

**DEPARTMENT TRAFFIC COORDINATOR
TRANSIT SERVICES BUREAU**

NOTICE
8.1

June 3, 2021

TO: All Department Personnel

FROM: Department Traffic Coordinator, Transit Services Bureau

SUBJECT: OBTAINING DIVISION OF RECORDS (DR) NUMBER FOR TRAFFIC COLLISION REPORTS

PURPOSE

The purpose of this Notice is to advise Department personnel of a change to obtaining a Division of Records (DR) Number for traffic collision reports. These changes will require all Traffic Divisions to obtain DR Numbers and enter Modus Operandi (MO) Codes.

BACKGROUND

In January 2021, the Department expanded the type of traffic collisions that can be reported through the Community Online Reporting Service (CORS). The expansion significantly reduced the number of calls for service generated for traffic collisions. Consequently, the goal is for traffic divisions to handle all traffic collisions requiring a report.

PROCEDURE

Effectively immediately, should a patrol officer be tasked with completing a traffic collision report, he or she shall contact the concerned traffic division to obtain a DR Number. During the process of obtaining a DR Number, the traffic divisions shall enter the MO Codes. This revised procedure will improve the Department's ability to determine the type of collisions and handling rate. The traffic report DR Number will be utilized for all associated reports such as Vehicle Report (CHP 180), Arrest Report (Form 05.20.00) and Property Report (Form 10.01.00).

Once the traffic collision report has been issued a DR Number, associated reports shall be submitted to the Area records unit for further processing. When an associated report requires an additional DR Number, the Area Records Unit will obtain and cross reference the DR Numbers. A traffic report submitted to the Area Records Unit without a DR Number shall be returned to the Watch Commander.

SUMMARY

The requirement to have patrol officers obtain DR Numbers from the concerned traffic division will enable the Department to monitor and implement deployment changes to ensure the traffic divisions are handling all traffic collision reports.

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



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APPROVED:



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