

ILLINOIS STATE POLICE DIRECTIVE

OPS-028, TRAFFIC CRASH AND HIGHWAY PROBLEM REPORTING

RESCINDS: OPS-028, 2012-067, revised 10-12-2012.	REVISED: 12-04-2015 2015-089
RELATED DOCUMENTS: OPS-016, OPS-029	RELATED CALEA STANDARDS: 41.2.4, 61.1.1, 61.2.1, 61.3.1, 61.3.6, 61.4.2, 82.3.3

I. POLICY

The Illinois State Police (ISP) will:

- I.A. Notify the Illinois Department of Transportation (IDOT) when motor vehicle crashes specified in section IV.A. occur and the ISP is the primary investigating agency.
- I.B. Provide the IDOT authorities with complaints or suggestions related to highway conditions, hazards, or deficiencies that come to the attention of the Department.

II. AUTHORITY

Illinois Department of Transportation and Illinois State Police Joint Operational Policy Statement

III. RESPONSIBILITY

III.A. The ISP has agreed to be responsible for:

- III.A.1. Providing copies of traffic crash reports and/or a monthly summary of crash and enforcement data reported or handled by the Department to IDOT. These reports will provide factual data that may support future engineering decisions. (See ISP directive OPS-029, "Traffic Crash Report Completion.")
- III.A.2. Providing information regarding serious crashes to IDOT on a timely basis (refer to paragraph IV.A.1. for specific criteria on reporting). Traffic and highway engineering authorities use such data to analyze potential corrective actions.
- III.A.3. Participating in local and regional transportation systems management planning, upon request from the appropriate IDOT authorities.

III.B. The IDOT has agreed to be responsible for:

- III.B.1. Collecting and compiling traffic data
- III.B.2. Conducting special traffic surveys and studies
- III.B.3. Analyzing crash and enforcement data

IV. PROCEDURES

IV.A. Motor vehicle crashes

IV.A.1. The District Communications Center will notify the appropriate agencies having jurisdiction when a crash occurs that meets the following criteria:

- IV.A.1.a. Fatalities and multiple serious injuries
- IV.A.1.b. Hazardous material involvement
- IV.A.1.c. Any vehicle crash within a construction or maintenance work zone resulting in a fatality or injury
- IV.A.1.d. School bus or commercial bus crashes involving severe injuries or a fatality to the occupant(s)
- IV.A.1.e. Any vehicle crash involving an Oversize/Overweight Permitted Load
- IV.A.1.f. Any railroad crossing crash on the state highway system

IV.A.1.g. Any incident which results in the closing of the Interstate, US or State Route, or major bridge structure for 30 minutes or more or when a significant traffic backup is likely

IV.A.1.h. Any IDOT vehicle crash

IV.A.2. The Law Enforcement Agencies Data System (LEADS) administrative message must include:

IV.A.2.a. Crash type

IV.A.2.b. The type of vehicle(s) involved, i.e., commercial vehicle or combination vehicle

IV.A.2.c. Number of fatalities/injuries

IV.A.2.d. Location

IV.A.2.e. Date and time of occurrence

IV.A.2.f. Type of hazardous materials involved, if any

IV.A.2.g. Type of emergency personnel dispatched to scene, e.g. fire, medical, ambulance, coroner, etc.

IV.A.2.h. District Traffic Crash Number

IV.A.2.i. If seatbelts/child safety restraints were used

IV.A.2.j. Any other pertinent information (may include indication of which occupants wore seatbelts/child safety restraints, i.e., driver, passenger)

NOTE: Paragraphs IV.A.2.i. and IV.A.2.j. pertaining to seatbelts/child safety restraints apply only to traffic crash fatalities.

IV.B. Handling Complaints and Suggestions

District commanders are responsible for ensuring all complaints or suggestions received concerning traffic engineering deficiencies, highway condition defects, or roadway hazards are handled in the following manner:

IV.B.1. The District will document appropriate information for use in reporting specific problems.

IV.B.2. If the complaint/suggestion is of a nature that constitutes an immediate threat/danger, an officer will be assigned to evaluate the problem. If none are available, the IDOT District responsible will be notified immediately.

IV.B.3. District headquarters will contact the IDOT District Engineer and provide any information available.

IV.B.4. When practical, notify the person making the complaint or suggestion as to what corrective action was taken.

| Indicates new or revised items.

-End of Directive-