarding or exiting a school bus while the bus is stopped for loading or unloading pupils.
 - .01 Pupils otherwise injured when beyond the control or protection of the school bus red lights or the school bus driver are not included in this definition.
- .3 A collision between a vehicle and a school bus driver escorting a pupil across a roadway.
- .4 Pupil injured while boarding or alighting from a school bus at any location.
- .5 Pupil passenger injured as a result of acceleration, deceleration, or other sudden change in direction or motion.
 - .01 Upon receipt of report of a school bus being involved in a collision, Dispatch shall send a patrol unit to establish that the accident is of the type required to be investigated by the California Highway Patrol.
 - .02 California Highway Patrol will be contacted by Dispatch and advised of the collision if provisions of 14204 CVC are present.
 - .03 CPD officers should offer assistance to the California Highway Patrol as the situation may dictate.
 - .04 In the event the California Highway Patrol cannot respond in a reasonable time, the CPD officer should mark the vehicle positions and move them from the traffic lane. If the California Highway Patrol cannot respond, a report should be made with a copy directed to the California Highway Patrol.
 - .05 When the provisions of 14204 CAC are not present, the Concord Police Department will document the collision.

10. Collisions involving police vehicles:

- .1 Sworn personnel and/or employee shall immediately notify, either by radio or telephone, the Communications Center and shift supervisor. If the collision occurred within the City or adjoining communities, the shift supervisors should respond to the scene of the collision.
- .2 An investigation shall be conducted by an officer not involved in the accident under the direction of either the shift supervisor or Watch Commander. In the event the collision involves a serious life threatening injury or death, the investigation shall be conducted under the guidelines of the County Officer Involved Protocol.
 - .01 CHP 555 & CHP 555-01 forms will be completed and, in the event the accident involved a bodily injury or fatality, a copy will be sent to the California Highway Patrol Office in Sacramento. . "On Duty Emergency Vehicle": shall be written in the area designated Special conditions and above the officer's name in the driver ID section.
 - .02 Minor traffic collisions may be investigated by Patrol Bureau Personnel at the discretion of the Watch Commander or shift supervisor.

- .03 A Vehicle Accident/Damage Report (AS-12) shall be completed (before the end of the shift) by the operator of the vehicle and/or the operator's supervisor.
- 04. The supervisor shall review/approve the AS-12 and complete a separate report/investigation regarding the circumstances of the collision which will include color photographs. The supervisor shall forward the completed AS-12, the supervisory investigation and photographs before the of end of their shift to the Field Operations Commander.
- .05 Minor damage collisions involving on-duty personnel, which do not involve other non-city vehicles, where the damage is to the City vehicle(s) only, no formal police report is required. The involved officer and/or the operators supervisor, shall complete (before the end of his/her shift) the City Vehicle Damage Report Form (AS-12).
- .001 Collisions involving on-duty personnel with other occupied vehicles shall be documented by means of the COLLISION INVESTIGATION or COLLISION REPORT format, whichever is appropriate, regardless of the extent of damage to either vehicle.
- .3 If the accident occurs outside the City of Concord, the member and/or employee shall immediately notify the department which has investigative jurisdiction and request documentation of the collision.
 - .01 He/she shall notify the on-duty Watch commander/shift supervisor.
 - .001 Where practical, the Watch Commander or shift supervisor shall dispatch a supervisor or his designee to the accident scene to review the circumstances of the collision.
 - .02 Photographs of the vehicle involved should be taken as soon as practical.
- .4 A Vehicle Accident/Damage Report (AS-12) shall be completed by the operator of the vehicle and/or the operator's supervisor. The supervisor shall review, investigate, complete his/her portion of the report, and forward the report to the Field Operations Commander immediately.
- 11. Accidents involving City-owned/leased vehicles, or on-duty police personnel who are injured in traffic collisions:
 - .1 A thorough investigation shall be completed in any of the following circumstances regardless of whether the collision occurred on private or public property even though the City-owned/leased vehicle is the only vehicle or property damaged.
 - .01 When the collision of a City-owned/leased vehicle with any other vehicle or object results in property damage (regardless of how slight) or injury, an investigation shall be conducted by an officer not involved in the accident under the direction of either the shift supervisor or Watch Commander. In the event the collision involves a serious life threatening injury or death, the investigation shall be conducted under the guidelines of the County Officer Involved Protocol.
 - .02 Traffic collisions where on-duty police personnel are injured.
 - .2 The report shall follow the standard traffic collision reporting procedures which are in effect for the routine documentation of traffic collisions reported to the Concord Police Department.

- .01 When a City-owned/leased vehicle has been involved in a damage accident, photographs should be taken of the involved vehicles or damaged property, placing the unit number, date, time, and name of the officer/employee involved on the photograph, and forward it to the department head of the employee involved.

12. Processing of City-owned/leased vehicle collision reports:

- .1 Traffic collision reports involving City-owned/leased vehicles shall be routinely processed by this agency's Records Bureau. Copies of the CHP 555 & CHP 555-01 forms shall be forwarded to the Field Operations Division.
 - .01 If a police vehicle is involved, the Field Operations Division shall distribute the eight copies of the Accident Report Form as follows:
 - 2 Copies - City Attorney's Office
 - 5 Copies - Accident Review Board
- .2 The Investigations and Administrative Services Division shall initiate the necessary insurance forms and distribute copies as necessary on police vehicle accidents.

13. Board of Review:

- .1 The Field Operations Division Commander shall designate a panel to review collisions involving PD personnel and will be comprised of:
 - .01 The Special Operations Lieutenant who is designated as Chairperson of the Board.
 - .02 A Field Operations Division Lieutenant
 - .03 The Traffic Bureau Sergeant or his/her designee.
 - .04 The Training Sergeant.
 - .05 Alternate members may be appointed by the Field Operations Division Commander, Chairperson and/or Chief of Police.
- .2 In all collisions involving police vehicles or traffic collisions involving on-duty personnel, the Accident Review Board will convene and review the circumstances surrounding the collision in question. Said review shall include all reports, statements, and photographs concerning the collision under review.
 - .01 A meeting of the Board shall be regularly scheduled by the Chairperson of the Board to accommodate the number of collisions to contemporaneously reviewed.
 - .02 The involved employee and his/her supervisor will be notified of the time and place of the Accident Review Board meeting and invited to attend the meeting. The supervisor may offer suggestions, improvements, or other facts not stated in the original or investigative reports. These comments may be made in writing to the Board, prior to the meeting, or in person at the meeting.
 - .001 The Accident Review Board may require the supervisors who were on duty at the time of the collision to appear before the Board.
- .3 The Accident Review Board shall review the circumstances of each collision and file a written report of the facts surrounding the collision with the Office of the Chief of Police and with the

Commanding Officer of the affected Division. The written report shall indicate whether the collision was preventable or not preventable.

- .01 Should the Board find that the involved police employee may have been negligent or have committed a prosecutable crime, and desire a statement from the employee, the investigation shall be referred to the Professional Standards Unit.
 - .4 In cases where the accident is deemed to have been preventable, the Chairperson of the Review Board shall make a disciplinary recommendation, if warranted, to the Field Operations Division Commander for review before forwarding it to the Chief of Police.
 - .01 Chief of Police Review: The Chief of Police is not bound to the case findings/conclusions or recommendations of any subordinate. The Chief of Police may make a different finding and may implement the disciplinary action the Chief believes appropriate.
 - .5 The involved employee will be notified of the disposition of the Board.
 - .6 The written report and a record of any disciplinary action taken on a preventable traffic collision shall be filed with the Professional Standards Unit. All preventable accidents shall be assigned an IA case number and filed in the same manner as other Internal Affairs investigations.
14. Records Storage
- .1 Original traffic collision reports requiring follow-up investigation by the Traffic Investigator or Traffic Officer may be stored in the Traffic Bureau during the time the collision is actively being investigated.
 - .2 Upon completion of the investigation, all original police and related reports shall be forwarded to the Records Bureau.

F. TRAFFIC INVESTIGATOR STANDBY

- 1. The Traffic Bureau has personnel who are available for immediate callout after normal business hours. The Traffic Bureau shall maintain a pool of officers qualified to respond, in the event follow-up assistance is necessary. Each week one officer from the Traffic Bureau will be designated as being on standby and shall be responsible for responding to requests for assistance.
- 2. Traffic Bureau personnel will be available to respond to collisions resulting in:
 - .1 A fatality.
 - .2 Major injuries: (A major injury is defined as an injury that has the apparent probability of resulting in death.)
 - .3 A collision investigation which requires particular expertise.
 - .4 A collision investigation that field units cannot handle because of unforeseen manpower considerations.
 - .5 A collision investigation that requires more than incidental, immediate follow-up.
 - .6 A collision investigation that may result in a complex investigation outside of the abilities of a patrol officer.

3. The call out procedure should be initiated immediately at the discretion of the on-scene supervisor or Watch Commander upon determining that one or any of the conditions exist as set forth in D.2.1 and .2, but prior to disruption of the scene, if possible.
 - .1 All investigative call outs must be authorized by the on-duty Watch Commander or shift supervisor.
 - .2 Traffic Bureau personnel will assume that any request for call out has the Watch Commander or shift supervisor's prior approval.
 - .3 The officer responding will assume control of any investigation to which he/she responds.
 - .4 When a call out is required, the on-duty Watch Commander or shift supervisor shall call the Traffic Bureau Sergeant, who will determine the personnel required.
 - .5 If the Sergeant or Corporal cannot be reached, the on-call officer should be called next.
4. Standby Officer's Responsibility:
 - .1 The Traffic Bureau officer who is on standby shall be ready to respond in a reasonable time to a callout.
 - .01 For purposes of this policy a reasonable time period to respond means that the officer is at the designated location within one hour of receiving the callout. Extenuating circumstances may arise which prevent the Traffic Bureau officer from arriving at the location within the one-hour timeframe. When this occurs, it shall be the responsibility of the responding officer to advise the Traffic Sergeant of such circumstances and to provide an estimated time of arrival.
 - .2 The standby Traffic Bureau officer shall be readily available at all hours by their personal cell phone, department cell phone or home phone.
 - .3 While on standby, the Traffic Bureau officer shall refrain from activities, which he/she should reasonably know, might impair the performance of his/her assigned duties upon call.
 - .4 If the Traffic Bureau officer who is scheduled to be on standby arranges to have another Traffic Bureau officer cover any portion of his/her standby time, it shall be the responsibility of the officer who was originally scheduled to the standby duty to notify the following:
 - .01 The Traffic Bureau supervisor
 - .02 The Communications Center
 - .03 The effected Watch Commander
5. Compensation
 - .1 The Traffic Bureau officer who is on standby status shall be compensated in accordance with Peace Officer Representation Unit Memorandum of Understanding. The officer who is on standby shall complete his/her electronic timecard by coding one hour for each day that he/she is actually on standby.
 - .2 Labor code "10S" shall be used on the electronic timecard to designate standby time.
 - .3 Only the officer who is actually on standby shall be compensated for the standby duty.

