Chicago Police Department

Special Order S04-07

PRELIMINARY INVESTIGATIONS - TRAFFIC CRASHES

ISSUE DATE:	30 November 2017	**EFFECTIVE DATE:**	30 November 2017
RESCINDS:	25 March 2013 Version		
INDEX CATEGORY:	04 - Preliminary Investigations		
CALEA:			

I. PURPOSE

This directive:

A. outlines a member's responsibility in completing a traffic crash investigation.

B. outlines the criteria and procedures to request the re-examination of an individual's driver's license.

C. *satisfies CALEA Law Enforcement Standard Chapter 61.*

Department members will refer to the General Order titled "Preliminary Investigations - Traffic Crashes" for *additional* responsibilities *for traffic crash investigations* and explanation of responsibility for police services on limited access interstate expressways.

II. RESPONSIBILITIES

When responding to a traffic crash scene Department members will:

A. *manage the scene of on-view traffic cashes, unless relieved by an assigned beat unit or higher ranking member;*

B. *immediately identify any injuries or needs for medical assistance and request EMS via the Office of Emergency Management and Communications (OEMC), when necessary;*

C. *request assistance from the Chicago Fire Department (CFD) for any fire hazards and/or hazardous materials related risks; and*

D. *ensure the crash scene is secured and protected and identification/contact information is collected from all parties involved (e.g., witnesses, passengers).*

E. *ensure the personal belongings of involved collision victims are secure, when feasible.*

III. REPORTING PROCEDURES

A. Members preparing an Illinois Traffic Crash Report for either a type "A" or "B" crash will verify the Vehicle Identification Number (VIN) of the vehicle(s) involved by either:

1. an acceptable document presented by the operator(s), or

2. visual inspection of the vehicle(s) involved.

B. If the crash occurred at a location other than where originally assigned, the member will inform the OEMC dispatcher of the correct location.

C. When a citizen appears at a district station to report a traffic crash, desk personnel will:

1. create an event and acquire a Records Division (RD) number by use of the Police Computer Aided Dispatch (PCAD) terminal and enter the RD number on the Illinois Traffic Crash Report.

2. investigate the crash and complete the entire Illinois Traffic Crash Report and arrest information, if applicable.

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D. A name check of the parties involved will be conducted by the investigating member to determine the status of the driver's licenses of the operators of the vehicles involved.

E. Enforcement action need not be taken in type "A" crashes. If, however, the following conditions exist, appropriate enforcement action will be taken:

1. there is an apparent license violation.

2. a driver is under the influence of alcohol and/or drugs.

3. a driver involved in the crash insists the other driver(s) committed a traffic violation and the allegation is supported by physical evidence and/or witnesses.

4. a party to the crash does not have adequate proof of insurance.

NOTE: Out-of-state drivers are exempt from displaying adequate proof of insurance for vehicles registered in another jurisdiction.

F. Department members issuing Personal Service Citations for traffic violations brought to their attention while investigating either type "A" or type "B" traffic crashes will ensure the "NAME OF WITNESS" box is utilized to identify:

1. civilians who are witnesses to, involved in, or injured as a result of a traffic crash.

2. sworn members requesting the issuer to prepare a traffic citation.

G. When individuals contact OEMC to provide additional information on a previously reported traffic crash, they will be advised to go to any district station to make a report, unless it is determined the presence of the police is required. The member will complete an **Illinois Traffic Crash Report Additional Units**. The following information is required:

1. location of the crash;

2. date and time of the crash;

3. name(s) of person(s) involved, if available;

4. new or changed information being submitted;

5. original RD number, if available; and

6. original barcode number, if available.

NOTE: Department members will **NOT** complete a Supplemental Report to amend information on a Traffic Crash Report. The only exception will be the Major Accident Investigation Unit.

H. Department members investigating a dooring incident will:

1. complete an Illinois Traffic Crash Report.

2. check the box entitled "Dooring with Pedalcyclist?"

I. If a party to a traffic crash arrives in the district station to complete an Illinois Traffic Crash Report and any other party to the crash is unavailable, district personnel will:

1. determine if a report of the incident already exists by:

a. checking district copies of the Transfer List - Traffic Crash Reports;

b. reviewing completed Illinois Traffic Crash Reports;

c. utilizing the PCAD event query function to see if the crash was reported at another district; and/or

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d. contacting any district station the accident may have occurred in to determine if the other party completed a report there.

2. complete an original Traffic Crash Report if it cannot be determined that the incident has already been reported regardless of whether the other parties involved are present.

3. complete an **Illinois Traffic Crash Report Additional Units** documenting any additional information if an original report exists.

J. All Illinois Traffic Crash Reports will be submitted to the member's supervisor for approval.

IV. DRIVER'S LICENSE RE-EXAMINATION REQUEST

A. Department members may request the re-examination of an individual's driver's license if they:

1. observe or investigate a traffic crash in which there is a determination the crash was caused by:

a. a blackout, seizure, or attack of unconsciousness; or

b. other medical condition, including a mental or visual condition, which may interfere with the safe operation of a motor vehicle.

2. observe or investigate a traffic crash or incident and determine:

a. the driver may lack the driving ability or knowledge of traffic laws necessary to safely operate a motor vehicle; or

b. the driver displayed a lack of attention or performed a dangerous driving act.

NOTE: Advanced age alone cannot be considered in determining whether an individual's license should be re-examined.

B. The Medical Reporting and Re-examination Request (Secretary of State form DSD DA-16.3) (MRRR) will be completed according to the instructions on the reverse side of the form. Department members will submit the completed form, along with copies of all related reports or citations, to their unit commanding officer, who will forward the MRRR form directly to the Secretary of State.

Items indicated by *italic/double underline* were added or revised.

Authenticated by KC

Eddie T. Johnson
Superintendent of Police

17-152 RCL/KMC

GLOSSARY TERMS:

1. **Dooring** - an incident where a pedalcyclist is struck by an open door of a motor vehicle that is NOT in transport.

ADDENDA:

1. S04-07-01 - Hit and Run Crashes
2. S04-07-02 - Crashes - Fatalities or Life Threatening Injury
3. S04-07-03 - Traffic Crashes Involving Department Members
4. S04-07-04 - Traffic Crashes - Damage To Governmental Property
5. S04-07-05 - Traffic Crashes on Airport Property
6. S04-07-06 - Traffic Crashes Involving Railroad Trains
7. S04-07-07 - Traffic Crash Photograph / Repair Estimates

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8. S04-07-08 - Processing Illinois Traffic Crash Reports
9. S04-07-09 - Waterway Crash Investigations
10. S04-07-11 - Automated Traffic Crash Reporting System

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