ILLINOIS STATE POLICE
OPS-102, DAILY TRAFFIC CRASH FATALITY SUMMARY

I. POLICY

The Illinois State Police (ISP) will obtain, compile, and report statewide traffic fatality information.

II. PROCEDURES

NOTE: “Year” as used in this directive refers to “calendar year.”

II.A. District reporting procedure

On a daily basis, Monday through Friday, excluding holidays, each District will obtain from each county within the District information concerning traffic deaths having occurred during the previous 24-hour period ending at midnight.

II.B. Compilation

On a daily basis (Monday through Friday, excluding holidays), the Traffic Intelligence Analyst (TIA) at the Statewide Terrorism and Intelligence Center will transmit the information collected to the Office of the Director, Division of Operations, all Region and District Commanders, the Public Information Office, and any other ISP parties via Lotus Notes. The daily TIA summary report will include numbers of:

II.B.1. Fatal crashes and fatalities in the past 24 hours
II.B.2. Fatal crashes and fatalities this year
II.B.3. Fatal crashes and fatalities for the past 5 years, to date
II.B.4. Percent increase/decrease of fatal crashes and fatalities compared to last year and five year average

II.C. Radio Summary

Fatality information may be read as part of a district daily radio summary.

Indicates new or revised items.

-End of Directive-
ILLINOIS STATE POLICE
OPS-102, DAILY TRAFFIC CRASH FATALITY SUMMARY
ADDENDUM 1, COMPLETION INSTRUCTIONS FOR LOTUS NOTES DAILY FATALITY CRASH SUMMARY

RESCINDS:
OPS-102, Addendum 1, 2010-040, revised 05-14-2010.

REVISED:
04-03-2015
2015-020

RELATED DOCUMENTS:
None

RELATED CALEA STANDARDS:
82.3.3

Launch Lotus Notes.

I. Click Open, go to Applications and select Open an Application.

II. Scroll to ispdom5/IllStPolice in the “Look in” field.

III. Scroll to Daily Fatality Reporting and click open.

IV. Enter the pertinent information.

IV.A. Accident Information:

IV.A.1. Date of Crash

IV.A.2. Time of the Crash

IV.A.3. County of Crash

IV.A.4. District of Crash: Enter the number of the district in which the crash occurred, if other than the reporting district.

IV.A.5. Road Type: e.g., Interstate, State Highway, County Road, City Street

IV.A.6. Alcohol Involved: If known

IV.A.7. Location: Routes and distances from routes - if within corporate limits indicate name (Peoria, Elgin, Peru, etc.), e.g. I-55 @ MP 101, Oak and First Streets in Peoria.

IV.A.8. Crash Vehicles: Enter car, truck, commercial motor vehicle (CMV), motorcycle, sport utility, etc.

IV.B. Fatality Information

IV.B.1. Name of Person Killed: Last name, first name, middle initial

IV.B.2. Date of Birth of Person Killed

IV.B.3. Sex: Male or Female

IV.B.4. Position: Driver, passenger, pedestrian, pedal-cyclist, etc.

IV.B.5. Date and Time of Death: If known

IV.B.6. Safety Belt Usage: Yes, No, or Unknown

IV.C. Reporting Information

IV.C.1. Illinois State Police (ISP) Crash Number: Only if handled by ISP, if not, leave blank.
IV.C.2. Report Period Date: date of the 24 hour period for which the information is being collected, 
i.e., information gathered and recorded the morning of April 2 pertains to April 1 deaths - report period date would be 4/1/XX

IV.C.3. Reporting District: Enter the district number where the crash occurred.

IV.C.4. Investigating Agency Type: Enter if a Police Department, Sheriff's Office, or ISP

IV.C.5. Investigating Agency Name: Enter the agency name that investigated the crash.


V. Click SAVE.

VI. To enter another fatality, click CREATE NEW.

Indicates new or revised items.

-End of Addendum-