

# ILLINOIS STATE POLICE DIRECTIVE OPS-061, TRAFFIC CRASH INVESTIGATIONS

<b>RESCINDS:</b> OPS-061, 2017-012, revised 03-20-2017.	<b>REVISED:</b> 05-10-2017 <b>2017-012A</b>
<b>RELATED DOCUMENTS:</b> ENF-016, ENF-018, ENF-036, EQP-012, OPS-001, OPS-028, OPS-029, OPS-057, OPS-068, OPS-081, OPS-203	<b>RELATED CALEA STANDARDS:</b> 41.2.4, 41.2.5, 61.1.5, 61.1.11, 61.2.1, 61.2.2, 61.2.3, 61.2.4, 61.3.2, 82.2.1, 83.1.1, 83.2.6

## I. POLICY

The Illinois State Police (ISP) will investigate traffic crashes reported to the ISP or provide assistance to requesting local law enforcement agencies in investigating traffic crashes. Such crashes must meet one of the following criteria:

- I.A. The crash resulted in injury or death of any person.
- I.B. The crash resulted in more than \$1500 damage to the property of any one person (or \$500 if any of the vehicles involved in the crash are subject to 625 ILCS 5/7-601, but not covered by a liability insurance policy in accordance with Section 7-601). The ISP will investigate the crash if there is any question as to whether there is more than \$1500 damage to the property of any one person.
- I.C. The crash involved a school bus caused by a collision, a sudden stop, or otherwise, resulting in any property damage, personal injury, or death.
- I.D. Whenever a crash occurs within 50 feet of a school bus resulting in personal injury to, or the death of, any person while awaiting or preparing to board the bus or immediately after exiting the bus.
- I.E. The crash resulted in any damage to state of Illinois property, including department vehicle crashes as defined in ISP Directive EQP-003, "Department Vehicle Crash and Incident Reporting."
- I.F. The ISP arrests the driver of any of the vehicles involved in the crash for a misdemeanor or felony that in some way relates to the crash.
- I.G. The crash resulted in damage to a vehicle extensive enough that the vehicle must be towed from the scene.
- I.H. Fire starting in a motor vehicle or commercial motor vehicle while it is in transport.
- I.I. An object falling on or in a motor vehicle in transport causing damage.
- I.J. Breakage of any part of the motor vehicle or commercial motor vehicle resulting in injury or further property damage, (e.g. blown tire).

## II. AUTHORITY

- II.A. 625 ILCS 5/11-408, "Police to report motor vehicle accident investigations"
- II.B. National Safety Council manual titled "Classification of Motor Vehicle Traffic Accidents"

## III. DEFINITION

Motor Vehicle Crash - the movement of a vehicle resulting in damage to the vehicle, another vehicle, property, or causes injury or death to an individual.

IV. PROCEDURES

IV.A. District Shift Supervisor or call taker

IV.A.1. Assigning an officer to investigate the traffic crash

- IV.A.1.a. Normally, the District Shift Supervisor or call taker will assign the closest car to respond to the traffic crash and complete the investigation.
- IV.A.1.b. If ISP officers are not available, the District Shift Supervisor or call taker will decide if assistance from another agency is needed, and if so, will initiate the necessary request.
- IV.A.1.c. If two or more officers arrive at the scene of an unreported traffic crash, normally the first officer to arrive will be in charge of the traffic crash investigation.

IV.A.2. Assigning additional assistance

In addition to the initial investigating officer, and dependent upon personnel resources, the District Shift Supervisor or call taker may assign one or more officers to respond to traffic crashes when:

- IV.A.2.a. Death or personal injury is reported.
- IV.A.2.b. The incident results in major traffic congestion.
- IV.A.2.c. Vehicles are towed from the scene.
- IV.A.2.d. Arguments or a disturbance exists between the persons involved.
- IV.A.2.e. Unique circumstances exist that require the assistance of members of specialized units.

IV.B. Responding officers

IV.B.1. Officers responding to the scene of a traffic crash will respond in a safe and expeditious manner and in accordance with ISP Directive OPS-081, "Emergency Response Driving."

IV.B.2. Responsibilities upon arrival at the crash scene

IV.B.2.a. The first officer arriving at a traffic crash will:

IV.B.2.a.1) Protect the crash scene. Protecting the scene, minimally, includes:

IV.B.2.a.1)a) Parking the squad car to provide the maximum protection of the scene, keeping in mind the necessary access routes of any additional emergency equipment that may be required.

IV.B.2.a.1)b) Using emergency vehicle lighting in a manner that provides maximum visibility and augmenting warning devices by the safe, proper use, and placement of fuses.

IV.B.2.a.1)c) Requesting additional assistance from the Illinois Department of Transportation if temporary detours of traffic become necessary.

IV.B.2.a.2) Care for any injured persons until relieved by qualified medical personnel.

**NOTE:** Caring for the injured and preserving the crash scene can also include first responder services (i.e. ambulances, fire equipment, power companies, tow trucks, etc.) as well as additional personnel, when required.

- IV.B.2.b. Arriving officers should make an immediate survey at the scene to determine if other hazards exist such as:
  - IV.B.2.b.1) Downed power lines
  - IV.B.2.b.2) Spilled gasoline or fuel
  - IV.B.2.b.3) Unstable vehicles - ensuring the vehicles involved are not likely to cause further injury or damage
  - IV.B.2.b.4) Hazardous materials
    - IV.B.2.b.4)a) Follow reporting procedures in accordance with ISP Directive OPS-057, "Hazardous Material Incidents" (see ISP Directive OPS-028, "Traffic Crash and Highway Problem Reporting," for special reporting requirements). Also, ensure that people remain upwind at least 2000 feet from the scene.
    - IV.B.2.b.4)b) Provide responding emergency personnel with spill or leak information and identification numbers on placards that are visible.
  - IV.B.2.b.5) Explosives
    - IV.B.2.b.5)a) Park at least 2000 feet from the scene
    - IV.B.2.b.5)b) Secure the scene
    - IV.B.2.b.5)c) Establish a safe traffic pattern around the crash scene
  - IV.B.2.b.6) Fire
    - IV.B.2.b.6)a) Park a safe distance from the source of the fire
    - IV.B.2.b.6)b) Notify fire department personnel
    - IV.B.2.b.6)c) If required, establish a safe traffic pattern around the fire
- IV.B.2.c. The officer will, when appropriate, and whenever a fatality is involved, ensure notification is made to relatives, clergy, coroner, medical examiner, etc. (ISP Directive OPS-068, "Next-of-Kin Notification.")
- IV.B.2.d. Personnel investigating crashes or directing or controlling traffic will wear a high-visibility, retro-reflective safety vest (ISP Directive EQP-012, "High-Visibility Vests").

Exemption: Wearing of the vest may be delayed during the immediate response to the scene of a traffic crash and until the scene is stabilized, and retrieving the vest does not cause an undue safety hazard.

- IV.B.2.d.1) Personnel may **not** substitute the issued raincoat or all-season jacket.
  - IV.B.2.d.1)a) The ISP all-season jacket with retro-reflective panels **does not** meet the required standard.
  - IV.B.2.d.1)b) A high-visibility retro-reflective vest, meeting or exceeding the Performance Class 2 ANSI/ISEA 207-2011 standards will be worn over the raincoat or all-season jacket (ISP Directive EQP-012, "High-Visibility Vests").

- IV.B.3. Processing the scene
  - IV.B.3.a. After ensuring the injured are cared for and the scene is determined to be safe, the investigating officer will make every effort to determine all pertinent facts (who, what, when, where, and why). The investigating officer can accomplish this at the scene by:
    - IV.B.3.a.1) Collecting, marking, and preserving physical evidence as necessary.
    - IV.B.3.a.2) Interviewing and recording driver and witness information on the Illinois Traffic Crash Report form, SR-1050, or on the appropriate crash reporting software, and completing field notes. At this time, ensure that drivers exchange necessary information.
    - IV.B.3.a.3) Examining/recording vehicle damage and pertinent factors at the scene (roadway, shoulder, weather conditions, etc.) on the SR-1050, or on the appropriate crash reporting software.
    - IV.B.3.a.4) Preparing a field sketch and taking any necessary measurements for the crash diagram using one of the following:
      - IV.B.3.a.4)a) Coordinate measurement system
      - IV.B.3.a.4)b) Triangulation measurement system
      - IV.B.3.a.4)c) Accepted total station electronic measuring equipment
    - IV.B.3.a.5) Taking necessary steps for photographing the scene, if applicable.
  - IV.B.3.b. The officer will expedite removal of vehicles, persons, and debris from the roadway ONLY after any injured persons have been treated and the location of evidence was thoroughly documented by measuring and photographing, if necessary.
  - IV.B.3.c. The officer will ensure the personal property of all crash victims is protected and secured until the property is claimed or returned to the owner.
    - IV.B.3.c.1) If the owner is unable to claim the property and the property is in a towed vehicle, the officer will document all property in accordance with ISP Directive ENF-016, "Tows."
    - IV.B.3.c.2) Any property not claimed by the owner and not left in the vehicle will be handled in accordance with ISP Directive OPS-203, "Evidence - Inspection, Inventory, Retention, And Disposal."
- IV.C. Fatal, potentially fatal, serious personal injury crashes involving possible criminal/felony charges, and hit and run traffic crashes
  - IV.C.1. The investigating officer will proceed as directed in paragraphs IV.B.1. and IV.B.2.
  - IV.C.2. If the crash is a hit and run, the investigating officer will expedite collecting the necessary information about the offending vehicle or vehicles and communicate, where necessary, the information to the District for radio broadcast.
  - IV.C.3. If the crash results in death or is potentially fatal, the District Traffic Crash Reconstruction Unit (TCRU) may assist in the investigation.
    - IV.C.3.a. The initial investigating officer at the scene will notify the District Shift Supervisor or call taker of the situation and request TCRU notification to TCRU. The District Shift Supervisor or call taker will follow the notification procedures as outlined in Addendum 1.
      - IV.C.3.a.1) If the crash results in death or is potentially fatal, and a TCRO is dispatched to the scene, a Drug Recognition Expert (DRE) may additionally be contacted.

IV.C.3.b. If a TCRO is responding, the initial investigating officer will:

- IV.C.3.b.1) Secure and maintain the scene ensuring that evidence, including roadway marks, vehicles and bodies, are not disturbed prior to the arrival of the TCRO. This includes rerouting vehicular and pedestrian traffic and preventing a wash-down of the area (unless an extreme hazard exists).
- IV.C.3.b.2) Assist the TCRO in processing the scene and investigating the traffic crash.
- IV.C.3.b.3) When appropriate, complete scene processing as outlined in paragraphs IV.B.3.b., IV.B.3.c., IV.G., and IV.H.

IV.C.3.c. If a TCRO is NOT responding, the initial investigating officer will:

- IV.C.3.c.1) Continue processing the scene as outlined in paragraphs IV.B.3. and IV.H.
- IV.C.3.c.2) Prepare a detailed field sketch with measurements using one of the following:
  - IV.C.3.c.2)a) Coordinate measurement system
  - IV.C.3.c.2)b) Triangulation measurement system
  - IV.C.3.c.2)c) Accepted total station electronic measuring equipment
- IV.C.3.c.3) Make a concerted effort to photograph the scene.
- IV.C.3.c.4) Provide all information to the TCRO as soon as possible.
- IV.C.3.c.5) Have the vehicle(s) towed or otherwise transported to an ISP-approved storage facility where the vehicle(s) will be protected from the weather and secured from everyone not cleared by the TCRO. These vehicles will be placed on hold and only released by the TCRO or designee.

IV.C.3.d. The TCRO is responsible for the follow-up investigation and any report produced because of the TCRO's investigation will be in addition to the initial investigating officer's report. The TCRO will notify the Patrol Records Section within two days if a reconstruction is pending to ensure staff is aware of pending reconstructions for the purposes of responding to external requests for records.

IV.C.3.e. The TCRO may also be called if:

- IV.C.3.e.1) The District Commander, or the Shift Supervisor if the District Commander is unavailable, feels the case is beyond the officer's expertise.
- IV.C.3.e.2) Further specialized investigation is needed including identifying engineering, environmental, or enforcement problems contributing to the traffic crash.
- IV.C.3.e.3) The officer is unable to complete the investigation.

IV.C.4. Crashes involving a commercial motor vehicle, see ISP Directive ENF-036 V.D.

**NOTE:** See Addendum 1 for information on Traffic Crash Reconstruction Investigations.

IV.D. Property damage traffic crashes

**NOTE:** If the crash involves only property damage, the officer may direct those involved to move to a safer location. Additionally, if crash victims call headquarters and it is ascertained the crash is property damage only, the victims should be directed to relocate to a safer area, if possible.

IV.D.1. The investigating officer will proceed as directed in paragraphs IV.B.1. and IV.B.2., where applicable, to property damage crashes.

- IV.D.2. Motorists involved in minor property damage only crashes where the vehicles involved do not require a tow truck to be removed from the scene will be given the opportunity to report their crash later by filing a desk report. (See ISP Directive OPS-029, "Traffic Crash Report Completion," for completing desk reports or other property damage crashes where officers are unable to respond due to severe inclement weather and associated increase in crashes.)
- IV.E. Telephone-in crash reports
  - IV.E.1. Officers will take telephoned crash reports from motorists in districts that have implemented this alternative crash reporting method.
  - IV.E.2. The ISP will **NOT** take crash reports involving hit and run crashes over the telephone.
  - IV.E.3. Crash reports taken over the telephone should be limited to "Type A" (property damage only/drive away) crash reports. The ISP will not take crash reports involving "Type B" (death, injury, hit and run, and/or vehicles requiring tow trucks) over the telephone.
  - IV.E.4. A diagram should not be made for crash reports taken over the telephone and the completed crash report along with the "Illinois Motorist Report" form, SR 1S, will be stamped "Telephone Report-No Investigation."
    - IV.E.4.a. The completed crash report will be forwarded to the Patrol Records Section.
    - IV.E.4.b. The District will immediately forward a copy of the crash report and the SR 1S to the party(ies) with instructions to complete the SR 1S and return it to the Illinois Department of Transportation within ten days.
- IV.F. Additional assistance

Additional expert/technical assistance that may be needed during a traffic crash investigation is normally available from:

  - IV.F.1. Division of Operations Zones
  - IV.F.2. TCROs (if not already assigned to assist in the investigation)
  - IV.F.3. The Division of Forensic Services that will provide Crime Scene Investigators
  - IV.F.4. The physicians, pathologists, forensic pathologists, etc., who can provide professional reports/expert testimony regarding the health condition of persons involved
  - IV.F.5. District Vehicle Investigation Officers who may identify vehicles, or parts of vehicles, involved
  - IV.F.6. Others, such as mechanics, who can provide reliable reports/expert testimony regarding vehicle conditions
  - IV.F.7. ISP Commercial Vehicle Enforcement officers and section supervisors
  - IV.F.8. Law Enforcement officers certified as Drug Recognition Experts (DRE'S)
- IV.G. Additional investigation

After gathering all the information at the on-scene location, officers may determine additional investigation is required. Such efforts may include collection of off-scene data:

  - IV.G.1. Obtaining/recording formal statements from witnesses who may have had to leave the traffic crash scene or may have been hospitalized.
  - IV.G.2. Contacting vehicle or property owners, if questions regarding ownership exist.
  - IV.G.3. Consulting prosecutors regarding litigation or preparation of reports to support any criminal charges arising from the traffic crash.

IV.H. Enforcement action

- IV.H.1. Upon completion of the investigation, an officer should take enforcement action if he/she detects a violation of the law and evidence exists that all elements of the particular violation are met.
- IV.H.2. If it is determined a driver involved in a crash is impaired due to drugs, alcohol, or a combination thereof, the procedures in ISP Directive ENF-018, "Driving Under the Influence (DUI) Enforcement and Processing" for processing a DUI will be followed.

IV.I. Private property crashes

Traffic crashes occurring on private property will be handled in accordance with ISP Directive OPS-029.

IV.J. Reporting

- IV.J.1. Whenever possible, the officer will complete the investigation and report at the scene of any traffic crash where any of the following criteria are involved:
  - IV.J.1.a. The traffic crash meets the criteria found in 625 ILCS 5/11-406(a) and 625 ILCS 5/11-406(b)
  - IV.J.1.b. Any driver is impaired due to alcohol and/or drugs
  - IV.J.1.c. The crash involves hazardous materials
  - IV.J.1.d. The crash involves a hit and run
- IV.J.2. Officers will complete and distribute Traffic Crash Report forms in accordance with ISP Directive OPS-029.

| Indicates new or revised items.

**-End of Directive-**

**ILLINOIS STATE POLICE DIRECTIVE  
OPS-061, TRAFFIC CRASH INVESTIGATIONS  
ADDENDUM 1, TRAFFIC CRASH RECONSTRUCTION INVESTIGATIONS**

<b>RESCINDS:</b> OPS-061, Addendum 1, 2011-086, revised 12-13-2011.	<b>REVISED:</b> 03-20-2017 <b>2017-012</b>
<b>RELATED DOCUMENTS:</b> ENF-016, ENF-018, ENF-036, EQP-012, OPS-001, OPS-028, OPS-029, OPS-057, OPS-068, OPS-081, OPS-203	<b>RELATED CALEA STANDARDS:</b> 41.2.4, 41.2.5, 61.1.5, 61.1.11, 61.2.1, 61.2.2, 61.2.3, 61.2.4, 61.3.2, 82.2.1, 83.1.1, 83.2.6

- I. Traffic Crash Reconstruction is the analysis and assembly of the end components of a traffic crash by specially trained experts in order to determine how a crash occurred, what happened in the crash, the sequence of events, and why a crash occurred.
- II. The ISP Traffic Crash Reconstruction Unit (TCRU) will provide oversight for crash reconstruction investigations for all Districts to ensure consistent response and use of resources. The TCRU manual titled "Standard Operating Procedures (SOP)" provides the rudimentary standards of operation for the TCRU and does not negate or preclude other ISP directives.
- III. The reconstruction investigation of a traffic crash differs from the completion of a traffic crash report.
  - III.A. The traffic crash reconstruction investigation provides answers to the question of "what happened in the crash," "how the crash occurred," and to the extent information is available to Traffic Crash Reconstruction Officer (TCRO) "why the crash occurred."
  - III.B. Crash reconstruction should be performed by officers certified in traffic crash reconstruction or otherwise approved by the Statewide Patrol Support Coordinator. Certified TCROs will be used to investigate crashes meeting criteria including but **not** limited to:

**NOTE:** Certification is by the Illinois Training and Standards Board. Once the officer takes the initial test they are certified for their lifetime. The TCRU maintains officer proficiency by providing yearly update classes.

- III.B.1. The driver of any of the vehicles involved in the crash is arrested for a misdemeanor or felony that in some way relates to the crash. Absence of alcohol does not negate need for TCRO involvement.
- III.B.2. Unique circumstances exist that require the assistance of members of specialized units.
- III.B.3. The District Commander, or the Shift Supervisor if the District Commander is unavailable, feels the case is beyond the officer's expertise.
- III.B.4. Further specialized investigation is needed including identifying engineering, environmental, and reinforcement problems contributing to the traffic crash.
- III.B.5. The officer is unable to complete the investigation.
- III.B.6. Death or serious personal injury occurred that involved:
  - III.B.6.a. An at-fault teen 18 years of age, or younger
  - III.B.6.b. An occupant, 18 years of age, or younger
  - III.B.6.c. Vehicles owned, operated, or used in the capacity of law enforcement, corrections, or military operations
  - III.B.6.d. Department vehicle crashes

**NOTE:** There is not an exhaustive list capturing all circumstances or criteria for which crash reconstruction investigation is needed; sound judgment must prevail. When in doubt, contact and request TCRU resources.



IV. Activation process

IV.A. If two or more officers arrive at the scene of an unreported traffic crash, normally the first officer to arrive will be placed in charge of the traffic crash investigation until a TCRO arrives.

IV.B. Assigning a TCRO to investigate the traffic crash

IV.B.1. Initial TCRO notification will normally be made to the Springfield Communications Center by the requesting District Commander or Operations Officer upon request by initial investigating officer.

IV.B.2. The Springfield Communications Center will contact the TCRU Region Supervisor or his designee to assign a TCRO to complete the investigation.

IV.B.3. TCRU Region Supervisor or his designee must approve assigning a TCRO.

IV.B.4. In the event a Region TCRO is not available or there are simultaneous or overlapping events in which the Region resources are exhausted, the Region Supervisor will:

IV.B.4.a. Contact the Region Resource Officer (RRO) in an adjoining Region for assistance.

IV.B.4.b. The TCRU Region Supervisor may contact outside (local/county) resources for assistance.

IV.B.4.c. The TCRU Region Supervisor must immediately notify the Statewide Patrol Support Coordinator when ISP resources are exhausted.

IV.B.4.d. The TCRU will assist TCROs located within their region.

IV.B.4.d.1) TCRU RROs help with training and equipment checks, and quality checking reports for the TCRU.

IV.B.4.d.2) There is one RRO assigned per Division of Operations Region.

IV.C. TCROs shall immediately contact the TCRU Region Supervisor by phone whenever:

IV.C.1. Three or more fatalities occur in a single crash

IV.C.2. The crash is likely to generate an unusually high interest in multiple media outlets.

IV.C.3. The crash results in death or serious injury involving vehicles owned, operated, or used in the capacity of law enforcement, corrections, or military operations.

IV.C.4. The TCRO encounters unusual or unknown circumstances in which he/she needs additional assistance or resources.

IV.C.5. TCROs must contact the RRO for all resource needs. TCROs may not seek resources outside of ISP without the prior approval from the Statewide Patrol Support Coordinator.

IV.D. Crash Scene Management

IV.D.1. The TCRO is responsible for directing activities at the crash scene and is generally considered the officer in charge of the scene.

IV.D.2. TCROs responding to the scene of a traffic crash will respond in a safe and expeditious manner and in accordance with ISP Directive OPS-081, "Emergency/High Speed Response Driving."

IV.D.3. TCRO Responsibilities at the crash scene

IV.D.3.a. Consult with the primary officer at the scene of the incident in order to evaluate evidentiary indications and prioritize actions as necessary.

- IV.D.3.b. Coordinate with the primary officer for acquiring written statements from witnesses remaining at scene.
- IV.D.3.c. Complete the systematic sequence of steps for crash reconstruction investigation as outlined in the SOP to include, but not limited to:
  - IV.D.3.c.1) Photograph, mark, and measure evidence according to approved practice.
  - IV.D.3.c.2) Monitor the removal of vehicles and evidence to minimize alteration of vehicle damage profiles, tire marks, or other pertinent articles of evidentiary value.
  - IV.D.3.c.3) Secure the vehicle(s) electronic data gathering modules.
    - IV.D.3.c.3)a) The TCRO will arrange to conduct downloads of modules prior to the affected vehicles leaving the scene or ensure the vehicles removed are secured to prevent tampering until completion of procedures later.
    - IV.D.3.c.3)b) Modules include, but are not limited to, the Sensing Diagnostic Module (SDM), Restraint Control Module (RCM), Occupant Restraint Controller (ORC), and Power Control Module (PCM).
  - IV.D.3.c.4) Document drag factors of surfaces related to vehicle travel or movement, particularly if conditions at time of crash and initial investigation appear different than would be the case if done at a later time.
  - IV.D.3.c.5) If electronic mapping of scene is to be done during the time of the initial TCRO response, procedures related to that process should be followed according to standard practice and as specified in the "Total Station Manual". A minimum of two personnel trained in the use and operation of total stations will conduct the forensic mapping of crash and crime scenes when a Robotic Total Station is unavailable.
- IV.E. TCRO responsibilities post-scene
  - IV.E.1. Attend the autopsy for crash related fatalities that are criminal in nature, or when exigent circumstances exist (i.e., multiple teen fatalities involving alcohol, unknown driver in multiple occupant car, pedestrian, etc.).
  - IV.E.2. Vehicle processing dispositions
    - IV.E.2.a. The TCRO confers with primary officer and prosecuting attorney (if applicable) to establish the need for a search warrant.
    - IV.E.2.b. Arrange for a search warrant or owner consent prior to SDM or Engine Control Module (ECM) or other module downloads at tow facilities.
    - IV.E.2.c. Following the examination and photographing of a vehicle involved while it is at a tow facility, the TCRO will confer with the primary officer to establish whether the vehicle is eligible for release.
  - IV.E.3. Witness interview completion
- IV.F. Crash reconstruction investigation report

**NOTE:** The TCRO will notify the Patrol Records Section within two normal business days when the TCRO is called to do a reconstruction.

- IV.F.1. The completed reconstruction report, of appropriate level (see the SOP) and in the prescribed format, is due 60 days from the date of crash or event. Exceptions to the defined timeframe require TCRU Region Supervisor advanced notification and approval.
  - IV.F.1.a. The TCRO should retain in a case file all work products such as field sketches, notes, mathematical computations, photos, etc.
    - IV.F.1.a.1) These items are state property and will be treated as legal property and safely secured at a District or an ISP designated repository.
    - IV.F.1.a.2) Documents related to the crash investigation will not be stored at or in the TCRO's personal residence or vehicle.
  - IV.F.1.b. The time required to complete the reports will vary depending on the complexity of the elements under consideration.
    - IV.F.1.b.1) The TCRU Region Supervisor should be contacted to assist with issue resolution when time allocated by SOPs and the time required to complete TCRO duties differs.
    - IV.F.1.b.2) One original report and one copy should be mailed to the TCRU Region Supervisor for quality checking and processing.
      - IV.F.1.b.2)a) The TCRO should retain one copy of the report.
      - IV.F.1.b.2)b) Original photograph negatives or CDs will be retained with the case file.
- IV.F.2. Reports may not be disseminated prior to quality check completion and notification of accepted status from the TCRU Region Supervisor. Once the Patrol Records Section accepts the report, the report may be released to a prosecuting attorney, other collaborating police agencies, or other ISP personnel if it is a criminal case.
- IV.F.3. Request for photographs or reports - noncriminal or criminal adjudicated cases
  - IV.F.3.a. The District will not release photographs.

Requests for photographs are processed per the ISP Photo Lab Photographic License Agreement. The requestor should contact the ISP Photo Lab for payment requirements.

    - IV.F.3.a.1) A written request to the Photo Lab is required.
    - IV.F.3.a.2) The Districts will forward any request received along with the negatives or photo CD to the Photo Lab for fulfillment of the request.
    - IV.F.3.a.3) The Photo Lab will contact requestor, ascertain needs, execute License Agreement, fill order upon receipt of payment, and return negatives or photo CD to TCRO when finished.
  - IV.F.3.b. The Districts will not release reports. The District will direct the requestor to contact the Patrol Records Section as payment is required.

| Indicates new or revised items.

**- End of Addendum -**