

Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

The Office of Protective Services (OPS) prepares traffic collision reports in compliance with the California Highway Patrol Collision Investigation Manual (CIM) and as a public service makes traffic collision reports available to the community with some exceptions.

501.2 RESPONSIBILITY

The Watch Commander will be responsible for distribution of the Collision Investigation Manual. The Watch Commander will receive all changes in the state manual and ensure conformity with this policy.

501.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by employees of OPS shall be entered into the Records Management System following Watch Commander approval.

501.4 REPORTING SITUATIONS

501.4.1 TRAFFIC COLLISIONS INVOLVING STATE VEHICLES

Traffic collision investigation reports shall be taken when a State-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report (CHP 555 form) at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a State vehicle, a Vehicle Damage Report shall be completed and forwarded to the Watch Commander.

Photographs of the collision scene and vehicle damage shall be taken.

501.4.2 TRAFFIC COLLISIONS WITH DSH EMPLOYEES

When an employee of DSH, either on-duty or off-duty, is involved in a traffic collision

within the the Department of State Hospitals (DSH) resulting in a serious injury or fatality, the Watch Commander may notify the California Highway Patrol for assistance.

The term serious injury is defined as any injury that may result in a fatality.

501.4.3 TRAFFIC COLLISIONS WITH OTHER STATE EMPLOYEES OR OFFICIALS

The Watch Commander may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any State official or employee where a serious injury or fatality has occurred.

501.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

In compliance with the Collision Investigation Manual, traffic collision reports shall not be taken for traffic collisions occurring on private property unless there is a death or injury to any person involved, a hit-and-run violation, or Vehicle Code violation. An Incident Report may be taken at the discretion of the Watch Commander.

501.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of DSH/OPS when a report is requested by any involved driver.