

## ILLINOIS STATE POLICE DIRECTIVE OPS-029, TRAFFIC CRASH REPORT COMPLETION

<b>RESCINDS:</b> OPS-029, 2012-068, revised 10-12-2012.	<b>REVISED:</b> 08-31-2015 <b>2015-059</b>
<b>RELATED DOCUMENTS:</b> OPS-061, Illinois Traffic Crash Report SR 1050 Instruction Manual for Law Enforcement Agencies, Traffic and Criminal Software (TraCS) User Guide	<b>RELATED CALEA STANDARDS:</b> 61.2.1, 61.2.2, 61.2.3, 81.2.14, 82.2.1, 82.2.3, 82.2.4, 82.2.5, 82.3.3, 82.3.5, 83.2.6

### I. POLICY

The Illinois State Police (ISP) will:

- I.A. Report to the Illinois Department of Transportation (IDOT) all traffic crashes reported to the Department meeting the reporting requirements as outlined in 625 ILCS 5/11-406, or if other extenuating circumstances exist, such as a hit and run traffic crash, a driver driving under the influence, a driver with suspended license, etc.
- I.B. Investigate all such traffic crashes when feasible.

### II. DEFINITIONS

- II.A. Commercial Motor Vehicle - as used in this directive, a commercial motor vehicle is any self-propelled or towed vehicle used on the public highways in interstate or intrastate commerce to transport passengers or property when the vehicle:
  - II.A.1. Has a gross vehicle weight rating (GVWR) or gross combination weight rating (GCWR) of 10,001 or more pounds.
  - II.A.2. Is designed to transport more than 15 passengers, including the driver.
  - II.A.3. Is used in the transportation of hazardous materials in a quantity requiring placarding under regulations issued by the Secretary of the United States (U.S.) Department of Transportation under the Hazardous Materials Transportation Act.
- II.B. Traffic and Criminal Software (TraCS) – is application software that, combined with laptop computers, one or more PCs in a central office, and data communications, provides officers with all of the functionality needed to record and retrieve incident information wherever and whenever an incident occurs.

### III. RESPONSIBILITIES

- III.A. Each District is responsible for:
  - III.A.1. Assigning a unique traffic crash report number consisting of a two-digit district identifier, two-digit year of assignment, and five-digit unique traffic crash report number, i.e., 06-09-01234.
  - III.A.2. Monitoring crash reports for completeness, accuracy, and compliance.
  - III.A.3. Providing, when appropriate, available copies for court and other district purposes.
  - III.A.4. Submitting completed traffic crash reports.
  - III.A.5. Ensuring all traffic crash reports are accounted for and have a unique agency crash report number.
- III.B. When the TraCS application is not working, Districts will use the Illinois Traffic Crash Report form - SR 1050, and will:
  - III.B.1. Later be entered into Tracs by the District, or designee, when Tracs is operational.
  - III.B.2. Retain short-term file copies of reports.

- III.B.3. Transmit the original and one copy of the report to the Records Management Section (DOA).
- III.C. The Records Management Section is responsible for providing copies of traffic crash reports (including reconstruction reports) and receipt of funds as specified in 625 ILCS 5/11-416 for all copies of reports of traffic crashes.

#### IV. PROCEDURES

**NOTE:** Officers must submit reports via the Department's Traffic and Criminal Software (TraCS) application, if the District/work unit has functioning TraCS software. Officers who do not have access to a Mobile Data Computer (MDC) or functioning TraCS software, at the time of the report, will complete a hard-copy crash report (SR-1050) and enter the report in TraCS when they return to their District/work unit.

##### IV.A. General instructions for completing the TraCS Traffic Crash Report

- IV.A.1. Identify all traffic crash reports with a unique traffic crash report number.
- IV.A.2. Officers will provide each motorist with a blank Illinois Motorist Report, SR 1MCR 250M available through the ISP Quartermaster and a drivers exchange sheet to assist in completing the motorist report.
  - IV.A.2.a. Each individual motorist report number must be correctly assigned on the crash report created in TraCS.
  - IV.A.2.b. The motorist report number links the motorist's report to the traffic crash report at IDOT.
- IV.A.3. Attachments to traffic crash reports (such as photographs, witness statements, and diagrams) should be attached and stored with the electronic file in order for ISP to comply with record retention schedules. Only witness statements and diagrams will be released with the report to the public.
- IV.A.4. Submit the completed traffic crash reports for approval as soon as completed but no later than four days after the crash date.
- IV.A.5. The supervisor must review submitted crash reports within two days of receipt.
- IV.A.6. Officers must correct and resubmit by the end of their next work shift crash reports rejected by the supervisor.
- IV.A.7. It is the supervisor's responsibility to ensure all traffic crash reports are completed and submitted for approval prior to an officer taking time off, leaving service, etc.
- IV.A.8. Only the officer submitting the report can make corrections to the traffic crash report. If IDOT has approved the report, an amended report will automatically be created when the original crash report is retrieved.
- IV.A.9. Location Information
  - IV.A.9.a. The incident location tool should be used at all times to identify the location of the traffic crash.
  - IV.A.9.b. The use of the location tool sets the appropriate longitude/latitude coordinates necessary for later mapping by ISP and IDOT.

##### IV.B. Desk Reports (Not on Scene)

- IV.B.1. No phone-in desk reports should be taken except in those districts that have implemented a telephone-in crash reporting system as outlined in ISP directive OPS-061, "Traffic Crash Investigations."

- IV.B.2. An inquiry using the search in TraCS should be performed prior to starting a multi-car desk report to ensure a prior desk report has not been completed.
  - IV.B.2.a. A diagram should not be made if the investigation is away from the scene of the traffic crash (i.e., phone-in or desk reports).
  - IV.B.2.b. A traffic crash report number will be assigned on desk reports.
- IV.B.3. If severe weather causes an increase in non-injury traffic crashes and the District is unable to respond, the preliminary traffic crash report information will be taken by a Telecommunicator Call Taker who will advise the parties involved to contact the District again within 48 hours of the traffic crash to coordinate completion of the crash report.
- IV.C. Private Property
  - IV.C.1. Traffic crashes occurring on private property will be investigated in the same manner as traffic crashes occurring on the highway. Arrests can be made only for violations of:
    - IV.C.1.a. 625 ILCS 5/11-401, et seq., "Motor vehicle accident involving death or personal injuries"
    - IV.C.1.b. 625 ILCS 5/11-501, "Driving while under the influence of alcohol, other drug or drugs, intoxicating compound or compounds or any combination thereof"
    - IV.C.1.c. 625 ILCS 5/11-503, "Reckless driving; aggravated reckless driving"
    - IV.C.1.d. 625 ILCS 5/11-505, "Squealing or screeching"
  - IV.C.2. The traffic crash will not be designated as having occurred on private property if the traffic crash occurs on the main roadway through a shopping center. A diagram of the area to show that the traffic crash occurred on a main roadway is essential to ensure such a traffic crash is included in the count.
- IV.D. Property Damage Only

In those instances where a single vehicle receives "Property Damage Only" as a direct result of contact with an animal and no contact with another vehicle, a diagram is not required unless the driver/passenger was injured. The fact that the vehicle is towed from the scene does not, in itself, require a diagram.
- IV.E. Hit and Run
  - IV.E.1. On hit and run traffic crashes, be sure to check the appropriate box identifying the crash as a "Hit and Run" and check the appropriate box indicating the driver left the scene.
  - IV.E.2. If the officer who initiates the original hit and run investigation is unable to close the case by the end of his/her tour of duty, the officer will advise the District Shift Commander who will decide whether further investigation is warranted.
    - IV.E.2.a. If the District Shift Commander decides further investigation is warranted, the investigation will be assigned to an officer on the next shift or the District Shift Commander may instruct the original investigating officer to continue the investigation on the next tour of duty.
    - IV.E.2.b. A Traffic Crash Reconstruction Officer (TCRO), or other authorized officer, will assume the responsibility of the follow-up investigation and the filing of a supplemental report for hit and run traffic crashes resulting in death or serious injury.
  - IV.E.3. If further investigation is warranted, the original report will be submitted for approval. The narrative will include a statement of "Investigation Pending."
  - IV.E.4. Once a hit and run crash report has been approved by IDOT and is subsequently closed by arrest, investigation, or administratively, a supplemental report must be completed to close the crash report.

## | IV.F. Forwarding and Retention – TraCS

- IV.F.1. Completed traffic crash reports should be submitted as noted in paragraphs IV.A.4., IV.A.5., and IV.A.6.
- IV.F.2. The District office will have access to all traffic crash reports through TraCS Search and will not be required to keep paper copies of traffic crash reports created in TraCS.
- IV.F.3. Officers can obtain copies of TraCS crash reports needed for court by performing a search in the TraCS application. Any report that has not been approved will contain the word “**Unofficial**” in the right upper corner of the report and should not be disseminated until approved.

## | IV.G. Amended Reports

If, after submission and approval of the traffic crash report, the officer obtains information affecting the substance of the report, an amended report will be created by retrieving the original crash report. "Affecting the substance" includes:

- IV.G.1. Information that would correct an error or omission.
- IV.G.2. Subsequent death within 30 days as a result of the traffic crash of a person involved.

## IV.H. Completion Instructions

**NOTE:** Officers completing a TraCS report must complete the diagram and narrative section of the traffic crash report for crashes involving death, injury, or a unit towed from the scene due to the crash regardless of whether the ISP is completing a reconstruction report. However, simply towing a vehicle from a vehicle/animal crash does not necessarily require a diagram (see paragraph IV.E.). When a diagram is included with the report, the officer will identify the roadway and label objects in the diagram as “approximate final position.” The TraCS application was not designed for “to scale” diagrams. If a “to scale” diagram is necessary, it must be created and added as an attachment to the TraCS crash report.

IV.H.1. Completion instructions and samples of the traffic crash report are located in the Illinois Traffic Crash Report SR 1050 - Instruction Manual for Law Enforcement Agencies (<http://trafficsafety.illinois.gov/#ICD>) and in the TraCS User Guide (<http://intraive2/TraCS/support.cfm>).

IV.H.2. Contributory Cause Codes (CC Codes) are required and should be provided at all times.

| IV.H.2.a. The TraCS application provides a list of CC Codes from which the officer may choose the appropriate code.

IV.H.2.a.1) IDOT values and uses the information provided by the CC Codes.

| Indicates new or revised items.

**-End of Directive-**