

**DEPARTMENT TRAFFIC COORDINATOR
TRANSIT SERVICES BUREAU**

NOTICE
8.1

March 20, 2025

TO: All Department Personnel

FROM: Department Traffic Coordinator, Transit Services Bureau

SUBJECT: DETECTIVE FOLLOW-UP FOR ALL FLEET SAFETY INVESTIGATIONS

PURPOSE

The purpose of this Notice is to revise the Traffic Detective Section (TDS) and the Multi-Disciplinary Collision Investigation Team (MCIT) requirements when conducting follow-up investigations of traffic crashes involving on-duty officers.

BACKGROUND

When an individual is involved in a traffic crash, it can be a traumatic and life-changing event. Crashes involving Department vehicles create significant consequences for the City and the Department employee. As a result, a comprehensive investigation is critical. Currently, the section titled *Investigative Unit Responsibilities* for TDS procedures is delineated in Section 4/102 of the Traffic Manual. One of the responsibilities detailed is the follow-up investigation of traffic crashes involving on-duty officers with serious injuries. The MCIT follow-up procedures are delineated in Section 4/412 of the Department Manual, titled *Multi-Disciplinary Collision Investigation Team*.

PROCEDURES

Effective immediately, TDS and MCIT personnel shall follow-up and speak with all involved parties (Department employees and non-Department employees) within seven business days of the crash, regardless of injuries. This follow-up will ensure that the initial Traffic Crash Report, CHP Form 555, is accurate, and all injuries are accurately documented.

In the event an involved party cannot provide a statement due to being unconscious or an unusual natural occurrence exists, such as a wildfire or rain flood, the TDS Officer-in-Charge or Traffic Division Commanding Officer; or, the Officer in Charge of Traffic Coordination Section, Traffic Group, can approve an extension beyond the seven-business days follow-up requirement. The extension should be documented on a Follow-Up Investigation Report, LAPD Form 03.14.00.

Once the investigation has been completed and approved, the Traffic Crash Report will be utilized for mandated reporting to the Statewide Integrated Traffic Records System, as well as the civil, criminal, and administrative proceedings.

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If you have any questions, contact Traffic Coordination Section, Traffic Group, at (213) 486-0690.

APPROVED:



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