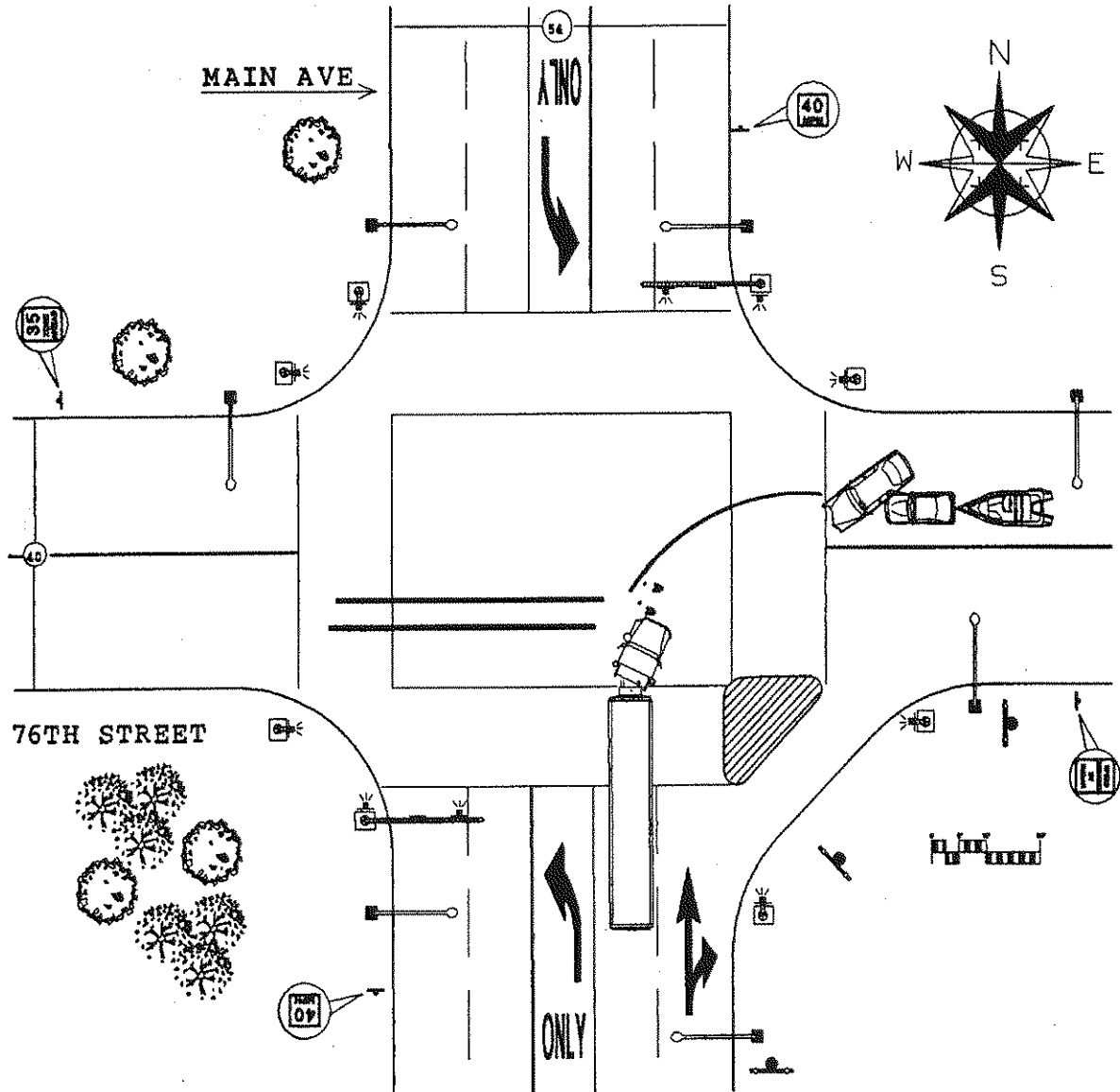


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TRAFFIC MANUAL

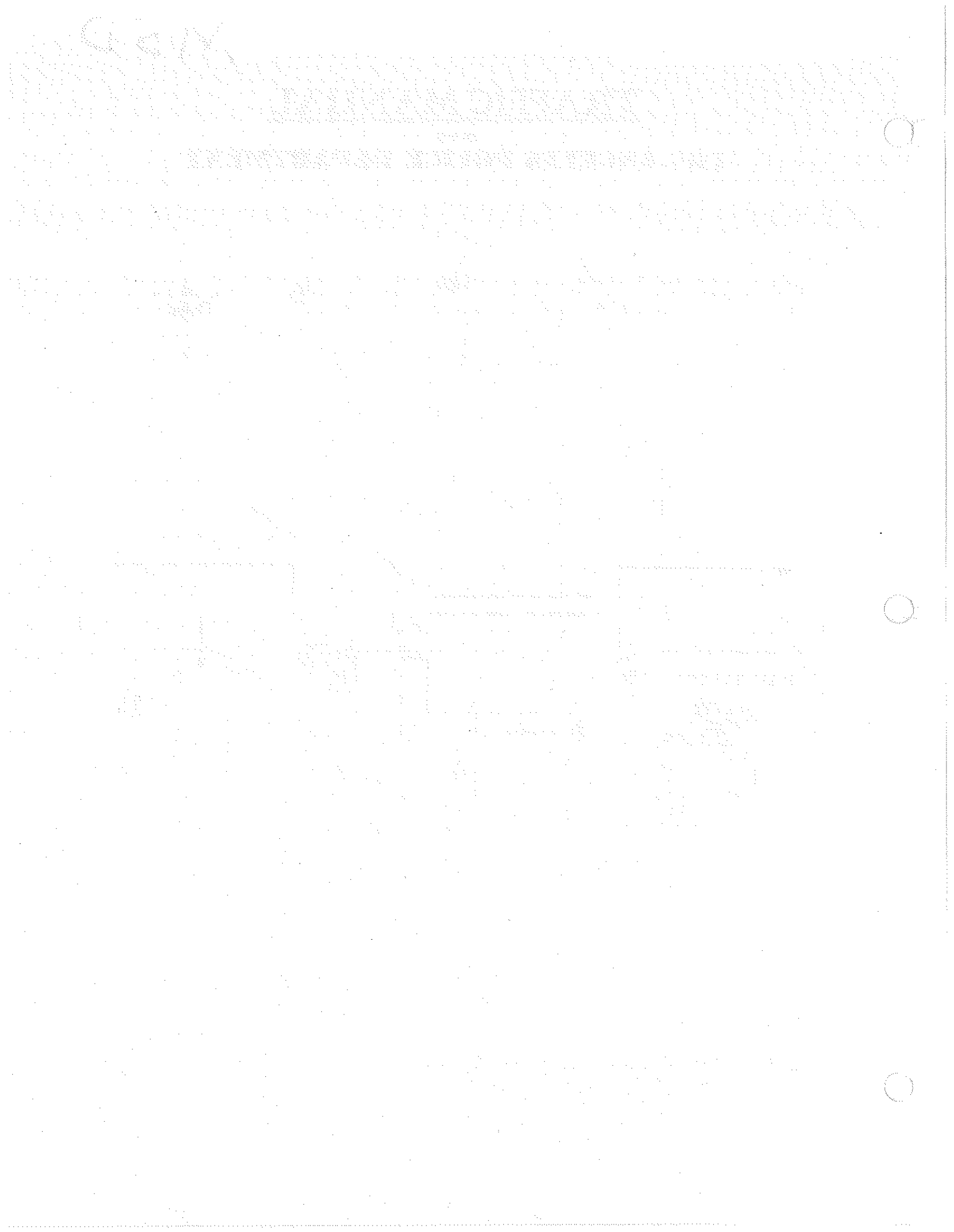
OF THE

LOS ANGELES POLICE DEPARTMENT



PREPARED BY: TRAFFIC COORDINATION SECTION
SPECIALIZED COLLISION INVESTIGATION DETAIL

Revised 07/14/1997



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VOLUME 6

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TRAFFIC MANUAL

0/100 GENERAL PROVISIONS

0/101 DEPARTMENT TRAFFIC MANUAL ESTABLISHED

The Traffic Manual of the Los Angeles Police Department is hereby established and shall hereafter be referred to as "The Department Traffic Manual." It is, and shall be, a composite of current traffic policies and procedures. All Department employees shall comply with the provisions contained herein.

0/102 ADHERENCE TO REPORTING POLICY

The reporting policies contained in this Traffic Manual outline the minimum information necessary to complete a traffic collision report. It is permissible to include any additional information at the discretion of the investigating officer or supervisor.

The OIC of each traffic detective section may require additional information over and above that which is contained in this manual; however, less information will not be acceptable.

0/103 GRAMMATICAL CONSTRUCTION

The following rules of grammar shall apply throughout the Los Angeles Police Department Traffic Manual:

CONSTRUCTION OF TENSES - The present tense includes the past and future tenses; and the future, the present.

CONSTRUCTION OF GENDERS - The masculine gender includes the feminine and neuter genders.

CONSTRUCTION OF SINGULAR AND PLURAL - The singular includes the plural; and the plural, the singular.

MANDATORY AND PERMISSIVE VERBS - "Shall" is mandatory, "may" and "should" are permissive.

0/104 LEGALITY OF CONTENTS

If any section, subsection, item, clause, or phrase contained in the Department Traffic Manual is found to be illegal or otherwise incorrect or inapplicable, such finding shall not affect the validity of the remaining portions of the Department Traffic Manual.

TRAFFIC MANUAL

0/105 ABBREVIATIONS

The following abbreviations shall apply throughout the Traffic Manual of the Los Angeles Police Department:

AOI	- Area of Impact
BAC	- Blood Alcohol Count
CHP	- California Highway Patrol
CPI	- City Property Involved
DHD	- Detective Headquarters Division
DMV	- California Department of Motor Vehicles
DRE	- Drug Recognition Expert
EOW	- End of Watch
FAIT	- Forensic Accident Investigation Team
HBD	- Had Been Drinking
IOD	- Injured On-duty
LAFD	- Los Angeles Fire Department
LAPD	- Los Angeles Police Department
MT	- Medical Treatment
OIC	- Officer-in-Charge
PC	- California Penal Code
POI	- Point of Impact
POST	- State of California Commission on Peace Officer Standards and Training
SCID	- Specialized Collision Investigation Detail
SFST	- Standardized Field Sobriety Test
SID	- Scientific Investigation Division
SWITRS	- State Wide Integrated Traffic Reporting System
TCS	- Traffic Coordination Section
TDS	- Traffic Detective Section
VC	- California Vehicle Code

Department Manual - Manual of the Los Angeles Police Department
Traffic Manual - Traffic Manual of the Los Angeles Police Department

0/106 DISTRIBUTION OF THE DEPARTMENT TRAFFIC MANUAL

Copies of the Department Traffic Manual shall be issued to all officers assigned to a traffic division and to each division or office where repeated references to the Department Traffic Manual are made by Department employees.

0/107 AMENDMENTS TO THE DEPARTMENT TRAFFIC MANUAL

A request for revision to the Department Traffic Manual shall be prepared on an Intradepartmental Correspondence, Form 15.2, and forwarded through the chain of command to the Department Traffic Coordinator. The Department Traffic Coordinator shall cause the requested revision to be researched and, if appropriate, issued as an amendment to the Department Traffic Manual.

1/100 CITING GUIDELINES

1/101 PATROL OFFICERS' RESPONSIBILITIES

Historically, patrol officers have been assigned the primary responsibility for traffic enforcement in the City of Los Angeles, and that tradition is still in effect. It is incumbent upon every patrol officer to keep abreast of traffic collision patterns and to aggressively enforce traffic violations in an effort to reduce collisions and injuries, and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic. Therefore, whenever patrol officers observe a traffic law violation, they should stop the violator and take some type of enforcement action. Enforcement action may consist of a warning, citation, application for complaint or physical arrest.

In situations where the violation(s) is defined in the Vehicle Code as a misdemeanor, officers **shall** stop and take enforcement action.

1/102 TRAFFIC OFFICERS' RESPONSIBILITIES

Officers assigned to traffic divisions supplement the efforts of patrol officers in the area of traffic enforcement. These officers shall be knowledgeable regarding traffic collision patterns in their assigned areas and shall concentrate their enforcement efforts on those violations that are identified as the primary causes of traffic collisions.

Officers assigned to these specialized divisions shall conduct their enforcement activities in a highly visible manner. When a particular traffic enforcement problem exists, they may park in a conspicuous location to observe traffic.

1/103 VISIBLE PATROL

The tendency of motorists to knowingly violate traffic laws is deterred by open and visible patrol. Officers are expected to aggressively enforce traffic laws while engaged in routine patrol. The opportunity to take enforcement action impacts the traffic death and injury rate in this City and should not be overlooked. When there is an unusual or continuing enforcement problem at a particular location, officers may park in a conspicuous location and observe traffic.

1/104 GENERAL CITING PROCEDURES

In order to avoid confusion for both the violator and the Court, officers should adhere to several citing procedures. Officers **shall not** alter any pre-printed wording on citations, quote bail when issuing a personal service citation, or indicate that a pay-by-mail envelope will be provided by the Court. Officers should refer the violator to the reverse side of the citation for instructions.

If a violator makes inquiries regarding traffic school, officers should state that attendance is at the discretion of the Court. Officers shall refrain from suggesting traffic school as an alternative to adjudication of the citation. Additionally, officers **shall not** recommend nor suggest any specific traffic school.

1/105 GENERAL ENFORCEMENT POLICY

When the operator of a motor vehicle or other conveyance commits a violation which obstructs or delays the normal flow of traffic (vehicle or pedestrian), the violator **shall** be stopped and **should** be cited.

1/106 SELECTIVE ENFORCEMENT

The Department conducts surveys to determine which violations are causing collisions. Based on this information, the Department deploys its personnel in specific areas to observe violations and take enforcement action. When the Department receives complaints of a traffic problem, it specifically assigns personnel to investigate and take necessary enforcement action.

Officers shall give primary attention to hazardous, collision-causing violations. Officers shall take enforcement action at those locations where serious injury collisions occur.

1/107 CITING POLICY FOR UN-LICENSED DRIVERS

When the operator of a motor vehicle is stopped for a traffic violation and cannot provide a valid driver's license, the citing officer **shall** cite or **may** book the violator for 12500(a) VC (un-licensed driver) or 14601(a) VC (suspended license). The citing officer **may** cite the violator for 12951(a) VC (license not in possession) when the violator's driver's license status is unavailable.

1/108 VIOLATOR CONTACT

Traffic violation enforcement is one of the many tasks performed by officers. For the violator, it is frequently an emotional and traumatic experience. In many cases, this is the only contact that a person has with our Department. Officers should be aware of these factors and should strive to make each contact educational, leaving the violator with the impression that the officer has performed a necessary task in a professional and courteous manner.

1/109 NON-RESIDENT VIOLATORS

Since a uniform VC is being followed by a majority of the states including California, non-residents are rarely subjected to unfamiliar traffic signs or inconsistent regulations. Therefore, unless the traffic regulation violated is one unique to the Los Angeles area, no immunity should be granted because a person is a non-resident.

1/110 FALSE INFORMATION TO A PEACE OFFICER - 31 VC

Officers who become aware, during the completion of a citation, that a violator has given false information shall cancel the citation. An officer may arrest for 31 VC. The violator, if eligible, should be issued a Misdemeanor Traffic Citation in lieu of booking, when the violator's true identity has been determined.

1/111 CITING COMMON CARRIERS

Citations issued to operators of common carriers (taxicabs, buses including MTA buses, and mail delivery vehicles) shall be completed in the same manner as citations issued to any other motorist. No other reports or notifications are required.

1/112 CITING EQUIPMENT VIOLATIONS

Officers **shall** stop and **should** cite equipment violations which contribute to traffic collisions (defective brakes, brake light malfunctions, "bald" tires, and cracked or broken windshields). Officers **should** stop and **may** cite for other minor equipment violations based upon the situation, the establishment of probable cause, and the decision that the traffic stop will further the traffic enforcement objectives of the Department.

1/113 SUBSEQUENT STOPS OF THE SAME VIOLATOR

After an officer cites a violator, the officer and partner officer should normally not stop nor cite the same violator for another violation committed immediately after release. If the violator deliberately commits a flagrant and dangerous violation, the officer **may** again stop the violator. The officer **shall** then request the presence of a supervisor prior to taking any further enforcement action.

1/114 PARKING VIOLATIONS

Officers shall direct their enforcement efforts toward parking violations that impede the flow of traffic and create safety hazards. Officers are reminded that handicapped persons displaying a disabled person placard or a distinctive license plate are exempt from the time limits for metered parking.

United States postal vehicles are exempt from the parking regulations while collecting, transporting and delivering the United States mail.

1/115 MISDEMEANORS AND INFRACTIONS

By definition, most commonly cited traffic violations are infractions; however, some violations of the Vehicle Code are misdemeanors. A complete listing of violations is located in the back of the Vehicle Code. Additionally, the most commonly enforced violations are identified in the Los Angeles Police Department Citation Guide, Form 16.65.0, as either infractions or misdemeanors.

1/116

PHYSICAL ARREST OF TRAFFIC VIOLATORS

- A. A physical arrest may be made for a traffic infraction or misdemeanor under the authority of 40302 VC. However, officers are encouraged to use the authority of this section only when it is absolutely necessary.
- B. Section 40302(a) VC provides that persons shall be arrested if they fail to present their driver's license or other satisfactory evidence of identity. Violators who do not have proper identification but whose identity may be established by other documents or within a reasonable time should not be booked. The decision to book should be based upon careful consideration of the facts, flagrancy of the violation, and the effective utilization of the employee's time. Absent exigent circumstances, non-drivers **shall not** be booked under the authority of this section.
- C. Section 40302(b) VC provides that an arrest may be made when a violator fails to give a written promise to appear. The violator shall be informed that the signing of the citation does not constitute an admission of guilt, but merely a promise to appear.
- D. When the violator continues to refuse to sign the citation, the citing officer shall request the presence of a supervisor. If at any time prior to the booking process the person indicates a willingness to sign the citation, the person shall be permitted to do so and then be released. The person shall be transported back to the location where the vehicle is parked or to the place of arrest. If for some reason this is impracticable, the person should be taken to a suitable transportation facility. Under no circumstances is the individual to be left in a location which would cause undue hardship or cause the person to become the object of further police action.

1/117

VIOLATIONS COMMITTED AGAINST AN OFFICER

When a traffic violation is committed against an officer, the officer **may** stop and **may** cite the violator. The citing officer should be cognizant of the fact that the Court will take the officer's personal involvement into consideration during adjudication of the citation.

1/118

TRAFFIC COLLISION - PERSONAL SERVICE CITATION

- A. An officer may issue a personal service citation at the scene of a traffic collision **only** if all of the following conditions are met:

1. The officer has successfully completed a POST approved course in collision investigation.
2. There is reasonable cause to believe that the person involved in the collision has violated a provision of the Vehicle Code not declared to be a felony or a Los Angeles Municipal Code Section, and the violation was a factor in the occurrence of the traffic collision.
3. All of the essential elements of the violation can be proven by **physical evidence only** and testified to by the officer issuing the citation.

EXAMPLE: A vehicle collides with a parked vehicle, tire marks indicate a violation of 22350 VC, there are no witnesses to the violation. Issue a personal service citation for 22350 VC provided there is no filing request or arrest.

NOTE: Due to advice from the City Attorney, the Department has determined that officers **shall not** issue a citation when the essential elements of the violation are established by the statements of an independent witness (including an officer) and physical evidence. In those instances, an officer shall continue to request a filing for those violations on a traffic collision report (CHP Form 555) or arrest report. When a traffic collision report or arrest report is not completed an officer may complete an application for complaint.

- B. Any officer (POST requirement does not apply) may issue a personal service citation at the scene of a traffic collision when all of the following apply:

1. All elements of the violation can be testified to by the citing officer as a result of the on-scene investigation (physical evidence).
2. The cited violation was not a factor in the occurrence of the traffic collision.
3. The below listed violations are involved:
 - a. 4000(a) VC through 5204 VC - Registration of Vehicles
 - b. 12951(a) VC - Driver's License Not in Possession
 - c. 16028 (a) VC - Evidence of Financial Responsibility
 - d. Division 12 of the VC - Equipment of Vehicles

1/118

NOTE: Officers witnessing a traffic collision may issue a personal service citation only when the violation is one listed above (1/118 B 3) and there is no arrest or filing request. Officers are considered the same as any other witness for the purpose of issuing a personal service citation and a filing request on the traffic collision report or arrest report. Officers shall list themselves as a witness on the traffic collision report or arrest report

- C. Officers shall request filings for all misdemeanor violations on the traffic collision report (CHP Form 555) or arrest report. All violations must be handled in the same manner to avoid "Double Jeopardy", this includes infractions. Any citations issued shall also be noted on the traffic collision report.

If any party, passenger or witness is arrested, the officers **shall not** issue a personal service citation to that person.

1/119

TRAFFIC COLLISION - ABSENTEE CITATION

An officer issuing an absentee citation for a parking violation at the scene of a traffic collision shall ensure that:

- A. All essential elements of the violation have been observed by the officer; **AND**
- B. The citation number and description of the parked vehicle are listed in the "Remarks" section of the Traffic Collision Report.

1/120

CITATION BY OFF-DUTY OFFICER

A traffic citation shall not be issued by an off-duty officer involved in or witness to a traffic collision.

1/200 GENERAL TRAFFIC ENFORCEMENT POLICY

1/201 TRAFFIC ENFORCEMENT OBJECTIVES

The traffic enforcement objectives of the Department are to reduce traffic collisions and injuries and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic. The Department seeks to achieve these objectives through a combination of voluntary compliance, education, and enforcement.

The Department attempts to educate the public regarding traffic regulations through programs aimed at identifying specific problems. This is accomplished by publishing traffic collision and injury statistics, issuing notices and warnings of changes in traffic laws, and taking enforcement action.

The Department will take enforcement action upon the detection of an illegal and potentially hazardous act without regard for such factors as attitude, intent, or excuse. Enforcement action may consist of a warning, a citation, or physical arrest.

1/202 LEADING CAUSES OF TRAFFIC COLLISIONS - MAJOR VIOLATIONS

The following violations have been identified as the major primary causes of traffic collisions. Officers shall give special attention to these violations in an attempt to reduce the number of fatal and injury collisions in the City of Los Angeles:

- A. Right of Way
- B. Speed
- C. Traffic Control
- D. Driving Under-the-influence
- E. Pedestrian

1/203 RIGHT OF WAY

- A. Information

Refer to the California Vehicle Code, Division 11, Chapter 4, for specific violations.

- B. Enforcement Policy

Officers **shall** stop and **should** cite violators.

1/204

SPEED VIOLATIONS

A. Information

Refer to the California Vehicle Code, Division 11, Chapter 7, for specific violations.

B. Enforcement Policy

1. In areas where the prima facie or posted speed is less than 65 miles per hour, officers should cite 22350 VC (Basic Speed). This section provides that, although a vehicle may be traveling at the posted speed limit, conditions may exist (weather, visibility, etc.) which make this speed unsafe.
 - a. At ten miles per hour or more over the "safe" speed, violators **shall** be stopped and **should** be cited.
 - b. From five to nine miles per hour over the "safe" speed, violators **should** be stopped and **may** be cited.
 - c. Up to five miles per hour over the "safe" speed, an officer **may** stop and, if facts are observed which sustain a violation of the basic speed law, **may** cite.
2. When a violator exceeds the prima facie or posted speed of 65 miles per hour, officers should cite 22349 VC (Maximum Speed Law).
 - a. At ten miles per hour or more over the posted speed limit, violators **shall** be stopped and **should** be cited.
 - b. From five to nine miles per hour over the posted speed limit, violators **shall** be stopped and **may** be cited.
 - c. Up to five miles per hour over the maximum speed limit, an officer **may** stop and, if facts are observed which sustain a violation, **may** cite.
3. **Paced Speed** - Officers enforcing speed violations by "pacing" shall cite for a speed of **three miles per hour less** than the "paced" speed. The paced speed shall appear in the officer's notes on the citation.

NOTE: When an officers needs to appear in court for a citation based on a paced speed the officer shall bring a copy of the calibration card with them.

4. **Estimated Speed** - When speeds are estimated, officers shall cite for a speed of **five miles per hour less** than the estimated speed. The estimated speed shall appear in the officer's notes on the citation.

1/204

5. Radar Speed Enforcement - Radar enforcement of speed law violations shall be used only by personnel who have undergone the required training (Traffic Manual 1/211). Officers using radar **shall** stop and **should** cite for speeds more than five miles per hour over the posted speed. Officers shall cite for the indicated speed on the radar unit.

1/205

TRAFFIC CONTROL

- A. Information - Refer to the California Vehicle Code, Division 11, Chapters 2 - 6 and Chapter 8, for specific violations.
- B. Enforcement Policy - Officers **shall** stop and **should** cite violators.

1/206

DRIVING UNDER-THE-INFLUENCE OF ALCOHOL AND/OR DRUGS

- A. Information - Refer to the California Vehicle Code, Division 11, Chapter 12, for specific violations.
- B. Enforcement Policy - Violators **shall** be stopped, given the appropriate tests, and arrested if found to be under-the-influence of alcohol, alcohol and drugs, or drugs. Normally, the violator shall be booked and detained for DUI.

1/207

PEDESTRIAN

- A. Information - Refer to the California Vehicle Code, Division 11, Chapter 5, for specific violations.
- B. Enforcement Policy - Officers **shall** stop and **should** cite violators.

1/208

ENFORCEMENT OF BICYCLE VIOLATIONS

The bicycle has become an important means of transportation. Field officers should be aware that bicyclists have the same duties and responsibilities as automobile drivers. Enforcement of laws pertaining to bicycles will contribute to a reduction in the number of fatalities and injuries involving bicyclists.

A. Bicycle

1. Refer to the California Vehicle Code, Division 11, Chapter 1, Article 4, for specific violations.
2. Refer to the Los Angeles Municipal Code, 26.01(b), No Bicycle License, and 56.15.1, Riding Bicycle on Sidewalk, for specific information.

B. Motorized bicycle (moped) licenses

1. Information

- a. LAMC Section 26.01(a)2, Motorized Bicycle Defined: "Any two-wheeled or three-wheeled device having fully operative pedals for propulsion by human power or having no pedals if powered solely by electrical energy, and an automatic transmission and a motor which produces less than 2 gross brake horsepower and is capable of propelling the device a maximum speed of not more than 30 miles per hour on level ground."
- b. Refer to the California Vehicle Code, Division 3, Chapter 1, Article 8.1, for specific violations.

2. Enforcement Policy

An officer who becomes aware of a person operating a motorized bicycle (moped) without a license issued by the DMV **shall** stop and **should** cite the operator for 12500(b) VC.

1/209

RADAR ENFORCEMENT

- A. The traditional method of traffic enforcement by visible patrol has limited effectiveness on many narrow and winding streets within the City. It has been determined that radar as an enforcement tool can be superior to conventional methods under certain conditions. The goal of the radar enforcement program is the reduction of speed-related collisions.

1/209

- B. Radar enforcement of speed law violations shall be used only by personnel who have undergone the required training, and it shall be used only on streets which are either topographically or operationally impractical for traditional enforcement methods: **AND**

1. Have a history of speed-related collisions; **OR**
2. Are the subject of numerous citizens' complaints regarding excessive speed.

NOTE: Officers should follow the guidelines set forth in 40802 VC.

- C. 40802 VC ("speed trap" defined) provides that radar may now be used to measure speed of moving objects on local streets and roads without first obtaining an engineering and traffic survey if the following conditions are met:

1. The location must be a local street as defined by the latest Functional Usage and Federal-Aid System Maps as submitted to the Federal Highway Administration; **OR**
2. When these maps have not been submitted, the following definition shall be used:

A local street or road primarily provides access to abutting residential property and shall meet the following three conditions:

- a) Roadway width of not more than 40 feet.
- b) Not more than 1/2 mile of uninterrupted length. Interruptions include traffic control devices as defined in 445 VC.
- c) Not more than one traffic lane in each direction.

- D. When the conditions within 40802 VC are not present, a City engineering and traffic survey of the street in question shall be obtained prior to any radar enforcement. Also, if an engineering and traffic survey does exist, the survey shall have been conducted within five years prior to the date of the alleged violation.

- E. Trained officers may use radar in school zones while children are en route to school or home or while they are present during the noon recess. Use of radar in school zones is not otherwise authorized.

NOTE: Citations must show the exact speed indicated by the radar.

1/210

RADAR ENFORCEMENT REQUEST PROCEDURE

An officer requesting a radar survey shall complete an Employee's Report, Form 15.7, directed to his divisional radar coordinator. The concerned radar coordinator shall review each request and conduct a radar feasibility study to determine if the location meets the criteria for radar use and if approved, forward the request to the concerned Department of Transportation District Traffic Engineer.

An officer of this Department may request radar on streets which:

- A. Are topographically impractical for traditional enforcement methods (narrow or winding streets that may present hazards); **AND**
- B. Have a history of speed-related collisions; **OR**
- C. Are the subject of numerous citizens' complaints regarding excessive speed.

NOTE: Radar requests for locations which do not meet the criteria for "local" streets will continue to be handled as delineated in Traffic Manual 5/104.

1/211

RADAR TRAINING

- A. Only personnel who have successfully completed the required training may use radar equipment to enforce speed law violations.
- B. Required training shall consist of any of the following:
 - 1. Los Angeles Police Department Radar Operators Course (40 hours)
 - 2. Los Angeles Sheriff's Department Radar Operators Course (40 hours)
 - 3. Any radar operators course approved by the California Commission on Police Officer Standards and Training.

1/212

RADAR EQUIPMENT RECORDS AND PROCEDURES

- A. The following records shall be maintained at TCS by the Department Radar Coordinator:
 - 1. A copy of the current Federal Communications Commission (FCC) radio license.
 - 2. Original copies of all radar instrument factory certifications and subsequent certifications by the authorized repair facilities.
 - 3. Original copies of all radar tuning fork factory certifications and subsequent certifications by the authorized repair facilities.

1/212

4. Maintenance records of all radar equipment from the authorized repair facilities.
5. Records of assignment and subsequent audits on divisional radar instruments and tuning forks.

NOTE: Audits of equipment shall be conducted on a quarterly basis at each traffic division by the Department Radar Coordinator and a divisional representative.

6. Training records of all officers certified to operate radar.
7. A certified copy of **all** engineering and traffic surveys conducted by the City Department of Transportation, including the City engineering recommendations and data sheet(s).
8. A copy of the manufacturer's operator manual for each type of radar instrument used by the Department.

B. The following records shall be maintained at each traffic division by the assigned divisional radar coordinator:

1. A current copy of each radar instrument certification
2. A current copy of each radar tuning fork certification

NOTE: A radar instrument and tuning fork shall be maintained as a single unit.

3. A current list of certified radar operators within the division.
4. A copy of the manufacturer's operator manual for each type of radar used by the division.
5. A copy of each vehicle speedometer certification (moving mode radar).
6. A current list of the surveyed streets within the geographic bureau.

C. The divisional radar coordinator **shall**:

1. Be responsible for maintaining the court's copies of certified traffic & engineering surveys and conducting audits to ensure they are present and up to date.
2. Be assigned to a trained radar instructor who will be responsible for providing in-service and update radar instruction as needed.

1/212

3. Assure that certified engineering and traffic surveys are conducted at least nine months prior to the expiration of the old surveys.

NOTE: Engineering and traffic surveys are only certified for a five-year period.

- F. Each certified radar operator should maintain the following records as a court evidence kit:

1. Copy of his radar operator's certificate
2. Copy of vehicle speedometer calibration (moving mode radar)
3. Copy of the manufacturer's operator manual for the radar instrument used

1/213

DAMAGED OR LOST RADAR EQUIPMENT

- A. Damaged equipment

1. Any radar unit or tuning fork in an inoperative or damaged condition shall be taken out of service immediately.
2. Damaged equipment shall be brought to the attention of the divisional radar coordinator and a Form 15.7, Employee's Report, shall be completed describing the circumstances of how the unit or tuning fork was damaged. The original Form 15.7 shall be forwarded to the Department Radar Coordinator, TCS.

- B. Lost or stolen equipment

1. Any radar equipment (radar unit) lost or stolen shall be reported immediately to the divisional radar coordinator on an appropriate Preliminary Investigation Report (PIR). One copy of the PIR shall be forwarded to the Department Radar Coordinator, TCS.
2. Any tuning fork that is lost shall be reported immediately to the divisional radar coordinator on an appropriate 15.7. One copy of the 15.7 shall be forwarded to the Department Radar Coordinator, TCS.
3. Any tuning fork stolen shall be reported immediately to the divisional radar coordinator on an appropriate Preliminary Investigation Report (PIR). One copy of the PIR shall be forwarded to the Department Radar Coordinator, TCS.

1/300 CITING INSTRUCTIONS

1/302 **STOPPING THE VIOLATOR**

The violator shall be stopped as soon after the violation as safety permits. Officers should be certain the violator is aware of their presence and understands directions given concerning the traffic stop. An officer should be especially alert for a quick stop or sudden change of direction by the violator.

Traffic violations are often committed by criminals or other potentially dangerous persons. Officers shall minimize the hazard by placing themselves in a position of advantage where they will not be endangered by these persons or distracted by passing vehicles. **Officers are not permitted to be seated on a parked motorcycle during any field contact.**

1/303 **DEMEANOR**

An officer's demeanor shall be decisive and courteous.

- A. Decisiveness - Officers shall not issue a citation unless they are certain of the identity of the violator and have witnessed all elements of the offense. Officers shall decide upon the action to be taken before addressing the violator and shall proceed in a positive, firm, and businesslike manner.
- B. Courtesy - Officers shall be courteous in behavior, language and tone of voice. They shall avoid a flippant attitude and language designed to belittle, ridicule, or embarrass. They shall ignore derogatory language by the violator.

1/304 **CONVERSATION**

- A. Reason for Citation - After an appropriate greeting, the citing officer shall immediately inform the violator of the reason he was stopped. The officer shall answer all proper questions, but shall not give unsolicited explanations of the offense or reasons for the enforcement activity.
- B. Driver's License - The citing officer shall ask for the violator's driver's license and shall accept only the license. The officer shall not accept a billfold or card case. The violator shall be addressed by their last name, preceded by the correct title.

1/304

C. Prohibited Conversation - The citing officer **shall not**:

1. Quote the bail amount
2. Refer the violator to the traffic court liaison officer for telephonic information
3. Suggest the case may be handled by mail
4. Attempt to outline the policy of the Court or the DMV
5. Suggest any automobile club or other organization

1/305

SUPERVISORY ASSISTANCE

A supervisor shall be requested whenever:

- A. The violator expresses a desire to make a complaint or requests a supervisor
- B. A physical altercation has occurred
- C. The violator refuses to sign the citation
- D. The officer determines there is a need for a supervisor

1/306

UNNECESSARY DELAY

- A. The citing officer shall complete the citation without unnecessary delay and release the violator.
- B. Violators shall not be detained against their will pending the return of a warrant check unless there is probable cause to believe the violator is wanted for a felony.
- C. After releasing the violator, the officer shall not follow the violator.

1/307

COMPLETING THE CITATION

The citing officer shall place a hard backing-plate under the fourth copy of the citation and complete the citation by using a medium black ballpoint pen. Officers shall adhere to the current Citation Guide, Form 16.65.0. Before removing the violator's copy, the officer shall check the citation to make sure it is complete, correct, legible and that it has been signed by the violator.

TRAFFIC MANUAL

1/308**AUTHORIZED ABBREVIATIONS**

Approx	Approximately	Obs	Observed
Bl Stop	Boulevard Stop	Pkd	Parked
Blks	Blocks	Ped	Pedestrian
Bus Dist	Business District	(PLP)	Personalized License Plate
Dble line	Double line	Plts	Plates
Deft	Defendant	POV	Passed Other Vehicle
Driv Lic	Driver's License	Res Dist	Residential District
Est	Estimate	Reg	Registration
Exp	Expired	R/T	Right turn
FTC	Following Too Close	ROW	Right-of-Way
Fwy	Freeway	Sig	Signal
I/S	Intersection	SP-CNS	Specially Constructed Vehicle
Ln Chg	Lane Change	Spd	Speed
Lt/T	Left Turn	Temp	Temporary
M/C	Motorcycle	Traf	Traffic
M/L	Moving Lane	Veh	Vehicle
Max	Maximum	VCC	Violator's Copy Corrected
Mkd X-Walk	Marked Crosswalk	X-ing	Crossing
MPH	Miles Per Hour	X-Walk	Crosswalk
N/B S/B W/B E/B	Direction	45/25	Speed in speed zone

1/309

CITING ERRORS

When an error is noted by a citing officer, the following procedures shall be followed:

- A. When the **violator's copy is still available**, the officer shall correct the error on the original and all copies by drawing a single line through the error and legibly printing the correct information as near as possible to the error. "VCC" (Violator's copy corrected), followed by the concerned employee's initials, shall be written at the **TOP** of the original citation.
- B. When the **violator's copy is no longer available** (other than in the notes or diagram), the officer shall:
 - 1. Complete a Citation Correction Request, Form 4.07. Information contained on the Form 4.07 shall include the citation number and the correct information.
 - 2. Attach the original Form 4.07 to the original of the citation.
 - 3. Forward the forms to an approving supervisor.
- C. Correct errors in the notes or diagram section of a citation only when the correction can also be made on the violator's copy. When an officer becomes aware of an error in the notes or diagram after issuance of the citation, the error shall not be corrected. The officer shall write the correct information on the reverse side of the last copy of the concerned citation in the citation book to use as reference for court proceedings.

1/310

INFORMATION REGARDING CITING OFFICER

- A. Print name, serial number and detail assigned in space provided.
- B. Enter unavailable date (complete vacation dates - July 4 through August 2).
- C. Enter court session preference (AM or PM).
- D. Citing officer's detail - The "DETAIL" box on the Notice to Appear is used to identify the type of assignment the citing officer is assigned. The following codes shall be used in identifying an officer's assignment:
 - 1. TE - Motor officers assigned to a traffic division or Traffic Coordination Section;
 - 2. CI - Collision investigation officers assigned to a traffic division;
 - 3. PT - All other officers

1/311 TIME AND PLACE OF APPEARANCE

- A. The place of appearance is determined by the location of the violation.
- B. Citing Date - See Citation Guide (Form 16.65.0)
- C. Juveniles (under 18)

If a juvenile is given an incorrect date of appearance, it is the citing officer's responsibility to notify the subject.

NOTE: When citing juveniles under the age of 14 years, officers must comply with the "Gladys R" decision which, in part, states, "An officer must establish that the minor knew the wrongfulness of the act that he or she committed at the time the act was committed." The citing officer shall complete a "Gladys R. Questionnaire" and submit the questionnaire with the citation.

1/312 CITATION CANCELLATION REQUEST

- A. Personal service Citation - Officers shall complete a Citation Cancellation Request, Form 4.45, when any one of the following conditions exist:
 - 1. The citation is not justified because of an error in judgment or identity.
 - 2. A mistake is made in completing a citation and the officer has issued a second citation to the violator.
 - 3. The violator gives false information to an officer, which is recorded on the citation.
 - 4. A physical arrest is made in lieu of issuing a citation, enter citation number on Arrest Report.
 - 5. All copies of a completed citation have been lost (If only the original citation is lost, complete Form 4.07).
 - 6. The citing officer's division commanding officer determines that the citation was issued in violation of Department rules.
 - 7. There is a defect in printing or binding.
 - 8. A citation was started but not completed due to an emergency.

1/312

B. Absentee Citations (Parking) - An officer shall complete a Citation Cancellation Request, Form 4.45, when any one of the following conditions exist:

1. The citation was issued to an inoperative vehicle.
2. The operator was physically unable to move the vehicle.
3. The citation was issued to an officer executing an official task.
4. The vehicle is reported stolen.

NOTE: An error cannot be corrected by a Form 4.07.

1/313 RECEIVING CITATION BOOKS

Upon receiving a citation book, the officer shall print his name, serial number, division, and date of receipt in the spaces provided. No notation of any kind shall be made on any citation prior to issuance.

1/314 LOST CITATION BOOKS

When a citation book is lost, a Citation Cancellation Request, Form 4.45, shall be made canceling the unused citations. The request shall include the numbers of the first and last citations in the book and shall specify the numbers of the citations which have not been issued.

1/315 COMPLETION OF CITATION BOOKS

A completed citation book shall be forwarded to the watch commander. The watch commander shall cause a supervisory check to be made. After checking for any irregularity in the use of the citation book, the supervisor shall sign the face of the citation book and forward it to the place of issuance.

1/316 RETURN OF INCOMPLETE CITATION BOOKS

An officer shall forward a citation book via the watch commander to the place of issuance when:

- A. The book is not completed within 90 days
- B. The officer is transferred

1/317 CONSULAR IMMUNITY (DEPARTMENT MANUAL 4/284.10)

Consular officers are immune from arrest and prosecution for a public offense except by authority of a federal warrant, and then only for a felony (Department Manual 4/284.25).

1/318 OPERATORS OF POST OFFICE VEHICLES

- A. Operators of Post Office vehicles on scheduled routes shall be exempt from the provisions of special signs regulating street turning movements. This exemption shall not apply when one-way streets are involved.
- B. An officer or employee of the United States Government, while operating a motor vehicle owned or controlled by the United States on the business of the United States is not required to obtain a driver's license (12501 (a) VC). Except when the motor vehicle is a commercial vehicle as defined in 15210 VC.

NOTE: A driver of a government vehicle is not required to possess a valid California driver's license while operating a government-owned vehicle. However, they must be in possession of a government license.

1/319 PHYSICIANS (DEPARTMENT MANUAL 4/344.50)

When a physician is taken into custody while en route to treat an emergency case, the arresting officer shall immediately cause the patient to be notified. If this is not possible, the person who summoned the physician shall be notified.

A physician traveling in response to an emergency shall be exempt from the provisions of sections 22351 VC and 22352 VC, providing the vehicle being used by the physician displays an insignia approved by the DMV indicating that the vehicle is owned by a licensed physician (21058 VC).

1/320 ENGINEERING DEFECTS

Officers shall not cite violators when the principal reason for the violation is an obvious, identifiable engineering or environmental defect. When an officer encounters an engineering or environmental defect that affects a driver's compliance with traffic laws and/or is a traffic hazard, he shall complete an Employee's Report, Form 15.7, directed to his immediate supervisor. The report shall be forwarded to TCS.

TRAFFIC MANUAL

2/100

ADMONISHING ARRESTEE

Officers shall be guided by Department Manual 4/202.10 when either an adult or juvenile suspect has been taken into custody. Officers shall admonish suspects of their Miranda Rights prior to formally interrogating them. Whether or not to admonish shall be based on two factors: **custody** and **interrogation**.

TRAFFIC MANUAL

CHAPTER 1. GENERAL INFORMATION

Page 1

1.1. PURPOSE AND SCOPE
The purpose of this manual is to provide a comprehensive guide to the traffic laws and regulations of the City of Los Angeles. It is intended for use by all City of Los Angeles Police Department officers and is not to be construed as a legal authority.

1.2. REFERENCES
The following references are used in this manual:

1.2.1. California Vehicle Code (CVC)

1.2.2. Los Angeles Police Department (LAPD) Policies and Procedures

1.2.3. Los Angeles Police Department (LAPD) Training Manual

1.2.4. Los Angeles Police Department (LAPD) Traffic Manual

1.2.5. Los Angeles Police Department (LAPD) Traffic Manual Supplement

1.2.6. Los Angeles Police Department (LAPD) Traffic Manual Addendum

1.2.7. Los Angeles Police Department (LAPD) Traffic Manual Appendix

1.2.8. Los Angeles Police Department (LAPD) Traffic Manual Glossary

1.2.9. Los Angeles Police Department (LAPD) Traffic Manual Index

1.2.10. Los Angeles Police Department (LAPD) Traffic Manual Bibliography

1.2.11. Los Angeles Police Department (LAPD) Traffic Manual References

1.2.12. Los Angeles Police Department (LAPD) Traffic Manual Citations

1.2.13. Los Angeles Police Department (LAPD) Traffic Manual Footnotes

1.2.14. Los Angeles Police Department (LAPD) Traffic Manual Endnotes

1.2.15. Los Angeles Police Department (LAPD) Traffic Manual Appendixes

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1.2.24. Los Angeles Police Department (LAPD) Traffic Manual Endnotes

1.2.25. Los Angeles Police Department (LAPD) Traffic Manual Appendixes

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1.2.28. Los Angeles Police Department (LAPD) Traffic Manual Glossaries

1.2.29. Los Angeles Police Department (LAPD) Traffic Manual Indices

1.2.30. Los Angeles Police Department (LAPD) Traffic Manual Bibliographies

1.2.31. Los Angeles Police Department (LAPD) Traffic Manual References

1.2.32. Los Angeles Police Department (LAPD) Traffic Manual Citations

1.2.33. Los Angeles Police Department (LAPD) Traffic Manual Footnotes

1.2.34. Los Angeles Police Department (LAPD) Traffic Manual Endnotes

1.2.35. Los Angeles Police Department (LAPD) Traffic Manual Appendixes

1.2.36. Los Angeles Police Department (LAPD) Traffic Manual Addendums

1.2.37. Los Angeles Police Department (LAPD) Traffic Manual Appendices

1.2.38. Los Angeles Police Department (LAPD) Traffic Manual Glossaries

1.2.39. Los Angeles Police Department (LAPD) Traffic Manual Indices

1.2.40. Los Angeles Police Department (LAPD) Traffic Manual Bibliographies

2/200 DRIVING UNDER-THE-INFLUENCE (DUI)

2/201 "UNDER-THE-INFLUENCE" DEFINED

A person is considered to be under-the-influence of an intoxicant when the intoxicant has affected their nervous system, brain, or muscles, impairing their ability to safely operate a motor vehicle. An intoxicant can be an intoxicating liquor, or the combination of an intoxicating liquor and any drug(s), or any drug(s).

2/202 SOBRIETY EXAMINATION (DEPARTMENT MANUAL 4/343.20)

The physical phases of the sobriety examination shall be given when an under-the-influence driver is able and willing to perform them and, when practicable, shall be conducted at the scene of the incident in the presence of witnesses.

A SFST **shall** be completed and documented on a Form 5.2.5 (DUI Arrest Report) when an officer:

- A. Is investigating a driver suspected of being intoxicated who was lawfully arrested or detained by another peace officer or a private person (Department Manual 4/343.10);
- B. Is investigating a suspect for driving under-the-influence;
- C. Is investigating a driver believed to be under-the-influence who is unable to perform a SFST. Include any observable objective symptoms on the DUI face sheet;
- D. Is investigating a traffic collision where an involved driver displays any objective symptoms of being under-the-influence, regardless of whether the driver is arrested.

NOTE: When a driver suspected of being under-the-influence refuses to submit to a field sobriety test, the investigating officer shall read the Field Sobriety Test Admonition to the driver.

2/203

DUI ARREST (DEPARTMENT MANUAL 4/343.10)

- A. An arrest for driving under-the-influence shall be made when any of the following apply:
1. An officer witnesses a person commit the elements of driving while under-the-influence.
 2. The under-the-influence driver was lawfully detained by an officer of this or another law enforcement agency.
 3. The under-the-influence driver was lawfully arrested or detained by a private person who witnessed the driving elements of the offense.
- B. An arrest may be made for 23152(a) VC, per authority of 40300.5 VC, when the arresting officer did not witness the driving, provided the person is:
1. Involved in a traffic collision; **OR**
 2. Observed by the peace officer in or about a vehicle which is obstructing a roadway, when the officer has reasonable cause to believe that the person had been driving while under-the-influence of an alcoholic beverage or any drug or the combination of alcohol and drugs; **AND**
 3. The arrest is effected as a continuous, uninterrupted portion of the investigation.

NOTE: The arrest shall be limited to the location of the event, traffic collision or location of any timely follow-up investigation.

- C. THE ELEMENT OF BEING UNDER-THE-INFLUENCE SHALL BE BASED ON THE SIGNS AND SYMPTOMS IDENTIFIED BY THE ARRESTING OFFICER. RESULTS OF OTHER EXAMINATIONS SHALL BE CORROBORATIVE EVIDENCE ONLY.

2/204

DUI DRUG ARREST (DEPARTMENT MANUAL 4/343.25)

A. Arresting Officer's Responsibility

When an arrest is made for driving under-the-influence of drugs or a combination of drugs and alcohol, the arresting officer shall:

1. Admonish the arrestee regarding a chemical test, as per the chemical test admonition on the DUI Arrest Report, Form 5.2.5.
2. Administer a chemical test to the arrestee.

NOTE: Whenever possible, a breath test should be administered to determine the blood alcohol level.

3. If the breath test is obtained and the results are .08% or higher, and the level and type of impairment exhibited by the arrestee are consistent with the breath test, book the arrestee for 23152(a) VC (DUI).
 - a. If the Breath Testing Device reading is **.08% or higher**, but the level or type of impairment exhibited is not consistent with the Breath Testing Device reading, the arrestee shall be examined by a Drug Recognition Expert (DRE) or, if one is not available, by a Department recognized narcotics expert to determine if a drug influence evaluation should be conducted.
 - b. Some indicators of drug influence that may require an examination by a DRE or a Department recognized narcotics expert are:
 - 1) Field sobriety test performance inconsistent with the Breath Testing Device level.
 - 2) Admissions by the arrestee that he is under-the-influence of drugs.
 - 3) Medical examination indicates the use of drugs (visible hypodermic marks or evidence of recent ingestion).
 - 4) Possession of drugs or drug paraphernalia.

2/204

4. When an intoxicated driver has a Breath Testing Device reading of **less than .08%**, the arresting officer shall request a DRE or, if one is not available, a Department recognized narcotics expert to examine the arrestee for drug influence.

- a. If an on-duty DRE or Department recognized narcotics expert is not available within the concerned bureau, the arresting officer shall obtain an MT for the arrestee and request the examining physician to include his or her observations of the arrestee's signs and/or symptoms and an opinion as to the arrestee's drug influence.

EXCEPTION: If a traffic death or traffic felony arrest is involved and a DRE or a Department recognized narcotics expert is not available, contact Communications Division and request an on-duty DRE or a Department recognized narcotics expert from anywhere in the City. If an on-duty DRE or Department recognized narcotics expert is not available, the officer shall contact the Administrative Information Unit, Detective Headquarters Division, and request that an off-duty DRE be dispatched.

- b. The arresting officer shall be responsible for:
- 1) Reading the drug admonition to the arrestee **verbatim** from the DUI Arrest Report.
 - 2) Obtaining the blood or urine sample from the arrestee.
- c. If urine is the only chemical examination administered, officers shall obtain the first void for the detection of drugs and the second void for the possible detection of alcohol. Both samples shall be marked according to established procedures and booked as evidence (Traffic Manual 2/305).
- d. Include the Drug Influence Evaluation form completed by the Department recognized expert as a page of the Arrest Report.

NOTE: If the DRE or a Department recognized narcotics expert determines that the arrestee is under-the-influence of a drug that falls within 11550 H&S (cocaine, heroin, PCP, amphetamines, methamphetamine, or methaqualone), the arresting officer shall book the arrestee for DUI (drugs, or alcohol and/or drugs) and request a filing for 11550 H&S in the Arrest Report narrative.

2/204

B. Drug Recognition Expert (DRE)/Narcotics Expert Responsibility

A DRE or Department recognized narcotics expert is responsible for evaluating and rendering an opinion of the drug influence of DUI drug arrestee. As part of that examination the expert shall:

1. Advise the arresting officer of any additional tests required.
2. Determine if medical treatment (MT) is needed.
3. Complete the Drug Influence Evaluation, Form 8.40.2.
4. Enter a brief description of the findings and the examining officer's name and serial number in the "Remarks" section of the Booking Recommendation, Form 12.31.

NOTE: Drug influence evaluations of Department employees shall be conducted by DRE supervisors. During business hours, the DRE Unit of TCS shall be contacted for an available DRE supervisor. During non-business hours, DHD shall be contacted to locate a DRE supervisor.

2/205

ESTABLISHING DRIVING IN DUI COLLISION CASES

Most officers are familiar with the procedure where the elements of driving in a traffic collision, involving a DUI driver, is established by witnesses. There are many cases where the actual driving was not witnessed, but the element can be established by circumstantial evidence. In these cases, the officer should arrest under authority of 40300.5 VC.

- A. When the suspect's vehicle collides with a parked vehicle or fixed object and a witness hears the crash and immediately responds to the scene, driving can be established when the witness observes:
1. The suspect seated or trapped behind the wheel; **OR**
 2. The suspect alighting from the driver's seat of the vehicle; **OR**
 3. The suspect standing by the door next to the driver's seat and no other person is in view; **OR**
 4. The suspect is staggering around the scene and no other person(s) is in view.

NOTE: In the above situations, the approximate time that elapsed between the crash and the arrival of the witness on the scene should be established as accurately as possible. The fact that there was no one else near the scene, other than someone attracted by the noise of the collision, should be thoroughly covered on the Collision Report and Arrest Reports.

- B. A statement by the paramedic or Fire Department personnel who may have removed the suspect from the vehicle should be obtained.

NOTE: Fire Department personnel **shall** be listed as witnesses in the Arrest Report.

- C. Physical evidence may be present and officers should be alert to any combination of injury and damage that would place the suspect behind the wheel. This information should be documented in the traffic collision and arrest reports.

EXAMPLES:

1. The suspect has a head injury, particularly on the forehead or the face, and the windshield is shattered on the driver's side of the vehicle. If hair or blood is found on the shattered portion of the windshield, recover and book that evidence.
2. The suspect has face and chest injuries and the steering wheel is bent, broken, or otherwise damaged. The steering wheel should be photographed.

2/205

3. At times, a witness may observe a driver but cannot positively identify him. In this situation, officers should obtain a detailed description of the driver from the witness, with particular reference to anything unusual in physical appearance or attire (male, female, white, black, tall, short, glasses, mustache, bald, bushy hair, hat, cap, bareheaded, red hair, blond hair, loud sport coat or sport shirt, woman wearing red sweater or blouse, etc.) or anything else that will distinguish the driver from the other occupants of the vehicle.
4. Officers should describe the appearance and attire of the suspected driver and the other occupants of the vehicle, if any, on the CHP Form 556 and in the Arrest Report.

NOTE: Officers should remember that any passenger in the suspect's vehicle can establish the element of driving, including the suspect's spouse or other family member.

2/206

ELEMENTS FOR MISDEMEANOR DUI - 23152 VC

- A. It is unlawful for any person to operate a motor vehicle who is:
1. Under-the-influence of intoxicating liquor; **OR**
 2. Under the combined influence of intoxicating liquor and any drug; **OR**
 3. Under-the-influence of any drug.

B. Booking Advice

A supervisor of the geographic area of occurrence or a traffic supervisor may give booking advice. Prior to booking approval, the supervisor shall inspect the following:

1. A computer generated want-and-warrant check; **AND**
2. A computer generated driver's license status and record check.

2/207

ELEMENTS FOR FELONY DUI - 23153 VC

A. To establish a violation of the section the following three basic elements must be present; an investigation must cover each element to be complete. It is unlawful for any person:

1. To operate a motor vehicle while:
 - a. Under-the-influence of intoxicating liquor; **OR**
 - b. Under-the-influence of any drug; **OR**
 - c. Under the combined influence of intoxicating liquor and any drug.
2. When so driving, do any act forbidden by law or neglect any duty imposed by law in the driving of such vehicle.
3. Which act or neglect proximately causes bodily injury to any person other than himself.

NOTE: The act or neglect to act must "immediately precede and produce" the injury. All reports should show a strong relationship between the proximate cause and the injury.

B. Booking Advice

A **traffic supervisor shall** give booking advice. Prior to booking approval, the supervisor shall inspect all of the following:

1. A computer generated want-and-warrant check.
2. A computer generated driver's license status and record check.

2/208

DISTRIBUTION OF FORM 5.2.5 (DUI Face Sheet)

- A. When a suspect is arrested for DUI, a copy of the Form 5.2.5 shall be included as a page of the Arrest Report.
- B. When a suspect is not arrested, but a filing for 23152 VC is requested on the Traffic Collision Report, CHP 555 Form Set, a copy of the Form 5.2.5 shall be included as a page of the Traffic Collision Report. Complete the filing information in the "Filing Request" section, after the "Statements" section, articulating the facts of the filing request.
- C. When a person is not arrested and no filing for 23152 VC or 23153 VC is indicated, the Form 5.2.5 **shall** be attached to the Traffic Collision Report and number as a page of the report.
- D. When a person is not arrested and no Traffic Collision Report is completed, the Form 5.2.5 **shall** be attached to the officer's TDFAR or DFAR.

2/209

COMBINED TRAFFIC COLLISION AND ARREST REPORT

- A. When an arrestee is taken into custody for a felony crime and the follow-up investigation is the responsibility of a Traffic Detectives Section, officers **should** use the combined Traffic Collision and Arrest Report.

NOTE: When unusual circumstances make the use of the combined traffic and collision report impractical separate arrest and traffic collision reports may be completed.

B. Completion of the Reports

1. Traffic Collision Report -

- a. A Traffic Collision Investigation, CHP 555 Form Set.
- b. **"Combined Traffic Collision/Arrest Report"** shall be written in the top right margin.
- c. Arrest Narrative - The arrest narrative **shall** be written immediately following the "Statements" portion of the Traffic Collision narrative. The Arrest Report format will be completed in the usual manner.

2. Arrest Report - All reports shall be completed in the usual manner except that the Arrest Report, Form 5.2, shall be modified as follows:

- a. **"Combined Traffic Collision/Arrest Report"** shall be written in the top right margin.
- b. The **Crime Report Box** shall be checked.
- c. In the **Victim's Name Box**, the name of the injured person other than Party 1 shall be entered. If there are no injuries, the name of Party 2 shall be entered.
- d. In the **Involved Persons Section** write "See Traffic Collision Report."
- e. In the **Combined Crime Report Section**, the notation "Traffic" **shall** be entered for the Type of Offense. The appropriate information shall be placed in the **Date and Time Crime Occurred Section**.
- f. The DUI Face Sheet, Form 5.05.2., if used, shall bear the notation "See Traffic Collision Report" in the narrative section.

2/209

3. **Numbering** - The Traffic Collision Report and the Arrest Report pages **shall** be numbered separately.
 - a. A Traffic Collision Report shall be completed and the pages numbered in the normal manner.
 - b. The Arrest Report pages shall be numbered as follows:
 - 1) The Arrest Report, Form 5.2, shall be numbered page 1.
 - 2) When applicable, 5.2.5, shall be numbered pages 2 and 3.
 - c. Any additional forms, such as a checklist for a chemical test, or forms associated with Administrative Per Se Order of Suspension, shall be attached to the Arrest Report.
4. **Corrections** - Subsequent to the distribution of the report, corrections to the Traffic Collision Report shall be made on a CHP Form 556 (Supplement) and corrections to the Arrest Report shall be made on a Form 3.14.

NOTE: The term "Distribution" shall include any copies of the collision report sent either inside or outside the Department, to **ANY** entity including the City Attorney, District Attorney, LAFD personnel or private citizen.

2/300

REQUESTING CHEMICAL TESTS - 13353 VC

A person arrested for any offense committed in violation of 23152 VC or 23153 VC shall be requested to submit to a chemical test of his breath, blood, or urine. The arrestee shall be read the chemical test admonition **verbatim** from the current LAPD Form 5.2.5. When an arrestee refuses to submit to a chemical test, a **verbatim** statement of the refusal shall be included in the arrest narrative. If an arrestee has chosen a specific test and then is incapable or states that he is incapable of completing that chosen test, he shall have the choice of submitting to and completing any of the remaining tests. When an arrestee chooses a specific test and fails to complete that test, or any remaining tests, this constitutes a refusal.

The arrestee's consent is not required when he is unconscious or incapable of refusal. However, probable cause that the suspect is under-the-influence of alcohol must exist. **THE SUSPECT MUST BE UNDER ARREST!**

2/301

PRESENCE OF ATTORNEY DURING CHEMICAL TESTS - 23157 VC

Prior to administering any chemical test, the arrestee shall be informed that the right to counsel does not extend to having an attorney present before stating whether he will submit to a test, before deciding which test to take, or during the administration of the test chosen. The chemical test admonishment shall be read verbatim as per Form 5.2.5.

2/302

ADMINISTERING CHEMICAL TESTS

A person arrested for any offense committed in violation of 23152 VC or 23153 VC shall be transported to an appropriate facility for administration of the chemical test.

If the parent of a juvenile causes the juvenile not to submit to a chemical test pursuant to the provisions of 13353 VC, after the juvenile has specifically chosen that test, the juvenile's failure to complete the test constitutes a refusal and subjects him to a six-month suspension of his privilege to operate a motor vehicle, unless he then selects and submits to one of the other specified chemical tests (54 Cal, Atty. Gen 248).

2/303

BREATH TEST (DEPARTMENT MANUAL 4/343.38)

A. Use of Equipment

1. Operation of the breath testing equipment shall be restricted to personnel who have been trained in its use.
2. When the arresting officer has not been trained in the use of the breath testing equipment, he shall ensure that the examination is administered by an officer trained in its use.
3. A Breath Testing Device Check List shall be completed each time the Breath Testing Device is set up for a test.

NOTE: Breath testing equipment is only used as an investigative aid in driving under-the-influence arrests involving alcohol, drugs or for other purposes at the discretion of the concerned watch commander.

B. Administering Test

1. Prior to administering the breath test, **the testing officer shall** observe the subject for a 20-minute period. During this period the subject shall not eat, drink, smoke, regurgitate, or vomit. If the subject eats, drinks, smokes, regurgitates, or vomits during that time period or between sampling, the pretesting observation time shall be repeated.
2. At least two breath samples shall be collected. No waiting period is required between samples.
3. If the readings of the two samples vary more than .02 percentage points, additional samples shall be collected until the results of any two samples are within .02 percentage points.
4. If five samples have been collected and the test is not complete (no two samples within .02 percentage points), the officer shall direct the subject to submit to either a blood or urine test.
5. Failure to complete a test shall be deemed a refusal.
6. Upon completion of the breath test, the "Additional Chemical Test Admonition" shall be read if the arrestee is suspected of drug impairment.

NOTE: An arrestee who obtains a breath test reading of .30% or higher **SHALL** be examined by medical personnel.

C. Recording Results

1. The breath test printout shall be separated from the machine **only** when:
 - a. The test is completed (two samples within .02 percentage points);
OR
 - b. Five samples have been collected and the test is not completed
2. When no more than three samples are required to obtain a complete breath test, the breath test printout shall be taped to the Breath Testing Device Check List on the space provided.
3. The printout shall be positioned in a manner that will not interfere with the reading of the test results.
4. When more than three samples are obtained, the breath test printout shall be secured to the first check list, then all check lists should be stapled together.
5. When the test printout is longer than the check list, the printout shall be folded in a manner that will not interfere with the reading of the test results.

D. Equipment Malfunction

When the operator of the breath testing equipment determines that there may be equipment malfunction, the operator shall complete a Service Request, Form 5.20.4, and telephonically notify SID of the malfunction.

E. Operator's Check List

The Breath Testing Device Check List shall be completed by the administering officer. The check list shall be:

1. Attached to the Arrest Report; **OR**
2. Attached to the DUI Face Sheet, Form 5.2.5, and submitted with the Daily Field Activity Report or Traffic Daily Field Activity Report when no Arrest Report is made; **OR**
3. Attached to a Traffic Collision Report, CHP 555 Form Set, when completed as a result of a traffic collision investigation.

2/304

BLOOD TEST (DEPARTMENT MANUAL 4/343.40)

A. Criteria for Requesting

A blood sample may be requested by an officer in the following situations:

1. The arrestee indicates his willingness to submit to a blood test incidental to his arrest.

NOTE: When the arrestee initially consents to a blood test and then changes his mind prior to the blood being withdrawn, a blood sample shall not be taken.

2. The arrestee is in custody for a felony, and the level of his intoxication would be an essential element in the alleged violation
3. The arrestee is unconscious or is so impaired that he is unable to consent to a chemical test.

NOTE: When such a condition exists, the following steps shall be taken to determine if the arrestee is a hemophiliac, a heart patient, or possibly using anticoagulant medication:

- a. Check for medical information on the arrestee's person, such as a "Medic-Alert" bracelet or necklace or any other item indicative of the arrestee's medical background.
 - b. If a relative or friend of the arrestee is present who can provide information about the arrestee's medical condition, record the name, the relationship to the arrestee, and the statements of that person in the Arrest Report.
 - c. Inform the attending physician of all information in the officer's possession which may have a bearing on the arrestee's physical condition.
4. The person collecting the blood sample shall be listed as a witness on the CHP 555 Form Set and the Arrest Report.

2/304

B. Criteria - Forced Blood Sample Withdrawal

1. Forced blood samples may be obtained from an arrestee only when all of the following conditions have been met:
 - a. The arrestee is in custody for a felony traffic offense; **AND**
 - b. It involves a severe or fatal injury (Traffic Manual 3/112) to a person other than the arrestee; **AND**
 - c. The level of intoxication would be an essential element in the alleged violation; **AND**
 - d. The arrestee refuses to voluntarily submit to **any** of the available chemical tests; **AND**
 - e. Prior approval from a traffic supervisor has been obtained. Include the traffic division supervisor's name and serial number in the narrative of the Arrest Report; **AND**
 - f. A traffic or patrol supervisor is present at the medical facility to witness the withdrawal of the blood sample.

NOTE: Reasonable force may be used to remove blood from a felony arrestee who is in custody for an offense involving death or serious injury and who demonstrates an unwillingness to cooperate.

EXCEPTION: An arrestee whose medical condition prohibits a blood sample from being taken shall be given a choice of a breath or urine test, if possible.

2. Supervisor's Responsibilities:
 - a. Upon being advised of a request for a forced blood withdrawal by an arresting officer, the concerned traffic division supervisor **shall** evaluate the merits to determine if the criteria for forced blood withdrawal are met.
 - b. The circumstances and whether approval was given **shall** be documented in each case on a Sergeant's Daily Log or Watch Commander's Daily Log.

NOTE: The "totality of the circumstances" is the legal standard for judging the propriety of forcibly withdrawing blood from an arrestee.

2/304

C. Requesting Withdrawal

Whenever a blood sample is to be obtained from an arrestee who refuses to sign a consent to withdraw blood, the arresting officer shall direct a Request for Withdrawal of Blood, Form 4.35, to any of the following hospital personnel:

1. Physician
2. Registered nurse
3. Licensed clinical laboratory technologist
4. Licensed clinical bio-analyst

D. Physician or Hospital Employee Refusal

1. When a physician or hospital employee authorized by 23158(a) VC, refuses to withdraw a blood sample, the officers having custody of the arrestee shall request a supervisor to respond to the location. Upon arrival, the responding supervisor shall:
 - a. Evaluate the situation and determine whether the arrest and the officers' actions conformed with Department policy; **AND**
 - b. Verify the refusal by the hospital employee to withdraw blood; **AND**
 - c. Request an administrator of the hospital to advise the refusing employee as to the contract responsibilities between the hospital staff and the City.
2. When the supervisor is unable to contact an administrator and/or the hospital employee still refuses to withdraw a blood sample, the supervisor shall then request the arrestee to submit to one of the other two remaining chemical tests. If the arrestee refuses the other tests, the arrestee may, if practical, be transported to the Jail Division Dispensary for the test. This should be done with a supervisor's approval.
3. After the arrestee is booked and all appropriate reports are completed, the concerned supervisor and officers shall each complete an Employee's Report, Form 15.7, recording all pertinent information regarding the refusal to withdraw blood. The completed Employee's Reports shall be forwarded through channels to Detective Headquarters Division, Attention Medical Evaluation Detail.

2/304

4. If a hospital insists upon having the written consent of a juvenile's parent prior to performing the blood test, and the parent's consent is not forthcoming because of either the parent's unavailability or refusal to sign, the hospital's refusal shall not be construed as the juvenile's refusal under the provisions of 13353 VC.

E. Obtaining and Packaging

1. The withdrawal of all blood samples shall be witnessed by the requesting officer. The officer shall obtain the name and employee number of the person withdrawing the blood sample. This information, along with the business address and phone number, shall be contained in the Arrest Report.
2. Officers obtaining blood samples for alcohol or drug analysis shall follow the procedures outlined on the Blood Sample Envelope, Form 12.51.1.
3. Officers obtaining whole blood samples from hospital employees for **other than alcohol or drug analysis** shall:
 - a. Tilt the vial slowly and gently for approximately 20 seconds to ensure that the preservative in the vial mixes with the blood.
 - b. Complete the label on the vial with the suspect's name, the DR number, and the booking officer's initials.
 - c. Place the vial in the Analyzed Evidence Envelope and seal the envelope with a Sealed Evidence Label bearing the date, the DR number, and the officer's payroll signature and serial number signed in ink.

- F. Whole blood samples shall be booked at Central Property Section or Valley Property Section only.

NOTE: When booking urine or blood samples officers shall affix a Biohazard Label to the upper left corner of the front of the Analyzed Evidence To Be Refrigerated Envelope (Department Manual 4/343.40).

2/305

URINE TEST (DEPARTMENT MANUAL 4/343.42)

A. Administering the Test

1. An officer or station officer of the same sex as the arrestee shall:
 - a. Instruct the arrestee that he must void his bladder, witnessed by the officer.
 - b. Escort the arrestee to an appropriate rest room facility.
 - c. Wait 20 minutes before attempting to collect a urine sample.
 - d. Provide the arrestee with a treated urine sample container (plastic SID jar).
 - e. Ensure that the sample container is not rinsed prior to sample collection.
 - f. Remain present and observe the arrestee while he provides a urine sample.
 - g. Ensure that the label identifying the chemist responsible for preparation of the container is not removed.

NOTE: Protective gloves **shall** be worn when handling a urine sample.

2. The Driving-Under-the-Influence Arrest Report (Continuation), Form 5.2.5, shall indicate:
 - a. The time the arrestee's bladder was first voided; **AND**
 - b. The time that the urine sample was collected; **AND**
 - c. The name of the employee who administered the urine test.

NOTE: When an arresting officer becomes aware that an arrestee has voided his bladder while in custody, the 20-minute waiting period shall begin at the time the bladder was first voided. The time and circumstances when the bladder was voided shall be recorded in the Driving-Under-Influence Arrest Report, Form 5.2.5.

2/305

B. Booking Sample

1. The officer booking a urine sample shall:
 - a. Ensure that the lid is placed **tightly** on the container.
 - b. Place a completed Sealed Evidence Label on the **side** of the container for later identification in court. This label **shall not** seal the container.
 - c. Complete the Analyzed Evidence Envelope, Form 12.51, and print the words "ALCOHOL URINE" or "OPIATE URINE" in red at the top of the envelope.
 - d. Place the container in the Analyzed Evidence Envelope.
 - e. Seal the flap of the envelope with a completed Sealed Evidence Label.
2. All urine samples shall be booked at Central Property Section or Valley Property Section.

NOTE: When booking urine or blood samples officers shall affix a Biohazard Label to the upper left corner of the front of the Analyzed Evidence To Be Refrigerated Envelope (Department Manual 4/343.40).

2/307 REFUSAL TO SUBMIT TO OR COMPLETE CHEMICAL TEST
(DEPARTMENT MANUAL 4/343.57)

When a suspect refuses to take a chemical test, or chooses a specific test and fails to complete the test, the arresting officer shall read the chemical test admonition to the suspect.

If the suspect continues to refuse to take a chemical test or to complete his choice of the remaining tests, the arresting officer shall request a supervisor.

A supervisor shall determine that the suspect was properly admonished as to his chemical rights and re-admonish the suspect as per the chemical test admonition (Form 5.2.5).

When a suspect refuses to complete a chemical test after being properly admonished as outlined above, the arresting officer shall complete the "Notification of Refusal to Submit to or Complete Chemical Test" portion of the Form 5.2.5.

All information concerning the refusal shall be included in the Arrest Report. This information should include:

- A. Statements indicating the suspect's understanding of the chemical test admonition, if any are made.
- B. A verbatim statement of the suspect's refusal on the face of the Form 5.2.5 and, if there is not enough room, within the narrative portion under "Additional."
- C. The time that the admonition was first given and the time that the explanation of the admonition was given by the arresting officer.
- D. The time that the suspect was again admonished by the supervisor advising booking. Any comments made by the suspect regarding his refusal should be included in the narrative portion of the report.

2/308 BREATH TESTING DEVICE READING LESS THAN .08

When an intoxicated driver has a breath test reading of less than .08% and that reading is not consistent with the driver's objective symptoms, the arrestee shall be:

- A. Examined by a DRE (or, if one is not available, by a Department-recognized narcotics expert) to determine if a drug influence evaluation should be conducted.
- B. Examined at a contract hospital or jail division dispensary medical personal to rule out injuries or illnesses which could cause signs and symptoms similar to alcohol and/or drug influence.

NOTE: The element of being under-the-influence shall be based on the signs and symptoms identified by the officer. Results of chemical tests (blood, breath or urine) shall be used only as corroborative evidence.

2/309

ADDITIONAL CHEMICAL TEST REQUIREMENTS - 13353.5 VC

If a person is lawfully arrested for driving under-the-influence of any **drug**, or **combination of alcohol and any drug**, the person may choose to take a breath test.

If the arrestee chooses a breath test, he may be required to submit to a blood or urine test pending subsequent evaluation by a DRE or Department-recognized narcotics expert.

An arrestee has a choice of which additional test he will take. If the arrestee cannot complete the additional test, he will be deemed to have refused all tests required by 13353 VC.

2/310

**ADMINISTRATIVE PER SE ORDER OF SUSPENSION
(CALIFORNIA RESIDENTS)**

When an officer makes an arrest for a violation of 23152 or 23153 VC where the blood alcohol count (BAC) is .08% or above, **OR** if the arrestee requests a blood or urine test **OR** refuses all tests **AND** the arresting officer believes that the BAC would be .08% or higher, then, in addition to the regular arrest procedures, the arresting officer shall:

- A. Cause the California Driver's License of the arrestee to be confiscated, if it is in the arrestee's possession.
- B. Complete a DMV Form DS 360 (Administrative Per Se Order of Suspension).
 - 1. Issue the second page of the DMV form, which is a 30-day temporary driver's license, to the arrestee.
 - 2. Attach the third page of the DMV form to the Arrest Report.
- C. Complete a DMV Form DS 367 (Officer's Statement).

NOTE: When the arrestee completes a blood or urine test, DMV form DS 367A, Officer's Supplemental Statement, **shall** be completed.

- D. Forward the completed forms (DS 360 and DS 367) and the arrestee's California Driver's License, along with a photocopy of the Breath Testing Device Check List, to the appropriate DMV office.

NOTE: The law states that all required reports and forms must be received by DMV **within five working days of the date of arrest.**

- E. When booking blood or urine samples the following procedure shall be followed:
 - 1. Place the blood or urine sample in a gray Analyzed Evidence Envelope, Form 12.51.1, and book the evidence in accordance with existing Department procedures.
 - 2. Boldly print in red "ADMIN PER SE" on the left side of the Analyzed Evidence Envelope.
 - 3. Legibly print the arrestee's CDL number and date of birth on the back of the Analyzed Evidence Envelope.

NOTE: This will cause SID to forward a certified copy of the blood or urine results to DMV.

2/311

**ADMINISTRATIVE PER SE ORDER OF SUSPENSION
(NON-CALIFORNIA RESIDENTS)**

When an officer makes an arrest for a violation of 23152 or 23153 VC where the blood alcohol count (BAC) is .08% **OR** above, or if the arrestee requests a blood or urine test **OR** refuses all tests **AND** the arresting officer believes that the BAC would be .08% or higher, then, in addition to the regular arrest procedures, the arresting officer shall:

- A. **NOT** cause the Driver's License of the arrestee to be confiscated.
- B. Complete a Department of Motor Vehicles (DMV) Form DS 360 (Administrative Per Se Order of Suspension).
 - 1. Issue the second page of the DMV form to the arrestee.
 - 2. Attach the third page of the DMV form to the Arrest Report.
- C. Complete a DMV Form DS 367 (Officer's Statement).

NOTE: When the arrestee completes a blood or urine test, DMV form DS 367A, Officer's Supplemental Statement, **shall** be completed.

- D. Forward the completed forms (DS 360 and DS 367) along with a photocopy of the Breath Testing Device Check List, to the appropriate DMV office.

NOTE: The law states that all required reports and forms must be received by DMV **within five working days of the date of arrest.**

- E. When booking blood or urine samples the following procedure shall be followed:
 - 1. Place the blood or urine sample in a gray Analyzed Evidence Envelope, Form 12.51.1, and book the evidence in accordance with existing Department procedures.
 - 2. Boldly print in red "ADMIN PER SE" on the left side of the Analyzed Evidence Envelope.
 - 3. Legibly print the arrestee's drivers license number, state and date of birth on the back of the Analyzed Evidence Envelope.

NOTE: This will cause SID to forward a certified copy of the blood or urine results to DMV.

TRAFFIC MANUAL

2/400 DRIVING-UNDER-THE-INFLUENCE (DUI) ARREST REPORT, FORM 5.2.5

The DUI Arrest Report, Form 5.2.5, is designed to ensure the uniform reporting of DUI arrests (Traffic Manual 2/202).

2/401 SOURCE OF ACTIVITY

- A. Officers' actions (parked, on patrol, responding to, etc.)
- B. Officers' direction of travel and street (N/B-2 Sunset, E/B-1 Vermont)

2/402 OFFICERS' OBSERVATIONS

- A. Details of violation
 - 1. Violator's direction of travel (E/B-1 Vermont)
 - 2. Speed
 - 3. Unsafe lane changes
 - 4. Straddling or weaving
- B. Unusual parking when stopping
 - 1. Hit curb
 - 2. Stopped in traffic lane
 - 3. Over 18 inches from curb
- C. Violator's actions and physical appearance
 - 1. Staggering (when exiting vehicle)
 - 2. Appearance (attitude, breath, coordination, eyes, face, speech)
 - 3. Motor skills (fumbling while removing driver's license from wallet)
- D. Results of Field Sobriety Test (balance, turning, walking)
- E. Note and record any voluntary statements
- F. Opinion of intoxication

NOTE: The above two headings, "Source of Activity" and "Officers' Observations," must establish probable cause for arrest and must include elements of the arrest and opinion of intoxication. Describe any PC or VC violations involving the arrestee.

2/403 ARREST OF SUSPECT

- A. Placed under arrest for... (specific charges)
- B. Chemical test
 - 1. Admonition
 - 2. Test results
 - a. The Breath Testing Device number and results recorded, or statement of blood or urine test.
 - b. When a urine sample is provided, enter the name and serial number of the officer present when the sample was provided in the "Chemical Test Administered By" portion of the DUI Arrest Report (Continuation), Form 5.2.5.
 - c. When a blood sample is collected, enter the name and serial number of the officer who witnessed the collection of the sample in the "Chemical Test Administered By" portion of the DUI Arrest Report (Continuation), Form 5.2.5.
 - 3. Refusal

If the arrestee refused to submit to any chemical test (DMV requirement), quote the refusal verbatim on the Form 5.2.5 (Traffic Manual 2/307).

 - a. Record statements
 - b. Understanding of admonition
 - c. How rights were waived
 - d. Statement regarding refusal
- C. Admonition of Constitutional Rights

NOTE: To avoid confusing the suspect, the Admonition of Rights shall be read as they appear on the Form 5.2.5 or on the officer's notebook.

- D. Record statements on face sheet

2/404 BOOKING

- A. Location
- B. Approval
- C. Section

2/405 EVIDENCE

Officers shall report the following:

- A. What, where, by whom discovered; and
- B. Give disposition of evidence

2/406 INJURIES

- A. Describe in detail
- B. Document MT and by whom performed (doctor's name).

2/407 NOTIFICATION

- A. Who was notified
- B. Who made the notification

2/408 AGGRAVATED CIRCUMSTANCES

Give a brief description of complicated arrest.

2/409 ADDITIONAL

Additional information is one of the most important yet least utilized portions of the Arrest Report. Most judges state that after a defendant is convicted or pleads guilty, one of the considerations in the judge's determination of the degree of sentence is the additional information that the officer has put in this section. If applicable, include the following under "Additional."

- A. No driver's license - explain for possible filing
- B. Quote MT and opinions of doctor performing medical treatment
- C. Explain all "yes" answers from the face sheet
- D. Booking number of any co-defendant
- E. Disposition of arrestee's vehicle
- F. Any additional pertinent information

EXAMPLES: Bottle in car, defendant attempted to strike officer, defendant's use of profanity, etc.

TRAFFIC MANUAL

2/410 TRAFFIC COLLISION SUMMARY

If applicable, include the collision summary.

2/411 UNUSUAL ACTIONS BY SUSPECT

In the narrative portion of the Arrest Report, the officer shall describe in detail any unusual actions by the suspect.

EXAMPLES: Hiccuping, belching, vomiting, fighting, crying, laughing, lighting wrong end of cigarette, food or beverage stains on clothing, etc.

2/412 SUGGESTED WORDS AND PHRASES

The following words and phrases are suggested to be used on DUI arrest reports. These words more accurately describe the condition of a person under-the-influence of an intoxicant. Officers shall familiarize themselves with these definitions before using them in a report or testifying in court.

ATTITUDE

Excited	Profane
Polite	Combative
Hilarious	Cooperative
Sullen	Discourteous
Talkative	Morose
Carefree	Inattentive
Drowsy	

BREATH

Odor of alcoholic beverage
Non-alcoholic

COORDINATION

Good	Impaired
Fair	Not observed
Poor	

EYES

Clear	Bloodshot
Watery	Swollen
Tearful	Injured

FACE

Pale	Flushed
Pallid	

SPEECH

Rambling	Accent
Incoherent	Stuttered
Mumbled	Profane
Slurred	Lethargic

BALANCE

Falling	Wobbling
Swaying	Needed support

TURNING

Falling	Hesitant
Staggering	Swaying

WALKING

Falling	Stumbling
Staggering	Swaying

2/500 SPECIAL CIRCUMSTANCES

**2/501 ARREST OF PHYSICIAN EN ROUTE TO TREAT EMERGENCY CASE
(DEPARTMENT MANUAL 4/344.50)**

When a physician is taken into custody while en route to treat an emergency case, the arresting officer shall immediately cause the patient to be notified. If this is not possible, the person who summoned the physician shall be notified.

2/502 ARREST OF PERSON OPERATING PUBLIC TRANSPORTATION VEHICLE

When a person operating a public transportation vehicle is taken into custody and no other crew member is present, the arresting officer shall notify the dispatcher of the concerned company and remain at the scene until an authorized person takes charge of the vehicle.

2/503 ARREST OF POSTAL EMPLOYEE (DEPARTMENT MANUAL 4/216.60)

When a postal employee driving a vehicle carrying mail is arrested for a felony or a misdemeanor of which intoxication is an element, in addition to the regular arrest procedure the officers shall:

- A. Cause a telephonic report to be made, without delay, to the supervisor of the Post Office Garage, United States Postal Service.
- B. Complete an Employee's Report, Form 15.7, containing the details of the arrest. A copy of this report shall be forwarded to the Superintendent of Motor Vehicles, United States Postal Service.

Arresting officers shall be responsible for the safety of the vehicle and its contents until a Post Office representative has arrived at the scene and taken charge of the vehicle and its contents.

When a postal employee driving a vehicle carrying mail is apprehended on a misdemeanor charge not including the element of intoxication, he shall not be taken into custody. In lieu of making a physical arrest, the officers shall:

- A. Obtain the name of the driver.
- B. Obtain the serial number of the vehicle.
- C. Complete a misdemeanor traffic citation.

NOTE: A driver of a government vehicle is not required to possess a valid California driver's license while operating a government-owned vehicle. However, they must be in possession of a U.S. Government drivers license.

**2/504 ARREST OF POLICE RESERVE CORPS OFFICER
(DEPARTMENT MANUAL 4/645.16)**

When a Police Reserve Officer is booked, any Department-issued equipment in his possession shall be taken and immediately forwarded with one copy of the Arrest Report, Form 5.2, to the Officer-in-Charge, Reserve Coordinator, Training Division.

**2/505 ARREST OF SPECIAL IDENTIFICATION OFFICER
(DEPARTMENT MANUAL 4/645.18)**

When a person is booked who has a Special Officer Identification (issued by the Board of Police Commissioners) in his possession, such identification shall be taken from the booked person and forwarded immediately, together with one copy of the Arrest Report, Form 5.2, to the Commanding Officer, Commission Investigation Division.

2/506 LOCATION OF ARRESTEE'S VEHICLE

When an arrestee's vehicle is not impounded or otherwise disposed of, officers shall indicate on the Booking and Identification Record, Form 5.1, and on the appropriate Arrest Report the exact location where the vehicle was parked.

2/507 RESPONSIBILITY FOR CUSTODY OF ARRESTEE'S PROPERTY

The searching officer shall be responsible for the care and custody of an arrestee's personal property until the searching officer's name is entered on the Booking and Identification Record. The booking employee shall be responsible for the care and custody of the property until it is transferred or released.

NOTE: At the time of booking, the completed Prisoner's Property Identification, Form 5.1, shall be placed in the transparent polyethylene envelope with the prisoner's personal property in such a manner that the identification information is visible.

2/508

PROPERTY TAKEN FROM AN ARRESTEE

Property which has been taken from the possession of an arrestee shall be accounted for as follows:

- A. Evidence - Property taken from an arrestee which has or may have evidential value shall be booked as evidence. Officers shall issue a Property Receipt, Form 10.10, for all property removed from an arrestee and booked as evidence.
- B. Personal Property - An arrestee's personal property which can be contained in a property package or purse shall be delivered to the custodial jailer at the time of booking. When booking an arrestee into the City jail system, items which can be contained in a property package or purse shall be listed on the Booking and Identification Record, Form 5.1. If there is insufficient space, a Continuation Sheet, Form 15.9, shall be used. One copy of the Continuation Sheet shall be attached to each copy of the Booking and Identification Record.
- C. Excess Personal Property - An arrestee's personal property which cannot be contained in a property package or purse shall be packaged separately as excess property. Each bundle or large item shall be tagged with a separate Personal Property Envelope. An Excess Personal Property Receipt, Form 10.8, shall be completed, itemizing the property. Excess personal property shall be deposited with the Property Officer at the Area of booking.

EXCEPTION: Excess personal property of an arrestee booked into a County jail facility shall be booked at Central Property Section, Property Division.

- D. Inscribed or Numbered Property - An arrestee's personal property which bears an inscription or number shall be reported on the Booking and Identification Record, Form 5.1.
- E. Animal - When an arrestee's animal has been placed in the care of an animal shelter, a notation indicating the type of animal and the address of the shelter shall be made on the Booking and Identification Record, Form 5.1. A receipt should be issued by animal control officers and that receipt number shall be included on the booking form.

TRAFFIC MANUAL

TRAFFIC MANUAL

2/600 **TRAFFIC BOOKINGS**

2/601 **BOOKING A MALE ARRESTEE - LOCATION (DEPARTMENT MANUAL 4/604.18)**

- A. Felony male arrestee shall be booked as follows:
1. Traffic felony arrestee in Central, Rampart, Hollenbeck, Northeast, and Newton Areas shall be booked at Jail Division.
 2. Traffic felony arrestee in the Valley Bureau shall be booked at Jail Division, Valley Jail Section (Valley Headquarters Building).
 3. Traffic felony arrestee in Pacific, Hollywood, Wilshire, and West Los Angeles Areas shall be booked at Pacific Area Jail.
 4. Traffic felony arrestee in Southwest, Southeast, and 77th Street Areas shall be booked at Southeast Area Jail.
 5. Traffic felony arrestee in Harbor Area shall be booked at Harbor Area Jail.
- B. Misdemeanor male arrestee shall be booked in the Area of arrest, or at Jail Division with the Jail Division watch commander's approval.

NOTE: When a male misdemeanant is arrested with a female arrestee who is to be booked at Sybil Brand Institute, the male misdemeanant shall be booked at Jail Division.

2/602 **BOOKING A FEMALE ARRESTEE - LOCATION (DEPARTMENT MANUAL 4/604.17)**

Female arrestee (felony or misdemeanor) shall be booked at the following locations:

- A. Rampart Jail, when arrested in Metropolitan Area.
- B. Jail Division, Valley Jail Section (Valley Headquarters Building), when arrested in Valley Bureau, Pacific Area, West Los Angeles Area, and Hollywood Area.
- C. A female arrestee may be booked in the Area of arrest or nearest City jail facility when:
1. The arrestee is to be immediately arraigned; **OR**
 2. The arrestee indicates a desire to bail out immediately and has sufficient funds; **OR**

2/602

3. The arrest is for four (4) or more traffic warrants and the arrestee lacks sufficient funds for bail, but indicates that arrangements can be made to have bail posted within a reasonable time. The arresting officer, with the approval of his supervisor, shall allow the arrestee to make the necessary notifications and cause the arrestee to be detained in the Area of booking pending receipt of the bail.
- D. Arresting or transporting officers processing a female arrestee at Jail Division shall maintain custody of the arrestee at all times while inside Jail Division.

2/603

BOOKING JOHN OR JANE DOE (DEPARTMENT MANUAL 4/604.10)

When an arrestee's name cannot be determined at the time of booking, the booking officer shall:

- A. Obtain a John or Jane Doe number, in addition to the regular booking number, from the Booking Record Information Services Unit, Records and Identification Division.
- B. The John or Jane Doe number shall be placed in the space provided for the arrestee's name on the Booking and Identification Record form.

2/604

BOOKING OF ARMED FORCES PERSONNEL (DEPARTMENT MANUAL 4/606.09)

Armed Forces personnel includes the United States Air Force, Army, Coast Guard, Navy, Marine Corps, their Reserves when on active duty, and the National Guard when on active duty.

- A. Notification to the Liaison Officer, Detective Headquarters Division, prior to booking or release.
 1. Name, rank, and serial number of arrestee
 2. Branch of service
 3. Organization, unit, and its location (ship or station)
 4. Dress (uniform or civilian clothes)
 5. Duty status (on pass, on orders, on leave, AWOL, deserter)
- B. In addition to those items listed in #1 above, the name, rank, and serial number of the Liaison Officer, Detective Headquarters Division, who was notified and of the notifying officer shall be inserted in the box entitled "Property" on the Booking and Identification Record form.

2/604

- C. Felony and high grade misdemeanors shall be booked on the offense and not released to military authorities (Department Manual 4/615.40). High grade misdemeanors are:
1. Petty theft
 2. Dangerous weapons control laws
 3. Indecent exposure
 4. Child molesting
 5. Contributing to the delinquency of a minor
 6. Lewd conduct
 7. Lewd loiterer
 8. All other misdemeanor sex crimes
 9. 23152 VC
 10. Vehicular manslaughter (192(C)(2) PC)

2/610

UNBOOKED DUI DRIVER

- A. When a suspect has been injured as a result of a traffic collision or has an unrelated illness to the extent that he may not be moved or booked into a Department jail facility, and the suspect requires an absentee booking, the suspect may be released at the medical facility. A request for filing for 23152(a) VC or 23153(a) VC can be made on the traffic collision report, CHP 555 Form Set and CHP Form 556, provided all of the following requirements are met:
1. The suspect has valid identification.
 2. The suspect has no outstanding warrants.
 3. The suspect has been arrested and has submitted to a chemical test, or a drug evaluation has been performed by a DRE or Department-recognized narcotics expert and an opinion of drug and/or alcohol intoxication has been determined.
 4. The officer has obtained approval from a traffic detective or traffic supervisor.
 5. The officer has, when possible, obtained fingerprints and photographs of the suspect and a copy of his drivers license. These items shall be submitted with the Traffic Collision Report.

2/610

- B. The complete DUI arrest narrative shall be included following the "Statements" portion of the Traffic Collision Report and include a Form 5.2.5.

EXCEPTION: Under the "Booking" section of the report state: "Not booked due to extent of injuries (describe injuries) and released at hospital for further MT, on advice of Sergeant ____, Watch Commander. Request filing for 23152(a) VC (Misdemeanor 23153(a) VC (Felony DUI))."

2/611

MEDICAL TREATMENT OF UNBOOKED ARRESTEE - ADULT

- A. An officer having custody of an unbooked arrestee who is or complains of being ill, injured, or in need of medication shall:

1. Cause the arrestee to be examined at the closest available contract hospital, Jail Division (adult males only), or Valley Jail Section Dispensary.
2. Obtain a copy of the facility's MT record completed by the examining physician, including a statement of the circumstances which will be used as a medical authorization to book.
3. When the examining physician recommends continued medical attention or scheduled dispensing of prescribed medication, but not hospitalization, the arrestee shall be booked at a facility where such attention may be obtained, (Jail Division or Valley Jail Section).
4. Include in the Arrest Report a detailed statement of the medical attention received and/or prescribed.
5. Give the medical treatment record to the booking employee.

- B. When an arrestee is transported to a private hospital by a City ambulance, necessary treatment may be performed at that hospital.

1. A 23152 VC (DUI) arrestee who has been involved in a traffic collision and requires immediate hospitalization may be released from custody upon approval of any supervisor.
2. A traffic supervisor **ONLY** shall give approval in felony traffic offenses. Officers shall inform the arrestee of his release from custody and that the District Attorney will issue a complaint for the offense(s) committed.

- C. Arrestee to be Hospitalized.

When the examining physician recommends hospitalization, an officer having custody of the arrestee shall:

1. Obtain a copy of the facility's medical treatment record.

2/611

2. Cause the arrestee to be transported to the Los Angeles County USC Medical Center (LAC-USCMC) Jail Ward and give the MT record to the booking deputy.

NOTE: When transportation by ambulance is required and the City ambulance is unable to transport, request transportation through the County Ambulance Department, LAC-USCMC.

3. Complete a Booking and Identification Record, Form 5.1.
4. Telephonically notify Records and Identification Division, Booking Records Information Section, and report the arrestee information on the first nine lines of the Booking and Identification Record.
5. Obtain the arrestee's fingerprints.
6. Telephonically notify Detective Headquarters Division that photographs are needed.
7. Package the arrestee's personal property.
8. Deposit excess personal property at Property Division (Department Manual 4/645.20).
9. Submit the necessary reports at the Area where the reports will be processed (Department Manual 5/5.2-10).

D. Arrestee is Refused Hospitalization at LAC-USCMC Jail Ward

When the physician refuses to admit the arrestee to the Jail Ward, an officer shall:

1. Obtain a Medical Record, County Form 260, containing the reason for non-admittance and referral.
2. Book the arrestee at the appropriate County jail facility.
3. Give the County Form 260 and the medical treatment record to the booking deputy.
4. Submit the necessary reports at the Area where the reports will be processed (Department Manual 5/5.2-10).

2/615

DUI - JUVENILES AND ADULTS UNDER 21

A. Adult and Juvenile Arrest:

23152(a) VC - It is unlawful for any person who is under-the-influence of any alcoholic beverage or drug, or under the combined influence of any alcoholic beverage and drug, to drive a motor vehicle.

23152(d) VC - It is unlawful for any person who has 0.04 percent or more, by weight, of alcohol in his or her blood to drive a commercial motor vehicle as defined in 15210 VC.

23153(a) VC - It is unlawful for any person, while under-the-influence of any alcoholic beverage or drug, or under the combined influence of any alcoholic beverage and drug, to drive a motor vehicle and concurrently do any act forbidden by law or neglect any duty imposed by law in driving the vehicle, which act or neglect proximately causes bodily injury to any person other than the driver.

23140(a) VC - It is unlawful for any person under the age of 21 years who has 0.05 percent or more, by weight, of alcohol in his blood to drive a vehicle.

B. Adult and Juvenile Administrative Section:

23136 (a) VC - PAS (Preliminary Screening Device) - Notwithstanding 23152 VC and 23153 VC, it is unlawful for a person under the age of 21 years who has a blood-alcohol concentration of 0.01 percent or greater, as measured by a preliminary alcohol screening test, to drive a vehicle. This is a DMV administrative section only and not a criminal offense. However, this section shall not bar prosecution under 23152 VC or 23153 VC or any other provision of law.

C. Juveniles

1. **FELONY DUI ARRESTS**

- a. Booking approval shall be obtained from a bureau traffic supervisors or detectives.
- b. All reports shall be turned into the concerned bureau traffic division prior to end of watch.

2. **MISDEMEANOR DUI ARRESTS**

- a. No traffic collision
 - 1) Booking approval shall be obtained from the detective juvenile coordinator or the area watch commander in the division of occurrence. The area of occurrence handles misdemeanor juvenile DUI arrests.
 - 2) All reports shall be turned into the concerned division detectives prior to end of watch.

2/615

- b. Traffic collision
 - 1) A juvenile DUI traffic collision is handled by the area traffic detectives.
 - 2) All reports shall be turned into the concerned bureau traffic division prior to end of watch.
- 3. When a juvenile DUI arrestee's breath test registers .08% or higher, or he completes a blood or urine test, the subject shall be booked for 602WIC/23152(a) VC or 602WIC/23153(a) VC and processed as any other misdemeanor juvenile arrest. (No personal service citation issued.) The juvenile should be fingerprinted and photographed and the arrest report shall be processed by the juvenile unit in the area of arrest.
- 4. When a juvenile DUI arrestee's breath test registers .05, .06 or .07 the arresting officer may cite the juvenile for 23140(a) VC. The procedure for citing for 23140(a) VC are as follows:
 - a. Document probable cause for administering the breath test in the narrative of the citation or on a citation continuation, if necessary.
 - b. Write the citation number in the "DR. NO." box in the upper right hand corner of the completed breath test checklist.
 - c. Attach the breath test checklist to the court copy of the personal service citation (court copy) and forward it to juvenile traffic court.
 - d. Release the juvenile to a parent or guardian.
 - e. 23140(a) VC does not require a field sobriety test (FST); however should an officer administer a FST, the FST results shall be documented on a DUI face sheet (Form 5.2.5). The completed Form 5.2.5 shall include the corresponding citation number in the "DR. NO." box in the upper right hand corner and shall also be attached to the green copy of the personal service citation (court copy).

NOTE: A juvenile may be booked for 602WIC/23152(a) VC or 602WIC/23153(a) VC with a breath test reading of .07 or less providing you show the juvenile's driving pattern was a hazard to other motorists and pedestrians.

2/615

5. Zero Tolerance

a. .01 to .04 - DMV - administrative only:

- 1) Complete a DL360; **AND**
- 2) May arrest 602WIC/23152(a) VC or 602WIC/23153(a) VC (Providing you show the juvenile's driving pattern was a hazard to other motorists and pedestrians).

NOTE: 23140 VC does not apply

b. .05 to .07:

- 1) May arrest 602WIC/23152(a) VC or 602WIC/23153(a) VC (Providing you show the juvenile's driving pattern was a hazard to other motorists and pedestrians); **OR**
- 2) May issue a personal service citation for 23140 VC.

c. .08 and Above - Arrest for 602WIC/23152(a) VC or 602WIC/23153(a) VC

D. Adults - 18 to 21 years old: (18, 19 or 20 years of age)

a. .01 to .04 - zero tolerance (DMV - administrative only):

- 1) Complete a DL360; **AND**
- 2) May arrest 23152(a) VC or 23153(a) VC (Proving you show the person's driving pattern was a hazard to other motorists and pedestrians).

b. .05 to .07:

- 1) May arrest 23152(a) VC or 23153(a) VC (Proving you show the person's driving pattern was a hazard to other motorists and pedestrians); **OR**
- 2) May issue a personal service citation for 23140 VC.

c. .08 & above - arrest for 23152(a) VC or 23153(a) VC.

2/616

BOOKING JUVENILE ARRESTEE

An officer shall refer to the Department Manual and/or Los Angeles Police Department Juvenile Manual for additional information regarding a juvenile(s) arrest for a traffic offense.

3/100 DEFINITIONS

To properly apply the reporting policy as stated in this manual, it is necessary to first understand certain fundamental terms. The following is a list of general traffic-related terms and their definitions.

3/101 ALLEY - 110 VC

"Alley" is any highway having a roadway not exceeding 25 feet in width which is primarily used for access to the rear or side entrances of abutting property.

3/102 ANIMAL - RIDDEN OR DRIVEN - 21050 VC

Every person riding or driving an animal upon a highway has all of the rights and is subject to all of the duties applicable to the driver of a vehicle by Divisions 10 and 11 (commencing with 20000 VC), except those provisions which by their very nature can have no application.

3/103 BICYCLE - 231 VC

A bicycle is a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels. Persons riding bicycles are subject to the provisions specified in 21200 VC.

EXCEPTION: This does not include a child's tricycle where the pedals are attached to the wheel, this would be classified as a pedestrian.

3/104 BUSINESS DISTRICT - 235 VC

A "business district" is that portion of a highway and the property contiguous thereto:

- A. Upon one side of which highway, for a distance of 600 feet, 50 percent or more of the contiguous property fronting thereon is occupied by buildings in use for business; **OR**
- B. Upon both sides of which highway, collectively for a distance of 300 feet, 50 percent or more of the contiguous property fronting thereon is so occupied. A business district may be longer than the distances specified in this section if the above ratio of buildings in use for business to the length of the highway exists.

3/105**CITY PROPERTY INVOLVED (CPI)**

City property is considered to be involved when there is damage to any property owned, maintained, or contracted by the City; or when there is damage to another's property as a result of contact with property owned, maintained, or contracted by the City; or when any employee of the City is involved while acting within the scope of his employment. City property **need not** sustain damage, nor have physical contact if the actions of any involved party were influenced by City property involved.

EXAMPLES:

- A. Traffic control device not functioning properly.
- B. Police officer or traffic control officer directing traffic.
- C. Pursuit by a police officer (directly or not directly involved).
- D. Water in roadway from other than precipitation.
- E. Any contact with a City-owned vehicle or conveyance which might result in City liability, even though the incident may not qualify as a traffic collision.
- F. Any incident in which an officer recognizes the possibility of City liability, such as the physical condition of any City-controlled property which caused or contributed to any collision.
- G. Holes in the roadway, barricades, rubber cones marking offset lanes, etc.
- H. A vehicle operated by a City employee on a mileage basis.
- I. Situations where a police employee was present but not directly involved, which may have been an influencing factor.

3/105

All Traffic Collision Reports involving any of the following items shall be classified CPI:

BUREAU OF STREET LIGHTING

Light standards

BUREAU OF STREET MAINTENANCE

Trees, shrubs, and lawns in parkways
Curbs, sidewalks, Holes in the street, etc.
City-owned fences barricades or guard rails

TRANSPORTATION DEPARTMENT

Traffic signals and signs
Stop signs
Directional signs
Parking signs
Parking meters
Push-button signals
Flasher-type signals
Street name signs
Public transit buses under contractual agreements with privately-owned organizations

WATER AND POWER DEPARTMENT

All poles - telephone, power, guy wires, etc.
Fire hydrants
Water and Power vehicles
Water and Power mileage vehicles

NOT CPI

Los Angeles Metropolitan Transportation Authority
Board of Education/Los Angeles Unified School District
Freeway call boxes - (State-owned)
Freeway telephones - (County-owned)
Los Angeles County Housing Authority
Airport Department or Harbor Department

3/106

CONVEYANCE

A conveyance is any device by which persons or property may be propelled, moved or drawn from place to place. Included are motor vehicles, trains, animals under human control, and bicycles.

3/107 CROSSWALK - 275 VC

- A. Unmarked - That portion of a roadway included within the prolongation or connection of the boundary lines of sidewalks at intersection where the intersecting roadways meet at approximately right angles, except the prolongation of such lines from an alley across a street.
- B. Marked - Any portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the surface. Notwithstanding the foregoing provisions of this section, there shall not be a crosswalk where local authorities have placed signs indicating no crossing.

3/108 DARKNESS - 280 VC

Darkness is any time from one-half hour after sunset to one-half hour before sunrise and any other time when visibility is not sufficient to render clearly discernible any person or vehicle on the highway at a distance of 1,000 feet.

3/109 DRIVER - 305 VC

A "driver" is a person who drives or is in actual physical control of a vehicle.

EXCLUDES:

- A. The tiller man or other person who, in an auxiliary capacity, assists the driver in the steering or operation of any articulated fire fighting apparatus, this person would be listed as a "PASSENGER."
- B. A person in the driver's seat of a legally parked vehicle with the engine off, this person would be listed as a "PASSENGER."
- C. The conductor of a train, this person would be listed as an "OTHER."

3/110 GROSS NEGLIGENCE

Intentional failure to perform a required duty in reckless disregard of consequences affecting the life or property of another. Presumes willfulness and wantonness.

3/111 HIGHWAY - 360 VC

"Highway" is a way or place, of whatever nature, publicly maintained and open to the use of the public. The term "Highway" includes street, sidewalk and parkways between private property boundaries.

Some devices are considered to be motor vehicles only when they are used for transportation or when in transit. The same vehicle **when used as a machine** is considered a non-motor vehicle, even though its use as a machine may involve motion of the vehicle. When used as a machine, this occurrence would not be a traffic collision.

NOTE: If a worker is involved as an injured victim, the collision would be classified as industrial and no Traffic Collision Report would be taken. If any other person is injured, take a Traffic Collision Report.

EXAMPLES:

- A. A transit-mix concrete truck is a motor vehicle while mixing concrete en route, but is a machine when stopped or moving slightly while discharging its load.
- B. A motor vehicle involved in a collision while competing in a scheduled race at a recognized race track **would not** constitute a reportable traffic collision. If a fatal collision occurred, a death report would be required.
- C. A skip-loader being used in the capacity of an industrial machine, not as a vehicle, which causes damage or injury to a worker **would not** be a traffic collision. If being driven in transit on a highway and the movement causes damage or injury, it would be a traffic collision.
- D. A dump truck moving forward while discharging its load, where the falling load injures a worker, **would not** be a reportable traffic collision.
- E. A forklift operator backs into a pedestrian, not a worker, while unloading a truck at a construction site, and the pedestrian is injured. This would be a reportable traffic collision. (A person other than a worker was injured.)
- F. A forklift operator drives the forklift to a catering truck on the construction site for coffee. En route back to the job assignment, the forklift collides with a skip-loader being operated by another worker. The worker sustains a broken arm. This would be a reportable traffic collision. (The forklift, an industrial machine, was being used as a vehicle and not as a machine.)
- G. A police vehicle equipped with push bars being used to push a disabled vehicle causing property damage to either vehicle would not be a traffic collision. This would be an industrial accident and shall be reported on a LAPD form 15.7 with a miscellaneous DR number. Photographs shall be taken and a supervisor shall respond to the scene.

3/113 INJURY

Injury is any bodily harm that is in need of first aid or the attention of a physician. It is not necessary that treatment or first aid be received. An injury need not be apparent, but may be complained-of pain without signs of injury.

Officers investigating a traffic collision shall base their injury classification on the information available at the scene of the collision or at the time of the follow-up contact at a medical facility.

NOTE: Admission to a hospital for observation only is not a criterion for classification of injuries.

Injuries shall be classified as follows:

- A. **SEVERE INJURY** - Major injury. Any serious, incapacitating injury which normally requires hospitalization, other than for observation, and prevents the victim from walking or driving.

EXAMPLE: Severe laceration or wound, broken or distorted limb, skull fracture, crushed chest, severe internal injury, unconscious when taken from the collision scene, etc.

- B. **OTHER VISIBLE INJURY** - Non-incapacitating injury. Any visible injury other than fatal or major.

- C. **COMPLAINT OF PAIN INJURY** - Momentary unconsciousness or complained of pain without visible signs of injury.

- D. **FATAL INJURY** - An injury that results in death.

NOTE: Injuries listed on the traffic collision report shall be restricted to those resulting from the collision. Injuries sustained prior to, or subsequent to, the collision shall be explained in the remarks section of the narrative.

3/114 INTERSECTION - 365 VC

An "intersection" is the area within the prolongations of the lateral curb lines or, if none, then the lateral boundary lines of the roadways of two highways which join one another at approximately right angles, or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict.

3/115 LIMIT LINE - 377 VC

A "limit line" is a solid white line, not less than 12 nor more than 24 inches wide, extending across a roadway or any portion thereof to indicate the point at which traffic is required to stop in compliance with legal requirements.

3/116 MOTOR VEHICLE - 415 VC

A "motor vehicle" is a vehicle which is self-propelled.

3/117 NON-CONTACT TRAFFIC COLLISION

An incident shall be considered a non-contact traffic collision when it is alleged that an illegal or negligent act of any person not directly involved is the proximate cause of a traffic collision, and an independent witness or other evidence substantiates the involvement (Traffic Manual 3/214).

3/118 ORDINARY NEGLIGENCE

Failure to exercise care of an ordinary prudent person in the same situation.

3/119 PARTY

A "party" in a traffic collision is defined as a driver of a vehicle or conveyance, a bicyclist, a driver or rider of an animal, a pedestrian who is directly involved in a traffic collision (where there is physical contact between vehicles and/or parties).

NOTE: Owners of damaged property other than vehicles shall only be listed in the space designated "Property Damage" on page 2 of the CHP Form 555.

An owner of other property shall be designated only once regardless of the number of items damaged. Each item included as other damaged property shall be designated by the type of object and a one word description, (fence) or (fence #2); (tree), (power pole) etc.

3/120 PASSENGER

A "passenger" is any person inside or upon a vehicle, excluding the driver.

EXAMPLES:

- A. The tiller man or other person who, in an auxiliary capacity, assists the driver in the steering or operation of any articulated fire fighting apparatus, would be listed as a PASSENGER.
- B. A person in the driver's seat of a legally parked vehicle with the engine off, would be listed as a PASSENGER.

3/121 PEDESTRIAN - 467 VC

A "pedestrian" is any person who is afoot or who is using a means of conveyance propelled by human power, other than a bicycle (skateboard, roller skates, wheelchair).

TRAFFIC MANUAL

3/122 PROXIMATE CAUSE

- A. A continuous sequence of events, unbroken by any intervening occurrence, which produces a collision and/or results in an injury which would not have otherwise occurred.
- B. The last negligent act contributory to an injury; without such act an injury would not have resulted.
- C. The moving or producing cause
- D. The dominant cause

3/123 RESIDENCE DISTRICT - 515 VC

A "residence district" is that portion of a highway and the property contiguous thereto, other than a business district,

- A. Upon one side of which highway, within a distance of a quarter of a mile, the contiguous property fronting thereon is occupied by 13 or more separate dwelling houses or business structures; **OR**
- B. Upon both sides of which highway, collectively, within a distance of a quarter of a mile, the contiguous property fronting thereon is occupied by 16 or more separate dwelling houses or business structures. A residence district may be longer than one-quarter of a mile if the above ratio of separate dwelling houses or business structures to the length of the highway exists.

3/124 ROADWAY - 530 VC

A roadway is the portion of a highway improved, designed, or ordinarily used for vehicular travel.

NOTE: Where the portion of the highway designed for vehicular travel is bounded by curbing and an area is designated for parking along the curb line, the entire width, from curb to curb, shall be considered roadway ("Area designated for parking" means that parking is not prohibited).

3/125 SIDEWALK - 555 VC

"Sidewalk" is that portion of a highway, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel.

3/126

SPECIFIC INTENT OCCURRENCE

Conclusive evidence (witness/suicide note) is necessary to establish a specific intent occurrence!

- A. Persons - If intent to injure or kill by means of a vehicle can be established, the injury or death is **not** classified as a traffic collision. This rule also includes suicide and attempted suicide. If the action continues beyond the originally intended event, and injury or property damage occurs, these events are considered a traffic collision and documented as such.

EXAMPLES:

1. Suicide - A person is observed to run from a curb into the roadway and dive headfirst directly in front of the wheels of a moving vehicle and is killed (Death Report). This would **not** be a traffic collision and **no Traffic Collision Report would be taken.**
2. Attempt ADW with Vehicle - A suspect attempts to strike the intended victim with his vehicle, the victim moves and the suspect strikes a parked vehicle. This would not be a traffic collision and **no Traffic Collision Report would be taken.** The attempt ADW with a vehicle would be documented on a PIR and the damage to the parked vehicle would be documented on a traffic collision report.
3. ADW with a vehicle - A suspect intentionally hits a victim with his vehicle pushing him into a wall, causing injury. The ADW with a vehicle would be documented on a PIR and the damage to the wall would be documented in a traffic collision report.

B. Property Damage

1. When contact is made with the intended object, complete a Vandalism Report.
2. When contact is made with other than the intended object, complete a Traffic Collision Report.

EXAMPLE: Vandalism - Several boys push a vehicle down a hill and the vehicle collides with a parked vehicle. This **would not** be a traffic collision. If, however, a driven vehicle collides with the runaway vehicle, this would be a traffic collision.

NOTE: An ADW with a vehicle which results in a homicide shall be investigated by the divisional homicide detectives.

3/127

STREET - 590 VC

"Street" is a way or place, of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. Street includes highway (Property line to property line).

A traffic collision is an unintentional occurrence in which the movement of a conveyance causes death, injury, or property damage.

The force causing the damage or injury must originate from a moving conveyance.

NOTE: Collisions involving vehicles being used as industrial machinery or engaged in authorized sporting events are not traffic collisions (Traffic Manual 3/112).

EXAMPLES:

- A. A tree falling, not activated by a conveyance, landing directly on a moving vehicle would not be a traffic collision. If, however, the tree fell in front of the vehicle and the motion of the vehicle caused the damage, this would be a traffic collision.
- B. A ball, batted or thrown by hand, that breaks a window of a moving vehicle is not a traffic collision because the force did not originate from the vehicle. If, however, a stone is pinched under a tire and propelled, breaking a window in a moving or non-moving vehicle, this force originated from a moving vehicle and therefore the event is a traffic collision.
- C. Natural forces such as floods, earthquakes, wind, and lightning do not alone qualify an event as a traffic collision, due to the source of energy.
- D. An event wherein a pedestrian is **not** struck but falls while dodging a vehicle is not a traffic collision because the injury was not due to the force from the vehicle.
- E. The movement of a vehicle that causes an occupant to be injured would be a traffic collision due to the source of energy (a bus stops suddenly and a passenger, while falling down, is injured).
- F. Mechanical failure - breakage of any part of a motor vehicle while it is in motion which results in **any** injury to **any** person or damage to cargo or property is a traffic collision. If there is no injury and if the only damage consists of breakage to the vehicle itself or to its immediate adjacent parts, the event does not qualify as a traffic collision.
- G. When a fire caused by mechanical defects originates on a moving motor vehicle, the event is classified as a traffic collision and a Traffic Collision Report is taken. However, if a subsequent traffic collision occurs, the second event takes precedence over the fire event for classification purposes.
- H. When the original force does not emanate from a moving vehicle but from some other source, and the vehicle continues into an event that constitutes a traffic collision, the latter event is considered a traffic collision and is classified accordingly.
- I. A hand-thrown ball breaks the window of a moving vehicle and strikes the driver. The driver loses control of the vehicle and it overturns in the roadway. This would be a traffic collision and is classified as "Overturned in Roadway."

3/129

VEHICLE - 670 VC

A "vehicle" is a device by which any person or property may be propelled, moved, or drawn upon a highway, except a device moved exclusively by human power or used exclusively upon stationary rails or tracks.

3/130

WITNESS

A witness is any person, other than a party or passenger, who has any pertinent information regarding a traffic collision. Many times, lack of knowledge is as important as knowledge.

EXAMPLES:

- A. A person indirectly involved by allowing his vehicle to be driven by an UNLICENSED person would be listed as a witness and would not have to be present at the time of the traffic collision.
- B. If located, the last person to drive a vehicle and legally park it.

TRAFFIC MANUAL

3/200 **TRAFFIC COLLISION REPORTING POLICY**

3/201 **TRAFFIC COLLISION REPORTING CRITERIA**

- A. A Traffic Collision Report shall be completed when one or more of the following is involved in a traffic collision:

1. Fatal injury
2. Injury

NOTE: If the collision occurred over 24 hours prior to the time of reporting, the injured person must present evidence of treatment by a doctor and the evidence presented must state that the injury was probably the result of a traffic collision. If the collision is less than 24 hours old, a report shall be taken.

3. Traffic felony (except 23175 VC)
4. City property involved or a possibility of City liability
5. Driving under-the-influence
6. Hit and run
7. Rail conveyances (trains), handled by Traffic Bureaus
 1. Property damage only, private property - traffic collision report with a miscellaneous DR# (4400).
 2. Injury (including attempt suicide) on private property - injury report, using an injury DR#, with a CHP 555 Form Set, scale diagram and traffic narrative.
 3. Death (including suicide) on private property - death report, using a death DR#, with a CHP 555 Form Set, scale diagram and traffic narrative (provable homicides are the responsibility of the divisional homicides detectives).

- B. Multiple collisions are considered as one traffic collision and reported on one report if the driver of the vehicle did not regain control of his vehicle between collisions.

3/202 TRAFFIC COLLISION REPORT (Scale Diagram, Verbatim Statements)

- A. A traffic collision investigation requires the completion of CHP 555 Form Set and Form 556, scale diagram and verbatim statements, when a traffic collision involves one or more of the following:
1. "Fatal" Injury
 2. "Severe" injury
 3. Traffic felony, except a violation of 23175 VC
 4. Unbooked DUI driver
 5. **All** CPI vehicles (except as listed in Traffic Manual 3/203)
- B. Traffic Collision Reports should be completed and submitted for approval prior to the investigating officer's end of watch. All collision reports **SHALL** be turned in at end of watch, whether completed or not, to the watch supervisor (Traffic Manual 3/347).
- C. All reportable traffic collisions that do not require a scale diagram and verbatim statements report shall be completed with a sketch and paraphrased statements.

3/203 TRAFFIC COLLISION REPORT (Sketch, Paraphrased Statements)

- A. A traffic collision investigation requires the completion of a Traffic Collision Report with a sketch and paraphrased statements, when a traffic collision involves one or more of the following:
1. Any visible injuries or complained of pain
 2. Hit and run misdemeanor
 3. Contact with City-owned or City-contracted property other than vehicles (Traffic Manual 3/105)
 4. Misdemeanor DUI arrest when there is no possibility of a traffic felony
 5. City vehicle, including LAPD, involved with a fixed object (No injuries).

NOTE: If an LAPD vehicle is involved, the Employee's Statement is required on a Form 556 Supplemental (Traffic Manual 3/701).

3/203

B. Traffic Collision Report PDO, CHP Form 555-03, may be completed when no unusual circumstances exist (including telephonic reports) and when the following criteria are present:

1. Property damage only (no injuries or fatalities); **AND**
2. There is no City property involved; **AND**
3. There are no more than 2 parties involved; **AND**
4. If the collision is a misdemeanor hit and run
 - a. The person reporting (PR) is the registered owner, lessee, property owner, or person responsible for the property; **AND**
 - b. The involved vehicles, other than the Hit and run vehicle, were unattended at the time of occurrence; **AND**
 - c. No anticipated prosecution or possibility of follow-up.

NOTE: Follow up is defined as a complete license number, named suspect or distinctly marked vehicle.

NOTE: A municipal supplement shall be included when any of the appropriate criteria apply.

C. Traffic Collision Reports should be completed and submitted for approval prior to the investigating officer's end of watch. All collision reports **SHALL** be turned in at end of watch, whether completed or not, to the watch supervisor (Traffic Manual 3/347).

TRAFFIC MANUAL

3/204

TRAFFIC COLLISION REPORTING GUIDE

GENERAL PROVISIONS	SCALE DIAGRAM	SKETCH
1. Death	Yes	No
2. Injury	Severe injury	Any other injury
3. Traffic or hit and run felony	Yes	No, except 23175 VC
4. CPI	LAPD, City or mileage vehicle, or City employees, contact or influence with possibility of injury (at later date)	CPI (non-vehicle) No City liability, CPI vehicle w/fixed object -including parked vehicles
5. Hit and run misdemeanor With full license number (With no possibility of follow-up and no CPI, use CHP Form 555-03)	No	Yes
6. DUI misdemeanor	Non-booked or complex circumstances	Booked DUI driver, simple circumstances
7. Property damage	No, unless other scale diagram criteria apply	No, unless other sketch criteria apply
8. School bus	CHP handles if students on board	above report criteria if no students
9. Train - Grade crossing	Yes	No
Suicide or Attempt Suicide (Injury or Death Report - with a 555 Form Set with a T/C narrative)		
Private Property - Traffic Collisions		
Injury or Death	Yes	No
Property damage only	No	Yes

LOS ANGELES POLICE DEPARTMENT

Revision 07/14/97

TRAFFIC MANUAL

3/205 **PROPERTY DAMAGE ONLY (PDO) - CITY PROPERTY INVOLVED (CPI)**

When an officer investigates a traffic collision where all parties and property are owned by the City of Los Angeles, the officer may complete a Traffic Collision Report, CHP 555 Form Set, with a sketch and statements. This shall be processed as an internal report only. The Traffic Collision Report title shall be crossed out and replaced with the title "PDO/CPI 15.7" with a miscellaneous DR number when **ALL** of the following apply:

1. The collision involves **minor property damage** (small dents, scratches or paint transfer) only.
2. **All vehicles and property** involved are owned by the City of Los Angeles.
3. Approval has been obtained from a supervisor.
4. Photographs of the collision have been taken

NOTE: The PDO/CPI 15.7 classification **DOES NOT** eliminate the requirement for an LAPD officer to complete an Employee Statement on a CHP Form 556, or the requirement for a fleet safety review.

When a parked LAPD vehicle is involved document the location of the vehicle prior to the collision on the diagram (legally parked at curb, in marked parking stall, in red zone, etc.).

3/206 **ADVICE TO PARTIES INVOLVED IN TRAFFIC COLLISIONS**

An officer conducting an investigation at the scene of a traffic collision shall:

- A. Verify that a correct exchange of information is made between parties at the collision scene (4.37 exchange).
- B. Refrain from indicating or estimating that any injury or property damage incurred in the collision is either sufficient or insufficient to require a report to the DMV under the terms of the Financial Responsibility Law (16000 VC).
- C. Refer parties to their insurance agent or to the local office of the Department of Motor Vehicles regarding the application of the Financial Responsibility Law.
- D. Refer parties wishing to obtain an SR-1 Form to the Department of Motor Vehicles, their insurance agent.
- E. Explain how to obtain a complete copy of the Traffic Collision Report.

NOTE: Officers shall refrain from referring parties to TDS for information contained within the Traffic Collision Report.

3/207 TRAFFIC POLICY QUESTIONS

- A. The Traffic Report Auditor Detail of the concerned Bureau Traffic Division may be contacted during day watch hours on weekdays to resolve questions on Traffic Collision Reporting policy and procedures.
- B. When the Auditor Detail is unavailable, contact the concerned Bureau Traffic Division watch commander to resolve questions on Traffic Collision Reporting policy and procedures.
- C. Traffic Coordination Section may also be contacted for traffic reporting policy and procedure questions on weekdays during day watch hours.
- D. Ensure that the name and serial number of any supervisor advising any deviations from reporting policy is entered in the "Remarks" section of the report.

3/208 LEGAL INTERVENTION

Injury or damage caused by enforcement intervention using a motor vehicle (usually apprehension or attempt to apprehend) is not a traffic collision insofar as the enforcing agency and violator relationship is concerned. If, when intentional acts are committed, injury or damage occurs that goes beyond the original intent, the excessive acts are considered unintentional and meet the specifications of a traffic collision.

EXAMPLES:

- A. Legal interventions
 - 1. An officer uses his police vehicle as a weapon.
 - 2. A police vehicle cuts in front of a vehicle to force the vehicle to the curb or shoulder and, as a result, the two cars collide.
 - 3. A suspect vehicle goes out of control and subsequently crashes as a result of bullets fired into the vehicle from a police officer's gun.

NOTE: A use of force report shall be completed, the narrative section may consist of a traffic collision narrative and diagram format.

- B. Traffic collisions
 - 1. A driver other than a law violator crashes unintentionally into a roadblock.
 - 2. A violator, being pursued, is involved in a collision.

3/210

ANIMALS, BICYCLES AND TRAINS INVOLVED IN TRAFFIC COLLISIONS

A. ANIMALS

1. A Traffic Collision Report, CHP 555 Form Set, is required when a ridden animal is involved in a collision on a highway that results in injury or death to the person.
2. An Injury or Death Report is required when a ridden animal is involved in a collision on other than a highway that results in injury or death to the person.
3. Animals (dogs or cats) injured or killed when involved in a reportable traffic collision shall be listed as property.

EXCEPTION: When a dog or cat is injured or killed by a motor vehicle on a highway and no other reporting criteria exists, no traffic collision report is required. When a dog or cat is injured or killed by an LAPD vehicle or LAPD bicycle, a traffic collision report (CHP 555 Form Set with a sketch) is required.

B. BICYCLES

1. A Traffic Collision Report, CHP 555 Form Set, is required when a bicycle is involved in a collision on a highway that results in injury or death.
2. An Injury or Death report is required when a bicycle is involved in a collision on other than a highway that results in injury or death.

EXCEPTION: A Traffic Collision Report is not required in a case involving a rider falling from a bicycle. Once a bicycle rider leaves the bicycle seat and places a foot on the ground, he becomes a pedestrian and the bicycle is listed as property.

NOTE: Traffic collisions involving an LAPD bicycle (Traffic Manual 3/710).

C. TRAINS (Metrolink, Light Rail or Freight)

1. A Traffic Collision Report, CHP 555 Form Set, is required when a train is involved in a collision on a highway (grade crossing).
2. An Injury or Death Report is required when a train or any other conveyance is involved in a suicide or attempt suicide occurring on any rail right of way.

NOTE: Where there is injury or death resulting from a suicide or attempt suicide take the appropriate Injury or Death report as page one, followed by the CHP 555 Form Set. The report shall have an injury or death DR number.

3. A Traffic Collision Report, CHP 555 Form Set with a sketch is required when a train is involved in a property damage only collision on private property. Use a "miscellaneous" DR#.

3/210

4. All incidents involving trains shall be handled by the traffic bureau of occurrence.

EXCEPTION: All provable homicides shall be handled by the concerned divisional homicide detectives.

5. When a train collision is reportable, complete the CHP 555 Form Set as follows:

- a. The conductor's name, address, telephone, and the number of the train is listed for party information. **The conductor is the person in charge of the train.**
- b. Type of party - "Other."
- c. Driver's license number - use any identification presented; a driver's license is not required to operate a train.
- d. Vehicle license number - obtain the number from the locomotive. The number has three or four digits and may be preceded by one of the following letter sets indicating the railroad: ML - Metrolink, SP - Southern Pacific, UP - Union Pacific, AT and SF - Santa Fe.
- e. Any additional railroad personnel shall be listed as passengers.

NOTE: An officer arriving at the scene after the train has left should contact the chief dispatcher of the railroad involved to get the required information. Vehicle Code sections 20001 and 20002 (hit and run) do not apply to train operators.

6. All incidents, except homicide, shall be handled by the traffic bureau of occurrence, including follow up.

NOTE: An officer arriving at the scene after the train has left should contact the chief dispatcher of the involved railroad to get the required information.

7. Any incident involving a rail right of way within the city limits shall be handled as if they were CPI, however, the CPI box shall not be marked.

- D. The rail company shall be notified when the rails have been involved in any incident, whether or not there is any visible damage.

3/211 SCHOOL BUS TRAFFIC COLLISION (DEPARTMENT MANUAL 4/415.05)

The California Highway Patrol (CHP) has primary responsibility for the investigation of all school bus traffic collisions. A bus is only classified as a school bus when students (up through 12th grade) are on board or actively loading or unloading.

Absent the above, this Department will be responsible for the investigation.

- A. When at the scene of a school bus collision, which is the investigative responsibility of the CHP, officers shall notify the CHP and stand by until CHP personnel arrive.
- B. When officers of this department complete a Traffic Collision Report involving a bus (normally used as a school bus), the officer shall include the following information in the narrative portion of the Traffic Collision Report:
 - 1. Class of bus:
 - Class 1 (allowed to transport 16 or more)
 - Class 2 (allowed to transport 15 or less)
 - 2. Bus number (shop number of the bus)
 - 3. Number of passengers
 - 4. Certificate number issued by the CHP for the bus driver
 - 5. Date of last inspection by the CHP and the inspecting officer's name and serial number

NOTE: The class of bus and bus number are on the "School Bus Inspection Certificate of Approval" issued by the CHP. This certificate will also have the name and serial number of the last inspecting CHP officer.

3/213 TOWED OR PUSHED VEHICLES AND/OR TRAILERS

A. Towed Vehicles

1. While "in tow" with a rigid tow bar or tow truck both vehicles shall be considered as one unit.
 - a. The driver and motor vehicle doing the towing shall be listed as the party.
 - b. The vehicle or trailer being towed shall be listed in the second line of the vehicle information section.

NOTE: This also applies to tractor - trailer combinations.

2. A towed motor vehicle, after breaking away, shall be listed as a separate party type "other."
3. When a motor vehicle is being towed by other than a rigid tow bar or tow truck, the person operating the towed vehicle is shown as party type "other". The two motor vehicles are listed as separate parties on page one.
4. If the investigating officer determines the person operating the towed vehicle contributed directly to the collision, the person is shown as party type "driver."
5. A parked unattached trailer or semi-trailer shall be listed as "Property."

B. Pushed Vehicles

1. Pushed Vehicle - A person operating a pushed motor vehicle shall be listed as a party type "driver."
2. Pushing Vehicle
 - a. If the investigating officer determines that the person operating the pushing vehicle contributed directly to the collision, the person shall be listed as party type "driver."
 - b. When the pushed motor vehicle is released and its driver has had the opportunity to stop prior to the impact, the driver of the pushing vehicle shall be listed as a witness. When listed as a witness, the vehicle information on the pushing vehicle shall be listed in the "Remarks" section of the report, along with the driver's operator license number.

NOTE: While pushing a vehicle, any resulting damage between the vehicles does not constitute a traffic collision.

3/214 NON-CONTACT TRAFFIC COLLISION

The classification of a "non-contact" collision, **when actual physical contact has not occurred**, may involve the driver of a motor vehicle, moving or parked, a bicycle rider, or a pedestrian who commits a traffic or other violation which directly causes another party to become involved in a traffic collision.

NOTE: The classification of "non-contact" shall not be a determination for reporting criteria.

- A. When an investigation substantiates a "non-contact" collision, the "non-contact" person shall be listed as a **party** to the collision when any of the following criteria exist:
 - 1. The violation is corroborated by an independent witness
 - 2. By physical evidence
 - 3. By the statement of the "non-contact" party, including a full license number
- B. When officers are unable to substantiate the alleged involvement of a "non-contact" person or vehicle, a statement to that effect shall be entered in the "Remarks" section of the Traffic Collision Report ("Officers were unable to substantiate the alleged involvement of a non-contact person or vehicle"). No other mention of "non-contact" shall be made on the Traffic Collision Report except in the statements of the persons making the allegations.
- C. When it is alleged that a "non-contact" driver caused a traffic collision and failed to comply with the pertinent sections (hit and run) contained in Division 10 of the Vehicle Code, and the criteria in sub-section "A" have been met, the driver and/or vehicle, when verified, shall be listed as a party on the CHP Form 555 page one, with all available information.
- D. The hit and run box shall be checked if applicable.

3/215 RUNAWAY VEHICLES (UNATTENDED)

When, in the course of an investigation, the officer determines that the vehicle responsible for the collision was a runaway vehicle, the officer shall:

- A. Locate the owner of the runaway vehicle.
 - 1. When the collision results in an injury or CPI, follow the standard reporting criteria.
 - 2. When the collision results in property damage only, ensure that information is exchanged between parties.
- B. Complete a Traffic Collision Report and impound the runaway vehicle when the owner of the runaway vehicle cannot be located.

TRAFFIC MANUAL

3/300

TRAFFIC COLLISION REPORT, CHP 555 FORM SET

3/301

GENERAL RULES FOR COMPLETION OF THE CHP 555 FORM SET

The Traffic Collision Report, CHP 555 Form Set, (CHP Form 555 page 1, CHP Form 555 page 2, Injured/Witness/Passenger page, Factual Diagram page) is used to record the basic identification regarding parties, passengers, witnesses, and owners of property when involved in a traffic collision.

- A. When completing these forms, every reasonable effort should be made to obtain factual information on all required items.
- B. All information should be printed legibly using pen (black ink) or Number 2 (or softer) pencil. Reports may also be typed or computer generated.
- C. Fill in all applicable spaces unless otherwise instructed.
- D. Use an "X" to mark all appropriate boxes.
- E. Use the recommended abbreviations.
- F. The top margin of the CHP Form 555, Page 1, **shall not** contain any entries. This section is used by the State Wide Integrated Traffic Reporting System (SWITRS) to assign case numbers to the document.
- G. Date, Time, NCIC Number, and Officer I.D. (employee serial number) shall be completed in the same way on the top of each page of the Traffic Collision Report, as they comprise the four fields which identify each collision report in the SWITRS computer files.
- H. Complete all applicable items on of the CHP 555 Form Set, CHP Form 556 and Municipal Supplement page (when applicable), on all reportable collisions.
- I. Corrections on the Traffic Collision Report should be made before duplication and distribution of the report. However, once the report has been distributed, corrections shall be made on a CHP Form 556 Supplemental.

NOTE: The term "Distribution" shall include any copies of the collision report sent either inside or outside the Department to **ANY** entity including the City Attorney, District Attorney, LAFD personnel or private citizen.

3/302**CHP 555 FORM SET, PAGE 1****3/303****SPECIAL CONDITIONS**

Enter one or more of the following Special Conditions which require special processing. Enter the special conditions information as written below **use only the below underlined titles**. Do not list the corresponding letter.

- A. Counter Report - When a traffic report is completed at an area desk.
- B. Farm Labor Vehicle - When the motor vehicle is a farm labor vehicle as defined in 322 VC. and the driver is transporting one or more farm workers as specified in 12519(a) VC.
- C. Fatal
- D. Hazardous Materials - When a vehicle is carrying any hazardous material, regardless of spillage.
- E. On-Duty Emergency Vehicle - (or On-Duty Emerg. Ve.). It is not necessary that the vehicle be operated with red light and siren for the "On-Duty" classification to apply.
 - 1. For this section, an emergency vehicle is any publicly owned vehicle operated by any Federal, State or local agency, department or district employing peace officers, fire fighters or paramedics (165 VC).
 - 2. The writing in the box may be in RED.
 - 3. The words "On-Duty Emergency Vehicle" shall also be written above the emergency vehicle driver's name in the party box.

EXCLUSIONS:

- a. A parking enforcement vehicle not meeting the definition of an authorized emergency vehicle (165 VC) being operated by a person without peace officer status.
- b. A peace officer or fireman while operating his private vehicle.
- c. An ambulance that does not have an emergency vehicle permit issued by the Commissioner of the California Highway Patrol.
- F. Private Property - When a traffic collision occurs on private property, not on a public highway or roadway.
- G. School Bus - CHP use only
- H. Any unusual collision other than those listed above.

TRAFFIC MANUAL

3/303

- I. CPI - Any traffic collision which involves Los Angeles City property directly or by influence.
- J. Arrest - When a separate arrest report is completed.
- K. Combined Traffic and Arrest - When arrest report is incorporated in the collision report.
- L. Filing - When requesting filing on a party or passenger.

3/304

NUMBER INJURED/KILLED

The total number (numeric) of people injured or killed as a result of the collision. If none, enter "0" in each box. These totals must be consistent with the number of injured persons entered on the Injured/Witnesses/Passengers page of the CHP Form 555.

3/305

HIT & RUN FELONY/MISDEMEANOR

Mark an "X" in the applicable box when evidence indicates either a felony or misdemeanor hit and run violation has occurred.

3/306

CITY

Enter the full name of the city, "Los Angeles," in which the collision occurred. Abbreviations are not accepted in this field.

3/307

COUNTY

Enter the full name of the county, "Los Angeles," in which the collision occurred. Abbreviations are not accepted in this field.

3/308

JUDICIAL DISTRICT

Enter the full name of the applicable municipal or justice court, "Los Angeles." Abbreviations are not accepted in this field.

3/309

REPORTING DISTRICT

Enter the correct four digit number of the RD (0729, 1259, etc.).

3/310 BEAT

Enter the radio designation of the unit completing the Traffic Collision Report (6T11, 4A15). Enter 1L90 for an officer assigned to the desk.

3/311 LOCAL REPORT NUMBER

Enter the appropriate DR number.

- A. Each Traffic Collision Report requires a separate DR number.
- B. In a traffic collision where an LAPD stolen vehicle is involved and is recovered at the scene, the Traffic Collision Report will have its own report number.
 - 1. The recovered Vehicle Investigation Report shall carry the same DR number as the stolen Vehicle Investigation Report.
 - 2. Other vehicles involved which require impounding shall carry the traffic collision DR number.

NOTE: Whenever more than one DR number is used, officers shall cross-reference the DR numbers in the "Remarks" section of the Traffic Collision Report, CHP Form 556, and Vehicle Investigation Report, Form 3.07.

3/312 PAGE NUMBERING

Each side of the CHP 555 Form Set, CHP Form 556, CHP Form 185, CHP Form 555D, Form 5.2.5 and the Municipal Supplement is numbered as a separate page. Page 1 shall be numbered 1/__, all additional pages shall be numbered with a single number. Entry of total number of pages is necessary only on page 1.

- A. Collisions involving more than three parties, where more than one CHP Form 555 is prepared, should be numbered as follows:
 - 1. The first CHP Form 555 would be numbered as page 1/__ for the front, and page 2 for the back.
 - 2. The second CHP Form 555 would be numbered as page 3 for the front, and page 4 for the back.
- B. The "Injured/Witness/Passenger" page(s), shall follow the last statistical page.
- C. The diagram, if applicable, shall follow the last Injured/Witness/Passenger page.
- D. The CHP Form 556 narrative page(s) shall immediately follow the last diagram page.

3/312

- E. Attachments to the collision report, such as the CHP Form 185, and the CHP Form 555-D Truck/Bus Collision Supplemental, should be numbered as part of the original report. These forms shall follow the last CHP Form 556 narrative page and be numbered accordingly.

- F. When applicable, the last page of each report will be the Municipal Supplement.

NOTE: When the CHP Form 556 is used as a supplemental, it will be numbered as page 1 / 1.

3/313

COLLISION OCCURRED ON (Primary Location)

- A. Enter the highway name on which the collision occurred. If the collision occurs within an intersection, including off-set intersections, enter the highway upon which the involved party most at fault was traveling.

NOTE: This does not apply to the intersection of a freeway ramp and a city or county road when the vehicles are off the freeway ramp when the collision occurs. In this situation, the primary location of the collision would be the city street or county road. If the collision is within 100 feet of the freeway ramp, enter an "X" in the yes box of the State Highway Related box.

- B. For all other collisions, enter the location where the first injury or damage producing event occurred.

- C. When identifying a highway by its route number, use only commonly accepted abbreviations preceding the number.

EXAMPLE: I-80, US-101, SR 126 W/B, I-5 S/B (Golden State Fwy).

- D. Identify unnamed access or frontage roads adjacent to highways by their direction from the highway.

EXAMPLE: I-80, South Frontage Road.

- E. When appropriate, enter the street block number after the street name.

EXAMPLE: San Antonio St., 400 Block.

- F. Identify a collision occurring on an unnamed alley by the alley's direction from a parallel named street.

EXAMPLE: Alley north of 'B' Street", or "alley east of 14th Avenue.

- G. For private property collisions, write out the location, such as private driveway, parking lot, etc. A street address should be entered when available.

3/313

- H. Be consistent and concise in spelling a street name. Various spellings of the same street name will list that street in several places on the SWITRS output reports.

EXAMPLE: Air Port Street, Airport Dr., S. Airport Street, and N. Airport St. will be grouped in different areas of the output reports.

3/314

MILEPOST INFORMATION

Enter the distance and direction from the nearest milepost marker if applicable. For collisions occurring in the City this information does not apply and this space is left blank. If an officer is completing an investigation on a freeway, and the milepost information is known it may be entered here.

3/315

AT INTERSECTION WITH (Secondary Location)

If the collision occurs within an intersection, place an "X" in this box and enter the name of the intersecting highway, alley, etc.

3/316

OR: ___ FEET/MILES ___ OF (Secondary Location)

If the collision does not occur at an intersection, place an "X" in this box and enter the distance and direction (40 ft. E/W) from the nearest permanent reference point, such as an intersecting street curb line, over crossing, county line, etc.

- A. Line out Feet or Miles, whichever is not applicable. It is most important that distances to permanent reference points be measured and not estimated or paced.
- B. For non-intersection collisions where tape measurement or pacing are not practical due to the distance from a reference point, the officer should drive to the nearest intersecting street, road structure, or commonly known identifiable landmark and calculate the distance carefully using the patrol vehicle odometer. When measurement is made using an odometer, line out Feet and enter the distance in miles and/or tenths of miles.

EXAMPLE: Proper entries are "1.7 miles" or ".3 miles" Improper entries are "3/4 miles" or "1/3 miles."

- C. If the collision occurs at a railroad crossing, mark an "X" in the "or" space and enter the distance and direction from the nearest permanent cross street. Enter the PUC grade crossing number following the street name when known. Enter the name of the railroad right-of-way property owner in the narrative.

NOTE: Officers should not use freeway on or off ramps as cross streets.

TRAFFIC MANUAL

3/317 DATE

Enter the month, day, and year using a six digit numeric format (12/17/82). For collisions such as hit-and-run where the exact date cannot be determined, the officer should make a single date entry based upon his best judgement. Do not leave the space blank.

3/318 TIME (2400)

Enter the time that the collision occurred using the 24-hour clock. Do not leave this space blank.

- A. For compatibility with Data Processing, Caltrans, etc., use 2359 instead of 2400 for a collision occurring exactly at midnight.
- B. If the same officer investigates two collisions which occur at the same exact time on the same date, the "Time" entry for the second report should be at least one minute later than the first.
- C. If the exact time cannot be determined, the officer should make a single time entry based upon his best judgment. Use 2500, not "Unknown," if no time can be determined.

NOTE: PACMIS will not accept 2500 hrs, use the best estimate of the time of occurrence. Enter the time span (2000-0600) in the remarks section.

3/319 NCIC NUMBER

- A. In the city of Los Angeles - Enter the four (4) digit code number assigned by the Department of Justice. The NCIC number for the city of Los Angeles is 1942.
- B. Outside the city of Los Angeles
 - 1. When a traffic collision occurs outside the city of Los Angeles and the report of record is completed by LAPD, the investigating officer **SHALL** use the NCIC number of the area of occurrence.
 - 2. The phrase "**This report was completed by the Los Angeles Police Department**" **SHALL** be included at the beginning of the "Narrative Section."

3/320 OFFICER I.D. (Employee Serial Number)

Enter the serial number of the employee responsible for the investigation.

NOTE: Date, Time, NCIC Number, and Officer I.D. (employee serial number) shall be completed in the same way on the top of each page of the Traffic Collision Report, as they comprise the four fields which identify each collision report in the SWITRS computer files.

3/321 TOW AWAY

When the collision results in any vehicle being towed from the scene mark an "X" in the yes box. If no vehicles were towed, mark an "X" in the no box.

3/322 PHOTOGRAPHS BY

When photographs are taken, enter the last name and serial number of the person taking the photographs. When taken by other than Departmental personnel, enter the photographer's name and telephone number. Enter the number of photographs or rolls taken. If no photographs were taken, place an "X" in the none box.

3/323 STATE HIGHWAY RELATED

Mark "X" in the appropriate box to indicate whether or not the collision occurred on, or was associated with a State highway. This includes State route, U.S. highway, interstate highway, vista point, rest stop, or truck inspection facility.

- A. To be associated with a State highway, the collision could occur on other than, but near, a State highway.

EXAMPLES:

1. A collisions which occurs on City streets or county roads within 250 feet of the center of the intersection of a State highway or the center of State highway over crossings and under crossings.
 2. A collisions which occurs on City streets or county roads within 100 feet of the gore point of a freeway ramp.
 3. A collisions which occurs on City streets or county roads (such as frontage roads) where there is damage to State highway property.
- B. The diagrams in this manual (appendix A), are provided as guidelines to assist in determining if the collision is related to a state highway. If the relationship to a state highway is doubtful, the officer should mark an "X" in the "yes" space.

NOTE: Caltrans uses this information in its collision location files to identify high collision frequency locations on or near state highways. When these locations are identified, a study is made to determine whether or not state highway design features are related to such collisions.

3/324

PARTY TYPE

The "Party Sequence" shall be listed in the following order: hit and run motor vehicle or conveyance, motor vehicles, other conveyances, pedestrians.

Mark the "Party" box which best describes the involved party. A single CHP Form 555 face page provides space for three involved parties. If more than three parties are involved use an additional CHP Form 555 and strike out the 1,2 and 3 under Party and enter 4,5 and 6, etc. as appropriate.

- A. Driver - A person who drives or is in actual physical control of a vehicle (305 VC).

INCLUDES:

1. Hit and Run - If the involved party is a hit and run driver, enter the information in Party-1 box. Enter only information that has been verified.

EXAMPLE: Do not enter the name of the registered owner of a suspect vehicle as the driver when the only evidence is a vehicle license number. A single entry of 20001 VC or 20002(A) VC is permissible when no party information is available.

2. Non-contact Vehicle

- a. When the non-contact vehicle is established, complete the investigation as a multiple vehicle collision. Record all available information in the appropriate spaces of CHP Form 555.
- b. When the non-contact vehicle is not established, officers may record the alleged non-contact driver as a witness on the Injured/Witness/Passenger page of CHP Form 555 and include his statement in the narrative. Do not enter any information on the alleged non-contact driver in the coding boxes on page 2 of CHP Form 555, except as provided in (uninvolved vehicle).
- c. When a non-contact driver has left the scene, proceed in accordance with the above as the facts and evidence warrant.

NOTE: The above information applies to non-contact pedestrians as well.

3. A person operating a motor vehicle being propelled by other than its own motive power.

EXAMPLE:

- a. A person operating a coasting motor vehicle.
- b. A person operating a motor vehicle being pushed by human power.

4. A driver who leaps to safety from a moving motor vehicle because of vehicle malfunction.

3/324

5. Push/Towed Vehicles - The following should be considered in determining classifications when a motor vehicle is towing or pushing another motor vehicle.

- a. Motor Vehicles Being Towed. When a motor vehicle is being towed by other than a rigid tow bar or tow truck, the person operating the towed motor vehicle is shown as party type "Other". The two motor vehicles are separate parties on the collision report.

NOTE: If the investigating officer determines the person operating the towed vehicle contributed directly to the collision, the person is listed as a Driver.

- b. Pushed Motor Vehicle/Pushing Motor Vehicle.

- 1) A person operating a motor vehicle which is being pushed is listed as a Driver.
- 2) If the investigating officer determines the person operating the pushing vehicle contributed directly to the collision, the person is listed as a Driver.
- 3) When the pushed motor vehicle is released and its driver has had the opportunity to stop prior to the impact, the driver of the pushing vehicle shall be listed as a witness. When listed as a witness, the vehicle information on the pushing vehicle shall be listed in the "Remarks" section of the report, along with the driver's operator license number.

NOTE: While pushing a vehicle, any resulting damage between the vehicles does not constitute a traffic collision.

EXCLUDES:

1. The tillerman or other person who, in an auxiliary capacity, assists the driver in the steering or operation of any articulated firefighting apparatus.
2. A person pushing and steering a motor vehicle while walking or running alongside and not astride or completely within the vehicle. If only the person is struck, list the person as a pedestrian. If the pedestrian and vehicle are struck, list each as separate parties.
3. An infant or child who accidentally or intentionally sets a motor vehicle in motion who, by his obvious limited capabilities, could not be in control of the motor vehicle. Classify as "Other" on CHP Form 555.
4. A person behind the wheel of a legally parked vehicle.

3/324

B. Pedestrian - Any person afoot, not in or upon a vehicle, bicycle, or animal (467 VC).

INCLUDES:

A person in a fenced yard, in or operating a pedestrian conveyance, such as a baby carriage, coaster wagon, skateboard, roller skates, skis, sled, non-motorized wheelchair; a person being carried by another person; and a person in or upon a device moved by pedaling, except a bicycle.

EXCLUDES:

1. A person boarding or alighting from a conveyance (other than a pedestrian conveyance) or a person jumping to, or falling from a motor vehicle, this person is considered a passenger of that conveyance.
2. A person inside a building; they should be listed as an "Other."

C. Parked Vehicle - A non-moving motor vehicle, whether occupied or not, which is outside the traffic lanes, in a parking area or building. Enter the applicable vehicle information for a parked motor vehicle only. Leave driver information blank.

INCLUDES: Illegally parked motor vehicles outside the traffic lane.

EXCLUDES: A motor vehicle stalled in the traffic lane.

D. Bicycle

1. Mark the "Bicycle" box if the party was riding a bicycle as defined in 231 VC. Riders of tricycles, unicycles or wheeled toys shall be considered pedestrians unless their tricycles or unicycles meet the definition of a bicycle in 231 VC. Excludes the driver of a motorized bicycle (moped) whether or not the engine is running.
2. Treat a collision involving a bicycle vs. any object including a parked vehicle, a pedestrian, or another bicycle as a vehicle collision only if it occurred on a highway (Highway includes shoulders, sidewalks and bike lanes within the highway right-of-way).

3/324

E. Other - If this selection is marked, explain in the narrative. Includes, but is not limited to, the following:

1. Driverless vehicles
2. A vehicle being towed by other than a rigid tow bar or tow truck
3. Animal drawn conveyances
4. Operators of a train, airplane or cable car. The conveyance (train, airplane, cable car, etc.) should be identified as a party type "Other" and the injured persons in the vehicle should be identified as passengers.
5. Operators of highway construction removal equipment not in transport
6. Equestrians (horseback riders)
7. Injured parties in or upon a structure, including buildings, phone booths, bus benches, etc.

NOTE: Do not include (6) and (7) as parties if there are no injuries.

3/325

DRIVER'S LICENSE NUMBER/STATE

Enter the alpha/numeric number as it appears on the driver's license.

- A. If the driver's license is a valid military or government driver's license, place "Govt." after the license number. Record this type of driver's license number only if the driver is an employee of the United States Government operating a federally-owned or controlled vehicle on official business.
- B. Enter "Exp" after the license number if the license has expired.
- C. Enter "NIP" if driver does not have his license in his possession.
- D. Enter "None" if driver is un-licensed.
- E. Enter information considered essential in the narrative (restrictions, endorsements, expiration date if the license is expired, type of license).
- F. Leave this entry blank if not applicable to the involved party, (parked motor vehicles, bicycles, trains) 12953 VC.

TRAFFIC MANUAL

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CLASS OF DRIVER'S LICENSE

Enter the class of driver's license in the Class space. For California drivers this will be Class A, B, C, or M (or 1, 2, 3, or 4 for older drivers' licenses). If a driver has more than one class on the driver's license enter the class, if appropriate, for the vehicle they were driving at the time of the collision. If it is not the proper class for the vehicle they were driving enter a "0."

- A. If a class "A" or "B" driver does not have a valid medical certificate, his class "A" or "B" license is not valid, enter "0."
- B. If unable to determine the class of license, leave blank.
- C. If the license is out-of-state/International enter an "F."
- D. For valid driving permits enter a "C."
- E. For un-licensed drivers, drivers with suspended or revoked licenses, or drivers with invalid driving permits enter a "U."
- F. For drivers who are NIP (Not in Possession) at the time of collision, leave the class box blank until the license status and class are determined through DMV.

3/327

SAFETY EQUIPMENT

Enter the appropriate alpha code in the Safety Equipment box. See the collision coding page of the CHP Form 555 for the Safety Equipment legend.

3/328

NAME

Record the first, middle, last, and generation of the involved party. If the involved party has a driver's license, the name recorded should be exactly as shown on the license. Any difference between a person's true name and the name recorded should be explained in the narrative; for example: marriage, divorce, or legal name change.

- A. If the involved party was driving an emergency vehicle and meets the criteria described in 3/303-E, enter "On-Duty Emerg Veh." above the person's name.
- B. If the involved party is a hit & run suspect, (including non-contact) that cannot be identified, enter "20002 or 20001 VC" in the last name field and leave all the other name fields blank.

3/329 STREET ADDRESS-CITY/STATE/ZIP

Record the current street address, city, state, zip code of the party's residence. If desired, the business address can then be added in the space provided. It is recommended that at least a business phone number be added. If the party is unemployed, self employed, a student, etc., an indication may be made in the business address space.

- A. If the address provided is a P.O. Box, include in the narrative additional information that will assist in locating the involved party at a later date, (business/residence address).
- B. If an involved party is in the armed forces, enter the branch of service and current military address. Enter additional addresses in the narrative.
- C. When entering the address, use the standard Post Office two-letter State code (Appendix B).

3/330 PHYSICAL DESCRIPTION

Enter the appropriate information in the sex, hair, eyes, height, and weight boxes. In most cases, this information will be available on, and should match, the party's drivers license or identification card. When neither of these are available, complete the physical description with information that can be determined. If physical description cannot be determined, leave blank.

3/331 BIRTH DATE

Record the six digit numerical month, day, and year that the involved party was born (06/23/43). If unable to determine the exact birth date, leave blank.

TRAFFIC MANUAL

3/332 RACE

Enter the appropriate PACMIS code abbreviation of each party's descent:

- | | |
|----------------------------|----------------------|
| A - Other Asian | L - Laotian |
| B - Black | O - Other |
| C - Chinese | P - Pacific Islander |
| D - Cambodian | S - Samoan |
| F - Filipino | U - Hawaiian |
| G - Guamanian | V - Vietnamese |
| H - Hispanic/Latin/Mexican | W - White |
| I - American Indian | X - Unknown |
| J - Japanese | Z - Asian Indian |
| K - Korean | |

3/333 TELEPHONE NUMBERS

Enter the party's home and business phone numbers including area codes. When either of the phone numbers are unknown, enter UNK. If the party has no phone enter "None."

3/334 INSURANCE CARRIER

This space is available to include the insurance carrier name and policy number of the involved driver's vehicle. If a person is unable to provide or does not know the name of their insurance carrier and policy number, enter "None" in the box.

TRAFFIC MANUAL

3/335 DIRECTION OF TRAVEL - ON STREET OR HIGHWAY

Enter the direction of travel and the name of the highway, street, alley, etc., upon which the involved party was traveling.

- A. When a collision occurs while a vehicle is making a turn at an intersection and the point of impact is within the intersection, the direction of travel is the direction of the vehicle prior to the turning movement. Entries such as "N" for north or "N to W" for north to west are acceptable.
- B. The direction of travel for a vehicle driving into or backing out of a driveway is the direction the vehicle was facing prior to the movement.
- C. The direction of travel for a parked or stopped vehicle is the direction the vehicle was facing prior to any movement.

NOTE: When an investigating officer is unsure of the actual compass direction he should use, document which roadway was used as the north/south and east/west measurements in the narrative.

3/336 SPEED LIMIT

Enter the prima facie speed limit or, when applicable, the maximum speed limit for the vehicle or combination of vehicles upon the highway where the collision occurred.

3/337 PRIMARY COLLISION FACTOR

Enter the appropriate vehicle or other code violation which caused the collision. This will be for only one party and should correspond with the PCF box on the collision coding page except when the PCF is coded "c" or "d." When "c" or "d" is used, enter that code for all parties (Traffic Manual 3/363 for collisions involving DUI).

3/338 VEHICLE YEAR

Enter the last two digits of the vehicle model year for up to two vehicles.

3/339 MAKE / MODEL / COLOR

Enter the manufacturer trade name or standard abbreviation, model series name and color (Dodge/Aries/Blue, Chev/Celebrity/Wht-Grn). If more than a combination of two vehicles is involved and the space is not adequate for all names, enter "See narrative" or "See miscellaneous box" and record the additional information there.

TRAFFIC MANUAL

3/340 LICENSE NUMBER / STATE / VIN

Enter the alpha/numeric number as it appears on the license plate. Compare this number with that shown on the registration certificate. When no license plate is available, enter the VIN number in the right hand margin next to the corresponding party box and in the miscellaneous box.

- A. Enter "Exp" after the license number if the license has expired. Officers may enter the month and year of expiration in the box below the license number box.
- B. Enter the standard abbreviation for the name of the state which issued the license plate (See Appendix B). If the vehicle is not registered and registration is not required, enter "N/A" for not applicable. Additional information considered essential may be entered in the narrative.
- C. If a combination of vehicles are involved in the collision and the space is not adequate for all plate numbers, enter "See narrative" or "See miscellaneous box" and record the additional plate numbers there.

3/341 REGISTERED OWNER'S NAME/ADDRESS

Enter the registered owner's name, first name first, and address if the driver is not the registered owner. If the driver is the registered owner, enter an "X" in the "Same as Driver" box. If the owner's address is the same as the driver's, enter an "X" in the "Same as Driver" box in the owner's address space. Space is only provided for one registered owner. If more registered owners need to be indicated, do so in the "Miscellaneous" box or in the narrative. Enter "See Miscellaneous Box" in registered owner information box.

3/342 DISPOSITION OF VEHICLE / ON ORDERS OF

If applicable, enter the name and telephone number (with area code) of the garage or storage point to which the vehicle was towed. Select the appropriate box for the "On Order Of" space. If "Other," record the name and drivers license number of the person to whom the vehicle was released in the narrative. If vehicle is driven from scene, check "Driver" box and write "driven."

If the vehicle was impounded, write the letter "R" to the right of the "Other" box if the vehicle is OK to release. If there is a hold on the vehicle write "H" to the right of the "Other" box.

3/343 PRIOR MECHANICAL DEFECTS

When there are no prior mechanical defects which, in the investigating officer's opinion, contributed to the collision or which the officer did not issue a citation for, enter "X" in the "None Apparent" box. When, in the investigating officer's opinion, a mechanical defect may have contributed to the collision or a citation was issued for a mechanical violation, enter "X" in the "Refer to Narrative" box and explain the defect in the narrative.

NOTE: When a police vehicle is involved in a traffic collision and defective equipment is alleged by the driver or revealed during the investigation, the investigating officer shall immediately notify the watch commander, Motor Transport Division, who will initiate a vehicle safety inspection.

3/344 VEHICLE TYPE (CHP only)**3/345 VEHICLE DAMAGE - EXTENT/LOCATION**

Determine the extent and location of damage and check the appropriate box. Damage selections are described as follows:

- A. Unknown - When the extent or location of damage is unknown (hit and run vehicle).
- B. None - No visible damage occurred to an involved vehicle (auto vs. ped).
- C. Minor - Slight damage such as dents, broken glass, etc.
- D. Moderate - More than slight, but damage to one-fourth or less of the vehicle.
- E. Major - Damage to more than one-fourth of the vehicle.
- F. Total - Not worth repairing; judgment based on severity of structural damage.
- G. Location of Damage - On the picture of the vehicle provided on the face page, shade in the damaged area to represent the approximate degree of damage to the vehicle involved in the collision. When a combination of vehicles is involved, describe damage to the towed vehicle(s) in the miscellaneous box or narrative.

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CHP, DOT, ICC, PUC

When a truck or tractor trailer regulated by the United States Department of Transportation (DOT), Interstate Commerce Commission (ICC), Public Utilities Commission (PUC), or California Highway Patrol (CHP) is involved in a collision, this space must be filled in. Enter the appropriate regulating agency code. Enter the assigned CHP, DOT, ICC, or PUC number in the Motor Carrier Number space. If a vehicle displays more than one of the four possible numbers, the following is the priority order:

- A. CHP (CA) numbers contain one to seven digits.
- B. DOT numbers can contain one to six numbers.
- C. ICC (MC) numbers contain one to six digits.
- D. PUC Truck numbers contain one to six digits and are prefaced with a "T" or "Cal-T" (enter T#####, not Cal-T#####) PUC bus numbers contain one to four digits, are prefaced with "PSC" or "TCP", and may be followed by one or two letters (enter the prefix, the digits, and the letters).

3/347

PREPARER'S NAME/REVIEWING SUPERVISOR'S NAME

- A. Clearly print the name and serial number of the person responsible for the investigation in the "Preparer's Name" space.

- B. Supervisors **SHALL** ensure:

- 1. All reports are turned in at end of watch, whether completed or not, to the Watch Supervisor.

NOTE: The watch supervisor shall be responsible for maintaining a holding area for uncompleted reports.

- 2. When the report is incomplete, the investigating officer is returning to work the following day and the report is completed the next day. If the officer is not working the following day, the report must be completed prior to his EOW.
 - 3. The Automated Divisional Record of Issuance System (ADRS) printout is attached to the appropriate report.
 - 4. On hit and run collisions, the DMV and Auto Status printouts are paper clipped attached to the report.
 - 5. Completed reports are read for propriety, essential information, clarity and legibility prior to signing in the reviewer's name box.
 - 6. Ensure the proper type of report (sketch/diagram) has been completed.

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7. All reports involving a fatality, traffic felony booking or unbooked DUI **SHALL** be approved by a traffic supervisor.

NOTE: A traffic supervisor shall provide booking approval for all unbooked DUI's and traffic felonies.

8. Supervisors shall also include their serial number in the reviewer's name box.

NOTE: The supervisor's name and serial number shall be legible.

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DISPATCH NOTIFIED

Mark the "N/A" box for all reports.

TRAFFIC MANUAL

3/350 CHP FORM 555 FORM SET, PAGE 2

3/351 DATE OF COLLISION/TIME/NCIC NUMBER/OFFICER I.D.

Complete these boxes on each side of the CHP 555 Form Set and CHP Form 556. Enter the numeric month, day, year, time, NCIC number, and the employee's serial number as completed on the first page of the original CHP Form 555. These four categories are used to identify each Traffic Collision Reported to SWITRS and shall be the same on every page of the report.

3/352 NUMBER

Enter the original DR number assigned to the collision.

3/353 PAGE

Enter the page number to identify the completed page's location in the report.

3/354 PROPERTY DAMAGE (To other than vehicles)

3/355 OWNER'S NAME/ADDRESS

Enter the name and complete address of the owner or person in charge of the damaged property. Additional property information should be listed in the narrative prior to the "Summary" section. If one owner has several items involved in the collision, it is acceptable to list them on the same line.

3/356 PROPERTY OWNER NOTIFIED

Mark "X" in the appropriate box indicating whether or not the owner or person in charge of the damaged property was notified.

3/357 DESCRIPTION OF DAMAGE

Enter a description of any property damaged in the collision other than vehicles. Leave this space blank if not applicable.

3/358**LEGEND**

This is a legend to supply numeric and alpha codes to be used in the safety equipment box on the CHP Form 555 face page and the seating position, safety equipment and ejected boxes on the Injured/Witness/Passenger page.

NOTE:

When the investigating officer is unable to determine any information for these categories, place the appropriate unknown code in the box. Do not leave any seating position, safety equipment or ejected box blank when there is an injured party or passenger, unless the injured party is a pedestrian.

3/359**SEATING POSITION (Enter on Injured/Passenger/Witness page)**

Select the appropriate seating position number code from the legend and enter that number in the seating position box for that particular party or passenger on the Injured/Witness/Passenger page.

- A. Injury collisions involving a bus or school bus with up to 26 passengers should have "alpha" seating positions assigned to the passengers.
- B. Injury collisions with more than 26 passengers should have a description of the seating position in the narrative. The seating position box on the CHP Form 555, page 3, would be left blank.
- C. The codes are self-explanatory; However, if the driver of a vehicle with a right side driving position is injured use a "1" for the drivers position.
- D. The "0" code is used for other occupant(s). This may be used for a fourth (or additional) passenger in the front seat of a pick-up or front or rear seat of a passenger vehicle.
- E. Seating positions for motorcycle/mopeds and bicycles are as follows:
 - 1. Passenger position "2" is directly behind the rider.
 - 2. Passenger position "3" is the occupant of a side car.
 - 3. Passenger position "0" is to be used for passengers in any other location on the motorcycle/moped or bicycle.

3/360 SAFETY EQUIPMENT (Enter on CHP 555 Form Set page 1 and the Injured/Passenger/Witness page)

- A. Party - Select the safety equipment alpha code from the legend and enter that code in the safety equipment box on the face page. If a party is injured, complete the safety equipment box on both the face page and the Injured/Witness/Passenger page.
- B. Passenger - Select the safety equipment alpha code from the legend and enter that code in the safety equipment box on the Injured/Passenger/Witness page.

NOTE: When two safety devices are in use, Lap Belt and Air Bag, enter only one code. When an air bag is available always, enter the appropriate code for the Air Bag. When the code for the air bag is used this, assumes the safety belt was in use unless commented on in the remarks section.

3/361 EJECTED FROM VEHICLE (Enter on Injured / Witness / Passenger page)

Select the appropriate "Ejected from Vehicle" code from the legend and enter that code in the ejected box on the Injured/Witness/Passenger page.

NOTE: No ejected box was developed for the face page because in most collisions when a party is ejected from the vehicle, they are also injured and will be listed on the Injured/Witness/Passenger page.

3/362 COLLISION ANALYSIS

- A. This section contains categories for traffic collision coding. Each category requires one entry, except as indicated. Single column categories pertain to the collision, and multi-column categories pertain to the involved parties.
- B. Enter the letter character(s) that matches your choice for each coding section.
- C. If a section has two or more choice spaces, you may enter more than one character, if needed. Refer to the particular heading.
- D. When the collision involves more than three parties, line out the involved party numbers in the multi-column categories on additional CHP Form 555's and enter 4, 5, and 6 as necessary. Only the multi-column categories should be completed on the additional forms.
- E. Items selected which are followed by an asterisk or colon shall be described or explained in the narrative.

3/363 PRIMARY COLLISION FACTOR

Select the one element or driving action which, in the officer's opinion, best describes the primary or main cause of the collision. Whenever possible this should be "A", a VC violation.

The criteria for determining fault **shall** be based on the at-scene investigation **and** an independent witness **or** physical evidence.

NOTE: All Traffic Collision Reports that do not have at-scene investigations **shall** be coded as party "X" at fault (20015 (a)VC).

"A" Section Violated

- A. Enter the VC or other Code Violation considered to be the primary cause of the collision. Include the proper subsection when applicable. Omission or error in selection of subsection may cause the report to be rejected as an error from the SWITRS computer or the statistics may present incorrect cause of the collision. Do not use VC Sections which do not describe the cause of collision; such as 20001, 20002, 23152 or 23153. These violations may be charged, but are not what actually caused the collision.
- B. Enter the number of the involved party most at fault in the "Party at Fault" field when "A" is applicable. If unable to determine, mark an "X" in the appropriate box. This should be done **ONLY** when there are two or more involved parties and the investigating officer cannot determine which party is most at fault or if there is no at-scene investigation.
- C. When the involved party determined to be most at fault is either physically arrested or issued a citation for the PCF, enter an "X" in the Cited - Yes box. If no citation was issued or arrest made, enter "X" in the No - box.
- D. Should there be more than one violation, choose the violation which contributed most to the collision.
- E. When the involved party most at fault is under-the-influence of alcohol and/or drugs, the primary collision factor shall be the 23152(a) VC (misdemeanor DUI) regardless of whether the arrest/booking charge is for felony DUI. Enter other violations under "Other Associated Factor."

NOTE: If a drug or alcohol section applies to a party determined not to be "at fault" in the traffic collision, the PCF would be recorded as the violation of the party at fault and the DUI would be entered in the "Associated Factors" box. The item selected under Sobriety-Drug-Physical should be compatible with PCF in regards to alcohol or drugs.

EXAMPLES:

- 1. Party #1, under-the-influence of alcohol, failed to stop for a posted stop sign (22450 VC) and collided with Party #2 within the intersection. The PCF should reflect Party #1 for violation of 23152(a) VC. Other Associated Factor should reflect Party #1 for 22450 VC.

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2. Party #1, driving at an unsafe speed for conditions (22350 VC), rear-ending Party #2 who was stopped at a red traffic signal. The investigation revealed that Party #2 was under-the-influence of alcohol but was not the primary cause of the collision. The PCF for Party #1 should be 22350 VC. Other Associated Factor should be 23152(a) VC for Party #2 and "N" None Apparent for Party #1.

"B" Other Improper Driving

- A. This element would be selected only when no specific code violation is applicable as the main or primary cause of the collision.

EXAMPLE: While on private property, a driver operates a vehicle at an unsafe speed and crashes.

- B. This element should not be used as a "catch-all" to relieve the officer of his responsibility for determining a code violation as the primary collision factor.
- C. Place the number of the involved party most at fault in this box when "B" is applicable. If unable to determine, mark an "X" in this box.
- D. Explain this entry in the narrative.

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"C" Other Than Driver

- A. Select "C" when the primary cause of the collision was beyond the control of a driver.

EXAMPLES:

1. A large animal (deer, horse, cow, etc.) runs in front of a vehicle.
 2. Heart attack, epileptic seizure, diabetic coma, etc., which involves injury or property damage.
 3. A driver operating a vehicle properly and safely for visible conditions strikes "black ice" and runs off the road sustaining damage or injury.
 4. Mechanical failure not known or foreseeable through normal and reasonable maintenance; such as the vehicle transmission locks up, an axle breaks from metal fatigue, the steering column locks up, etc.
 5. A vehicle tire throws up a rock which strikes another vehicle's windshield and this is corroborated by statements or physical evidence.
 6. Vehicle collides with parked vehicle door opened into traffic by passenger.
- B. This element should not be used as a "catch-all" to relieve the officer of his responsibility for determining a code violation as the primary collision factor.

"D" Unknown

- A. Explain this entry in the narrative. Type "D" only when it is impossible to determine if elements A, B, or C apply. Explain this entry in narrative.
- B. This element should not be used as a "catch-all" to relieve the officer of his responsibility for determining a code violation as the primary collision factor.

3/363**"E" Fell Asleep**

- A. Select "E" only when the investigating officer can clearly establish that the driver who caused the collision fell asleep.
 - 1. This may be established by the driver's statement when corroborated by physical evidence or by a witness or passenger statement. A driver's statement alone may not be enough to substantiate fell asleep as a PCF.
 - 2. When a driver's statement is in conflict with the physical evidence, further investigation is necessary to establish a PCF of "Fell Asleep."
 - 3. When "Fell Asleep" is established, enter the number of the involved party most at fault in the "Party at Fault" field. Explain in the narrative how Fell Asleep was established as the PCF.
- B. This element should not be used as a "catch-all" to relieve the officer of his responsibility for determining a code violation as the primary collision factor. When a code violation is established in conjunction with Fell Asleep, (22350, 21460 VC, etc.) the violation should be entered in Other Associated Factor.

3/364**WEATHER**

Mark one to two items, A to E. Select the letters which best described the weather at the time of the collision. Also select either F or G if these conditions may have contributed to the occurrence of the collision.

- A. Clear - This element includes partial cloudiness if sunlight is not diminished.
- B. Cloudy - Usually overcast, but may be only partial cloudiness when light is diminished.
- C. Raining - If selected, should agree with Roadway Surface.
- D. Snowing - If selected, should agree with Roadway Surface.
- E. Fog - If this selection is made, the officer will be given an opportunity to enter an estimate of visibility.
- F. Other - Enter description of the condition on the line provided. Remember to include details of the condition in the narrative. Includes conditions such as hail, dust, smoke, etc., because they may impair visibility, and thus may have contributed to the occurrence of the collision. If selected, also select E - Vision Obscurement under Other Associated Factor.
- G. Wind - Select this only when winds are sufficiently strong to make vehicle control difficult and thus may have contributed to the accident.

3/365 LIGHTING

Select the appropriate item which describes the lighting conditions at the collision location and at the time the collision occurred.

- A. This entry must agree with Time.
- B. If "E", "Dark-Street Lights Not Functioning," is selected, explain in the narrative the number of inoperative street lights, their location and reason for malfunction if known.

3/366 ROADWAY SURFACE

Select the one element which best describes the roadway surface condition at the time of the collision in the traffic lane(s) involved. If D - Slippery (Muddy, Oily, etc.) is selected, describe within the "Narrative" the material present, the size of the affected areas, location, etc.

3/367 ROADWAY CONDITIONS

Mark one to two items which best describes the roadway conditions existing at the time of the collision in the traffic lane(s) involved.

- A. Holes, Deep Ruts - Describe their location, size, and depth in the narrative.
- B. Loose Material on Roadway - Includes sand, gravel, dirt, or similar material that a vehicle could drive over. Describe the location and type of material in the narrative.
- C. Obstruction on Roadway - Includes rocks, boxes, structural material, automobile parts, etc., that should, due to size or shape, be driven around. Describe the obstruction in the diagram, sketch, or narrative.
- D. Construction - Repair Zone - A section of highway where construction, repair, or maintenance is being performed. Roadway need not be assigned a speed lower than normal or be restricted as to width.
- E. Reduced Roadway Width - A temporary reduction in the width of the roadway; for example, snow drifts, dirt slides, construction zones, etc. Excludes when a sign is posted reducing the number of lanes or roadway width of a permanent nature.
- F. Flooded - The roadway markings and limits are obscured and would normally affect steering and/or braking. Explain in the narrative the size of the flooded area, depth of water, etc.
- G. Other - Includes conditions not covered in "A" through "F" above.

EXAMPLE: Oil slick on the road, mud slide

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H. No Unusual Conditions - Self-explanatory

NOTE: Except for "H," all of the Roadway Conditions above should be considered CPI and explained in the narrative.

3/368 **TRAFFIC CONTROL DEVICES**

Select the element that best describes the presence and condition of collision related traffic control devices at the time of the collision. "Control devices" include traffic signals (multi phased traffic lights, flashing warning lights); regulatory signs (speed limit), warning, and construction signs (one way signs, sharp curve signs, suggested speed signs, open trench signs, railroad gates, chain control signs, etc.); channelization; and crosswalk markings. Excludes officers or other persons directing traffic.

- A. Controls Functioning - A traffic control device is present and in operating condition.
- B. Controls Not Functioning - A traffic control device is present, but not in operating condition. Explain in narrative.
- C. Controls Obscured - A traffic control device is present and in operating condition, but is obscured from the involved party's line of sight. Explain in narrative how controls were obscured, how determined and what action was taken.
- D. No Controls Present/Factor - A traffic control device is not present or it is not a factor in the causation of the collision. If controls are present but are not a factor, a brief statement as to the type of controls present should be made.

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TYPE OF COLLISION

Select the one element which best describes the general type of collision as determined by the initial injury or damage causing event. Use Elements A through D only if two or more motor vehicles are involved in the first event. Includes a moving motor vehicle striking a parked vehicle. Primary consideration should be given to the direction of travel of the vehicle(s) in motion prior to impact. Bicycles may only be selected "H" - Other. Type of Collision and Motor Vehicle Involved With must be compatible.

- A. Head-On - Two motor vehicles, approaching from opposite directions, make direct contact.

EXAMPLE: The front of one vehicle collides with the front of another; or prior to impact, one vehicle skids sideways causing the side of the skidding vehicle to collide with the front of the other.

- B. Sideswipe - One motor vehicle strikes the side of another with a glancing blow.

EXAMPLE: Two vehicles proceeding in the same direction or from opposite directions, and the side of one vehicle strikes the side of the other.

- C. Rear End - Two motor vehicles, traveling in the same direction, make direct contact.

EXAMPLE: The front of one vehicle strikes the rear of another vehicle; or Vehicle A approaches Vehicle B from the rear and skids sideways during a braking action, causing the side of Vehicle A to strike the rear of Vehicle B.

- D. Broadside - The front of one motor vehicle strikes another vehicle at an angle greater than that which constitutes a sideswipe.

- E. Hit Object - A motor vehicle strikes a fixed object or other object.

- F. Overturned - A motor vehicle overturns and no prior collision caused the overturning. Do not use when the vehicle hits an object and then overturns.

- G. Vehicle/Pedestrian - A vehicle strikes a pedestrian.

- H. Other - An accident not covered in the preceding elements, such as a vehicle backing into another, a vehicle involved with a bicycle, train or animal, an automobile fire, passengers falling or jumping from a vehicle, a bicycle involved with a pedestrian or another bicycle, etc. Explain in the narrative.

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MOTOR VEHICLE INVOLVED WITH

Select the one element which describes what, in conjunction with a motor vehicle, produced the initial injury or damage causing event on or off the road. Motor Vehicle Involved With and Type of Collision must be compatible.

- A. Non-collision - A collision involves a motor vehicle which may occur in any manner other than by collision. There are two types of non-collisions: "Overturning" and "Other Non-collision."

1. "Overturning" is a collision in which a motor vehicle in transport overturns for any reason without a prior collision.

EXAMPLE: Overturning after swerving to avoid a collision, striking a surface irregularity (uneven road surface, holes, bumps, ruts), or due to a shifting load.

2. "Other Non-collision" is any collision involving a motor vehicle in transport, other than overturning, and collision. Includes an occupant falling or jumping from a motor vehicle; damage involving only the motor vehicle - such as striking road surface irregularities (uneven road surface, holes, bumps, ruts); carbon monoxide poisoning; and fire starting in a motor vehicle. Includes a passenger injured from striking the interior of the vehicle due to some motion of the vehicle such as a quick stop.

- B. Pedestrian - A collision involves a bicycle or a motor vehicle in transport and a pedestrian. Includes a person in or operating a coaster wagon, scooter, sled, skateboard, or wheelchair.

- C. Other Motor Vehicle - A collision involves a motor vehicle in transport which comes in contact with another motor vehicle upon the same roadway or upon roadways within an intersection. Falling loads, detached trailers, etc., are considered motor vehicles.

NOTE: Construction machinery, farm and industrial machinery, road rollers, tractors, army tanks, highway graders, and similar devices equipped with wheels or treads while in transport under their own power or towed are motor vehicles. When not in transport, these devices are either "fixed objects" or "other object" depending upon movement.

- D. Motor Vehicle on Other Roadway - A collision involves a motor vehicle in transport which leaves the roadway and collides with another motor vehicle in transport on another roadway.

EXAMPLE: Crossing a median strip and colliding with a vehicle on an opposing roadway.

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- E. Parked Motor Vehicle - A collision involves a motor vehicle in transport and a motor vehicle not in transport. Includes a collision with a motor vehicle which is stopped or parked illegally, but otherwise outside the traffic lanes, such as blocking a driveway, beside a fire hydrant, or in a loading zone. Excludes a motor vehicle stopped or parked in a traffic lane where parking is prohibited.
- F. Train - A collision involves a motor vehicle in transport and a railway train or railway vehicle. Includes collisions involving a railway device, such as railroad cars, set in motion by a train. Excludes collisions where a railway train was involved in a railway accident, such as derailment, prior to involvement with the motor vehicle.
- G. Bicycle - A collision involves a bicyclist. Include only bicyclists as stated in 21200(a) VC (person in or upon any other device, except motorized bicycles, moved by pedaling will be considered a pedestrian).
- H. Animal - A collision involves a motor vehicle in transport and an animal which is herded or unattended. Indicate the type of animal in the space provided. Includes collisions involving wild animals if a person is injured or if there is damage to the motor vehicle.
- I. Fixed Object - A collision involves a motor vehicle in transport and a fixed object. Includes any object attached to or part of the terrain, such as a dirt embankment, boulder, tree, utility pole, traffic signal, guard rail, etc. Also includes removable objects placed for an official purpose such as traffic barricades, construction materials, and construction machinery. Excludes any objects in motion. Identify the object involved on the line provided.
- J. Other Object - A collision involves a motor vehicle in transport and any object which is movable or moving, but not fixed or intentionally placed for an official purpose. Includes an animal-drawn vehicle, ridden animal, street car, object dropped from a motor vehicle (when such object is not in motion), fallen trees or stones, a transit-mix truck while discharging its load of concrete, a snowplow while engaged in snow removal operations, etc. Identify the object(s) involved on the line provided.

NOTE: Any object which is dropped from a motor vehicle in transport and still moving at the time of the collision, is considered part of the load and would be choice "C" - Other Motor Vehicle. Type of Collision would be "H" - Other.

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PEDESTRIAN'S ACTION

Select the element which best describes the action of the involved pedestrian just prior to the collision. If there is more than one pedestrian involved, select only one element for the first pedestrian injured or otherwise involved. Officers shall not make entries for the pedestrian in the "Movement Preceding Collision" category.

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TYPE OF VEHICLE

Select the element which best describes the vehicle(s) involved in the collision. Each column number should correspond to the involved party number on the face page of CHP Form 555. Officers should not make entries in this category in addition to the numerical Vehicle Type coding on the face page of CHP Form 555.

- A. Passenger Car - Includes station wagon. Excludes pickups registered as passenger vehicles, house cars, motor homes, or airport limousines.
- B. Passenger Car with Trailer - Includes a passenger car towing a trailer of any type or size or another motor vehicle when towed by rigid means.
- C. Motorcycle/Scooter - Includes a motor-driven cycle and excludes a motorized bicycle (moped).
- D. Pickup/Panel Truck Includes pickup or panel trucks regardless of license plate, a pickup with a camper unit attached, walk-in vans and van-type buses designed for carrying more than 10, but not more than 15 persons for nonprofit car pools or private use.
- E. Pickup or Panel Truck with Trailer - The trailer may be of any type or size, or another motor vehicle when towed by rigid means.
- F. Truck or Truck Tractor - A truck or truck tractor operated singly. Excludes a pickup.
- G. Truck or Truck Tractor with Trailer(s) - Includes any truck with one or more trailers or semi-trailers. Excludes a pickup.
- H. School Bus - Includes school buses displaying school bus signs and warning lamps whether or not in use for pupil transportation at the time of collision. Also includes a School Pupil Activity Bus and a Youth Bus.
- I. Other Bus - Other than a school bus. A "bus" is any motor vehicle designed for carrying more than ten persons including the driver and used or maintained for the transportation of passengers. Excludes vehicles designed for carrying not more than 15 persons, including the driver, in nonprofit car pools or private use (233 VC).
- J. Emergency Vehicle - An authorized emergency vehicle whether or not in emergency operation at the time of collision (165 VC).

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- K. Highway Construction Equipment - A vehicle which meets the Vehicle Code definition of special construction equipment (565 VC) and is used primarily for highway construction or maintenance. Select this category only when such a device is outside the limits of a highway construction, alteration or repair project, and is not performing work upon the surface of a highway at the time of collision.

NOTE: While operating within a construction or repair zone, or while performing work upon the surface of a highway, an operator of the above equipment is not subject to the on-highway provisions of the VC, except 25268 and 25269 VC. If involved in a collision, this device is considered to be machinery and would be selected in Motor Vehicle Involved With as "I" - Fixed Object or "J" - Other Object, depending upon movement.

- L. Bicycle - A bicycle is a device upon which a person may ride, propelled exclusively by human power through a belt, chain or gears, and having one or more wheels (231 VC).
- M. Other Vehicle - Select this element for a vehicle not defined in Elements "A" through "I" and "O" Enter the vehicle type and explain in the narrative. Includes any conveyance not meeting the above definitions, such as motor home, farm equipment, farm labor vehicle, animal drawn vehicle, ridden animal, airport limousine, passenger van, unknown, etc.
- N. Pedestrian - Any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle.
- O. Moped - A "motorized bicycle" as defined in 406 VC (whether the motor is operating or not).

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OTHER ASSOCIATED FACTOR

Select one or two element(s) for each involved party which best describe(s) the involved party's action and/or vehicle condition(s) that have contributed to the occurrence of the collision. Elements selected should be consistent with the narrative explanation.

- A. VC Section Violation - For the involved party, enter the VC section which could have been a factor in the occurrence of the collision. The section entered here for the involved party most at fault would be different from the section entered in Primary Collision Factor. The Primary Collision Factor may, however, be entered here if it applies to other parties.

NOTE: If a mechanical violation was a factor in the collision, enter the appropriate VC section here instead of selecting "K" (Defective Vehicle Equipment). If a citation was issued for the violation enter "X" in the "Cited Yes" box. If no citation was issued, enter "X" in the "Cited No" box.

EXAMPLES:

1. Both drivers are under-the-influence of alcohol and/or drugs.
2. A driver fails to stop for a red traffic signal and collides with another vehicle in an intersection. The VC violation entered in the "Other Associated Factor" category could be 22350 VC (exceeding the safe speed limit) while the Primary Collision Factor could be 21453 a VC (failure to stop for a red traffic signal).
3. An intoxicated driver weaves across the center line on a two-lane highway and collides with another vehicle going in the opposite direction. The Primary Collision Factor would be driving under-the-influence of alcohol (23152 a VC), while the Other Associated Factor may be wrong side of road (21650 VC).

- B. VC Section Violation - Same as "A" above, for next involved party.
- C. VC Section Violation - Same as "A" above, for third involved party.
- D. This Section is not used, but is retained to maintain the alphabetical criteria in the computer program.
- E. Vision Obscurement - Indicate the type of obscurement in the space provided. Select this if F - Other under Weather is indicated.
- F. Inattention - Select this element if, in the opinion of the officer, inattention was an associated factor in the collision. Do not use this element as a "catch-all." In the narrative explain the inattention and how it was established.

EXAMPLE: Adjusting radio, lighting cigarette, conversing with passengers.

- G. Stop & Go Traffic - Self-explanatory

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- H. Entering/Leaving Ramp - Select this element when the driver states, or there is evidence that, an on or off ramp was involved.
- I. Previous Collision - Select this element if any obstruction, including traffic congestion, was present due to a prior collision and was a factor associated with this collision.
- J. Unfamiliar With Road - Self-explanatory
- K. Defective Vehicle Equipment - Select this element if the defect contributed to the occurrence of the collision. Identify the type of defect on the line provided, such as brakes, headlights, etc. If a VC violation for the defect has already been identified in Elements "A" through "F", leave this element blank. If not, enter the VC Section, and indicate whether or not the party was cited. Enter "X" in the appropriate "Cited" box.
- L. Uninvolved Vehicle - Select this element in the column for the involved party which claims that another vehicle contributed to the occurrence or the collision. This element is selected when the other vehicle sustained no damage, and there is no evidence to indicate that the driver of the other vehicle committed a violation to cause the collision. "Uninvolved Vehicle" and driver information may be entered in the narrative at the discretion of the officer.

NOTE: Uninvolved vehicle as used in this element excludes a "non-contact vehicle," since a "non-contact vehicle" as defined requires evidence of a traffic violation and is corroborated by a disinterested witness and will be listed as a "Party."

- M. Other - Select this element when a factor other than A through L was present.

EXAMPLE: A driver swerved to avoid an object in the roadway. If desired, enter a short description of the element and explain this entry in the narrative.

- N. None Apparent - Self-explanatory
- O. Runaway Vehicle - A vehicle unintentionally set in motion or out of control and which accelerates uncontrollably due to mechanical failure, physical impairment or being driverless. Includes brake failure, improper shifting or failure to downshift, stuck throttle or no steering; persons who are unconscious or deceased at time of impact; or brakes which slip on parked vehicles.

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MOVEMENT PRECEDING COLLISION

Select the proper letter which best describes the action of each vehicle prior to the collision and before evasive action begins. THIS MOVEMENT DOES NOT HAVE TO CORRESPOND WITH THE PRIMARY COLLISION FACTOR. At least one vehicle must have movement. Do not include pedestrian actions.

- A. Stopped - Select for a vehicle not moving but on the roadway (excludes shoulder). A stalled, disabled, or abandoned vehicle on a roadway is considered stopped. Do not use for vehicles in designated parking areas and vehicles within intersections preparing to turn (See "O" - Parked, "D" - Making Right Turn, "E" - Making Left Turn).
- B. Proceeding Straight - Select this element for a vehicle proceeding straight ahead. A vehicle following the curve of a roadway is proceeding straight. A vehicle involved in a collision on the roadway while in a curve should be coded proceeding straight. However, a vehicle which runs off the road at a curve should be indicated "C" - Ran Off Road.
- C. Ran Off Road - Select this element if the motor vehicle left the road (includes paved or unpaved shoulder) prior to the collision and before evasive action began. Includes vehicles which would have left the road had their movement not been halted by colliding with protective barriers such as the guardrail, concrete walls or median barriers which are generally placed adjacent to but outside the road.
- D. Making Right Turn - Select this element for a vehicle making a right turn at an intersection or into a private drive, or a vehicle stopped within an intersection preparing to turn right. Includes illegal right turning movement, such as a right turn when prohibited or when out of position. This excludes any lane change movement or turning movement to pass other vehicles. Does not apply on freeways.
- E. Making Left Turn - Select this element for a vehicle making a left turn at an intersection or into a private drive, or a vehicle stopped within an intersection preparing to turn left. Includes illegal turning movements, such as a left turn when prohibited or when out of position. This excludes any lane change movement or turning movement to pass another vehicle. Does not apply on freeways.
- F. Making U Turn - Select this element for a vehicle turning in order to proceed in the opposite direction.
- G. Backing - Select this element for a motor vehicle backing up, except when associated with parking ("K" - Parking Maneuver).
- H. Slowing, Stopping - Select this element for a motor vehicle in the process of slowing or stopping the forward movement of the vehicle. Speed is not a factor in determining whether this movement applies.

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- I. Passing Other Vehicles - Select this element if a motor vehicle on a two-way/two-lane road moved into the opposing lane in order to pass another vehicle going in the same direction. This excludes any movements where the passing vehicle and the over-taken vehicle are traveling in the same direction in separate lanes ("J" - Changing Lanes).
 - J. Changing Lanes - Select this element for a motor vehicle making a lane change on a roadway divided into two or more clearly marked lanes for traffic in one direction. Example, a violation of 21658 (a) VC (unsafe lane change) when a vehicle in the number one lane of a multi-lane road changing lanes into the number two lane, sideswipes another vehicle traveling in that lane; or a vehicle in the number one lane of a multi-lane road unintentionally drifts into and sideswipes a vehicle in the adjacent lane.
 - K. Parking Maneuver - Select this element for a motor vehicle in the process of parking. This applies to any movement associated with parking (parallel or angle) a vehicle whether or not the area is legally designated for parking. Includes a vehicle entering a designated parking area; an area where normal usage permits parking, such as a curb or shoulder; or an area where vehicles are parked illegally outside of a traffic lane. This excludes a vehicle backing from a parked position in an attempt to enter traffic; for example, a vehicle backing from a diagonal parking area or other type "parking strip" (L - Entering Traffic).
 - L. Entering Traffic - Select this element for a motor vehicle entering a designated lane of traffic from a shoulder, median, parking strip, alley or private drive. Usually this is a forward movement, but may include a backing movement associated with leaving a parked position.
 - M. Other Unsafe Turning - Select this element for a motor vehicle making a turning movement not described in other elements.
- EXAMPLE:** A violation of 22107 VC (unsafe turning movement). Do not use for a vehicle making a lane change ("J" - Changing Lanes). Do not use coding "Other Unsafe Turning" on freeways. Code "R" - Other for unsafe turning on freeways, 22107 VC.
- N. Crossed into Opposing Lane - Select this element for a motor vehicle making an involuntary or unplanned movement into an opposing lane of traffic on a two-way road. Do not use for a vehicle that runs off the road and crosses a median prior to collision on other roadway.
 - O. Parked - Select this element for a motor vehicle not moving and outside of a traffic lane. Includes a vehicle stopped on a shoulder or in another area where parking is designated or permitted; or a motor vehicle parked illegally, but otherwise outside of a traffic lane, such as blocking a driveway, beside a fire hydrant, or in a loading zone. This excludes a vehicle stopped or parked in a traffic lane where prohibited, such as double parked, in a tunnel, or on a bridge. Indicate these vehicles Stopped (A - Stopped).

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- P. Merging - Select this element for a vehicle merging into traffic preceding the collision. Example, a vehicle entering traffic from an on ramp, merging because the road narrows from four to three lanes, or a vehicle exiting a traffic lane onto a collector road.
- Q. Traveling Wrong Way - Select this element for a motor vehicle proceeding opposite to the designated direction of traffic.
- R. Other - Make this selection for a motor vehicle's or bicycle's movements not defined in Elements "A" through "Q."

EXAMPLE: Motor vehicles passing or traveling on the shoulder or which veer onto the shoulder and strike a parked vehicle, pedestrian, or other object. Also select for non-motor vehicles including herded or ridden animals and animal drawn conveyances. Describe the movement on the line provided. This section excludes a pedestrian.

3/375

SOBRIETY, DRUG / PHYSICAL

Select one to two element(s) for each involved party which best describe(s) the condition of each involved party with regard to alcohol, drugs, or physical impairment.

- A. Had Not Been Drinking - Self-explanatory.
- B. HBD-Under Influence - HBD and is under-the-influence of alcohol. Do not use for parked or driverless vehicles ("H" - Not Applicable).
- C. HBD-Not Under Influence - HBD but not under-the-influence of alcohol. If this element is selected, explain in the narrative how the "drinking" was established and the method used to determine the party was "not under-the-influence. "Do not use for parked or driverless vehicles ("H" - Not Applicable).
- D. HBD-Impairment Unknown - HBD but it is impossible to determine the extent of impairment.

EXAMPLE: The involved party was unconscious when removed from the scene, or was fatally injured in the collision. If, as the result of a chemical test, the involved party is later determined to have been under-the-influence and collision report copies have already been distributed, submit the updated sobriety information on a Supplemental. Do not use for parked or driverless vehicles ("H" - Not Applicable).

- E. Under Drug Influence - The involved party appears to be under-the-influence of a drug other than alcohol. Explain in the narrative the type of drug known or suspected. Do not use for parked or driverless vehicles ("H" - Not Applicable).

NOTE: When either "B," "C," "D," or "E" is marked, a Driving Under-the-influence Arrest Report face sheet, Form 5.2.5, is required.

- F. Impairment-Physical - The involved party has physical handicaps such as paralysis, special braces, etc. Includes parties who suffered a heart attack, epileptic seizure, diabetic coma, or other physically incapacitating impairment which may have contributed to the collision. This excludes defective eyesight or hearing if these impairments were adequately corrected at the time of the collision. Do not use for parked or driverless vehicles ("H" - Not Applicable).
- G. Impairment Not Known - The collision involves a hit and run driver(s), or the existence of an impairment cannot be determined.
- H. Not Applicable - The motor vehicle is parked at the time of the collision. Do not select this element for an involved party if any element "A" through "G" is applicable.
- I. Sleepy/Fatigued - The involved party is not physically handicapped, but appears functionally impaired. Also select if the party had fallen asleep prior to the collision. Do not use for parked or unoccupied vehicles.

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SPECIAL INFORMATION

Hazardous Materials

- A. Select this element to indicate the collision involves a vehicle known to be, or believed to be transporting "Hazardous Materials" as defined in 353 VC when any of the following apply:
1. There is a release of hazardous materials from any package or container, including a cargo tank (except a vehicle fuel system spilling less than 42 gallons).
 2. Hazardous materials packages or containers have fallen or dropped to the highway without release of their contents.
 3. There is continuing danger to life or health at the scene due to presence of the hazardous materials.
- B. When this line is coded, the narrative portion of the report should include as a minimum:
1. Information identifying the material(s) by name
 2. Hazardous class
 3. Quantity involved
 4. Nature of hazardous materials involvement
 5. Cleanup involved
 6. If there was continuing danger of life or health at the scene.

3/377 SKETCH INSTRUCTIONS

A sketch shall be made for every report when a full diagram is not required (Traffic Manual 3/201).

- A. When more detail or space is required, a large sketch may be drawn on the Factual Diagram Page of CHP Form 555.
- B. The sketch of the collision scene should be in proper proportion. The use of a diagram template or straight edge is **recommended** to improve the clarity of the sketch.
 - 1. Identify the compass direction "North" by placing an arrow in the circle located in the upper right corner of the sketch box (North should be the top of the paper).
 - 2. Identify all highways by official route number or name.
 - 3. Identify all relevant elements of the collision scene, such as stop signs, fences, trees, rock walls, etc.
 - 4. Identify structures or objects involved in the collision, location of traffic control devices, vision obscurement, and unusual or temporary conditions, such as barricades in a repair zone.
 - 5. Write parallel to the bottom of the page so that entries may be read horizontally.
- C. To ensure uniformity in description and interpretation, the following basic symbols should be used for a SKETCH only.

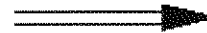
- 1. Vehicle (not parked) or bicycle



- 2. Pedestrian or animal



- 3. Train



- 4. Parked vehicle



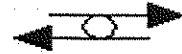
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D. Examples of the use of the symbols are shown below. The small circle identifies the AOI or the POI.

1. Head-on



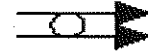
2. Head-on sideswipe



3. Rear end



4. Overtaking sideswipe



5. Broadside



6. Approach turn



7. Overtaking turn



8. Out of control spin out



9. Overturned (Maximum of 2 loops regardless number of overturns)



10. Vehicle backing



E. Show all POI/AOI on the sketch. Where additional POI/AOI are indicated, number them consecutively within each circle beginning with the initial POI. Explain each POI in the narrative.

F. Identify paths of vehicles before POI/AOI by solid lines even though the vehicles may have been moved prior to the officer's arrival. Place an arrowhead at each POI (small circle) shown on the sketch. Number the solid lines as necessary to identify vehicles.

G. Identify paths of pedestrians or animals by dashed lines.

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MISCELLANEOUS

- A. This space shall be used by officers to record their partner officer's name and serial number.
- B. This space shall be used to record the VIN number of a vehicle that does not have a license plate.

TRAFFIC MANUAL

3/380 INJURED/WITNESS/PASSENGER PAGE, CHP 555 FORM SET

The information entered in this section identifies an injured party, witness or passenger. The term "injured" refers to a person who has incurred any injury or complains of pain as a result of the collision. The term "witness" refers to a non-injured, non-involved person. The term "passenger" refers to a vehicle occupant. Witness are assigned sequentially numbers. When possible, list injured persons first in order of injury severity.

3/381 PAGE NUMBER

The CHP INJURED/WITNESS/PASSENGER page shall be inserted immediately following the last TRAFFIC COLLISION CODING page and numbered accordingly.

3/382 DATE OF COLLISION/TIME/NCIC NUMBER/OFFICER I.D./NUMBER

Complete these boxes on each side of the CHP 555 Form Set and CHP Form 556. Enter the numeric month, day, year, time, NCIC number, the employee's serial number and DR number as completed on the first page of the original CHP Form 555. These categories are used to identify each Traffic Collision Reported to SWITRS and shall be the same on every page of the report.

3/383 WITNESS ONLY/PASSENGER ONLY

Select the appropriate box if the person is a witness or uninjured passenger. A passenger, who could provide witness testimony, should be listed as "Passenger Only." Include all passengers in each vehicle.

3/384 AGE

Enter age of party, passenger or witness. If age is estimated, indicate by entering a question mark after age in the Age box.

3/385 SEX

Enter "M" for male or "F" for female.

TRAFFIC MANUAL

3/386 EXTENT OF INJURY (Party or Passenger)

Select the one box which best describes the condition of the injured party.

- A. Fatal Injury - Dead at the time the collision report is prepared, or any injury resulting in death within 30 days of the accident.

NOTE: The unborn fetus of a pregnant female involved in a traffic collision will be counted as a fatal injury if the coroner attributes the death to the collision.

- B. Severe Injury - Any serious, incapacitating injury which normally requires hospitalization, other than for observation, and prevents the person from walking or driving. This includes bone fractures, severe internal injury, unconscious, coma, dismemberment, etc.

- C. Other Visible Injuries - Includes bruises, which are discolored or swollen places where the body has received a blow (includes black eyes and bloody noses); and abrasions, which are areas of the skin where the surface is roughened or broken by scratching or rubbing (includes skinned shins, knuckles, knees and elbows). A little blood generally oozes from abrasions.

- D. Complaint of Pain - This classification may include any of the following:

1. Persons who seem dazed, confused, or incoherent (unless such behavior can be attributed to intoxication, extreme age, illness, or mental infirmities).
2. Persons who are limping, but do not have visible injuries.
3. Any person who is known to have been unconscious as a result of the collision although it appears he has recovered.
4. Any persons claiming an injury.
5. Verified internal or other nonvisible injuries.
6. Fraudulent claims of injury.

3/387 INJURED WAS

Select the appropriate classification of the injured party. If other is used, explain in the narrative.

3/388 PARTY NUMBER

Enter the number of the involved party with which the injured person or passenger is associated.

TRAFFIC MANUAL

3/389 SEATING POSITION

Enter the numeric code for the seating position of each party and passenger. Select the seating position numeric code from the "Seating Position" legend on page 2 of the CHP 555 Form Set (Traffic Manual 3/359).

3/390 SAFETY EQUIPMENT

Enter the appropriate alpha code for the safety equipment of each party and passenger. Select the safety equipment alpha code from the "Safety Equipment" legend on page 2 of the CHP 555 Form Set. Mention additional equipment in narrative (Traffic Manual 3/360).

3/391 EJECTED

Enter the numeric code for the ejected box of each party or passenger(s). Select the appropriate alpha code from the "Ejected" legend on page 2 of the CHP 555 Form Set (Traffic Manual 3/361).

NOTE: Age, Sex, Extent of Injury, Injured Was, Party Number, Seating Position, Safety Equipment and Ejected boxes are mandatory and shall be completed for all parties and passengers. The seating position, safety equipment and ejected boxes will be left blank for pedestrians.

3/392 NAME/DOB/ADDRESS/TELEPHONE

- A. Enter the injured person's full name, first name first. Entries such as "Driver No. 1" or "Pedestrian No. 3" are acceptable if the injured party is on the face page.
- B. Date of birth, self explanatory.
- C. Address with ZIP Code, home and business phone numbers with area codes.

NOTE: If the witness or passenger is not available by phone, enter "no phone."

TRAFFIC MANUAL

3/393 TRANSPORTED BY/TAKEN TO (Injured only)

Enter the name of the ambulance service or party who transported the injured person. Also enter the name of the doctor and/or hospital, including the city and state, where the injured party was transported. If the person will seek their own aid, enter the applicable information.

EXAMPLES:

- A. Seek own aid
- B. Own transportation. Will see Dr. Smith, Palo Alto, CA.
- C. LAFD RA35 Jones #J1234 & Smith #S5678 transported to Los Angeles County Medical Center, Los Angeles, CA.

NOTE: On "Late-Reported" collisions, where injuries are claimed, the officer shall ascertain if medical treatment was received and enter the name of the doctor and/or hospital, including the city and state, where the injured person received treatment or "No Medical Treatment," as applicable (Traffic Manual 3/201).

3/394 DESCRIBE INJURIES

- A. Briefly describe the type of injury sustained by the person. Include the hospital's patient number and by whom treated. If a traffic felony occurs, be specific (number of sutures).
- B. If the person dies, include date and time that death was pronounced, where, by whom, and the coroner's case number.
- C. Describe known or suspected injuries to uninvolved persons resulting from exposure/contamination to or by a hazardous substance and how exposed (inhalation, skin contact, etc.). Do not include these injuries in the number injured count and do not complete "Extent of Injury."

3/395 VICTIM OF VIOLENT CRIME NOTIFIED

When a Victim of violent crime is notified and a LAPD form 03.17.0 (Victim's Report Memo) is issued, enter an "X" in the appropriate box.

NOTE: A form 03.17.0 shall be given to all victim's of violent crime. The term "Victim of Violent Crime" means any death or injury resulting from the operation of a motor vehicle, when such death or injury is sustained by another as a result of a driver in violation of 20001 VC, 23152 VC or 23153 VC (Department Manual 4/203.35).

TRAFFIC MANUAL

3/396

PREPARER'S NAME/I.D. NUMBER/MONTH, DAY, YEAR

Enter the name and serial number of the officer that completed this page of the report, also the month, day and year it was completed.

NOTE: The name, serial number and date on the bottom of each page should reflect the officer that completed that page, this information need not be the same on each page.

TRAFFIC MANUAL

3/398

FACTUAL DIAGRAM PAGE, CHP 555 FORM SET

3/399

FACTUAL DIAGRAM PAGE

This page is used to complete POI/AOI diagrams. Officers may complete a factual diagram(s) in addition to a POI/AOI diagram when they deem necessary in order to clarify physical evidence.

- A. A collision diagram is required on all Traffic Collision Reports if sketch criteria does not apply (Traffic Manual 3/201).
- B. DATE OF ORIGINAL INCIDENT, TIME, NCIC NUMBER, OFFICER I.D. Complete each of the boxes on this line with the appropriate information.

NOTE: Date, Time, NCIC Number, and Officer I.D. (employee serial number) shall be completed in the same way on the top of each page of the traffic collision report, as they comprise the four fields which identify each collision report in the SWITRS computer files.

- C. Enter the report DR number.
- D. On full page diagram, the diagram is to be made to scale or as close to scale as possible.
- E. The standard scale used by the Department for traffic collision diagrams is "one inch equals 20 feet" (1" = 20'). The scale used shall be entered after the (scale=) space. If the diagram is not drawn to scale, leave this space blank.
- F. Whenever a Traffic Collision Report is made at an Area desk, make the diagram as accurate as possible with the aid of a map and information obtained from the reporting party.
- G. The following information shall be shown on the diagram:
 - 1. Names of the primary and secondary streets
 - 2. Street widths
 - 3. Each vehicle at each POI/AOI
 - 4. Each vehicle's direction of travel
 - 5. Location of all traffic controls
 - 6. Sidewalks that establish unmarked crosswalks
 - 7. Vision obscurement - blind intersections, construction zones, etc.
 - 8. The scale used, include scale bar

NOTE: The light blue grid lines on this page will not reproduce when photocopied.

3/399

H. Preparer's name/I.D. number/month, day, year

Enter the name and serial number of the officer that completed this page of the report, also the month, day and year it was completed.

NOTE: The name, serial number and date on the bottom of each page should reflect the officer that completed that page, this information need not be the same on each page.

TRAFFIC MANUAL

3/400 NARRATIVE/SUPPLEMENTAL, CHP FORM 556

The Narrative/Supplemental, CHP Form 556, is a dual purpose form. When the CHP Form 556 is used as a narrative is shall be numbered as a page of the original Traffic Collision Report. This form may also be used as a supplemental.

3/410 CHP FORM 556, NARRATIVE

The CHP Form 556 Narrative is used to record the findings of fact resulting from the investigation. It includes the information gathered at the scene of a traffic collision and reflects the officer's investigative ability. Factual information is entered in a logical sequence.

NOTE: **Opinions of officers, other than those opinions pertaining to primary cause and sobriety, shall not be included.**

THE MOST IMPORTANT ELEMENT OF A TRAFFIC COLLISION REPORT IS THE AT-SCENE INVESTIGATION.

3/413 PAGE NUMBER

The CHP Form 556 Narrative shall be numbered as a page of the report.

3/414 DATE OF ORIGINAL COLLISION/TIME/NCIC NUMBER/OFFICER I.D.

Complete these boxes on each side of the CHP 555 Form Set and CHP Form 556. Enter the numeric month, day, year, time, NCIC number, and the employee's serial number as completed on the first page of the original CHP Form 555. These four categories are used to identify each Traffic Collision Reported to SWITRS and shall be the same on every page of the report.

3/415 NUMBER

Enter the original report DR number.

3/416 "X" ONE

- A. "X" the Narrative box to indicate the CHP Form 556 is being used as a narrative.
- B. "X" the Collision Report box to indicate this is a narrative to a traffic collision.

3/417 TYPE OF SUPPLEMENTAL

Leave these boxes blank when being used as a narrative.

TRAFFIC MANUAL

3/418 CITY/COUNTY/JUDICIAL DISTRICT

Optional, when using as a Narrative report.

3/419 REPORTING DISTRICT/BEAT

Optional, when using as a Narrative report.

3/420 CITATION NUMBER

Optional, when using as a Narrative report.

3/421 LOCATION/SUBJECT

Optional, when using as a Narrative report.

3/422 STATE HIGHWAY RELATED

Optional, when using as a Narrative report.

3/424 PROPERTY DAMAGE

Include any additional property damaged that is not listed on page 2 of the CHP 555 Form Set.

3/425 REQUIRED HEADINGS

The minimum information required on CHP Form 556 Narrative shall include but is not limited to, the following headings.

- A. Collision Summary - A word picture of the events of the collision (Traffic Manual 3/427).
- B. Points/Areas of Impact - Include how the POI/AOI was established and/or substantiated (Traffic Manual 3/428).
- C. Upon Arrival - (Traffic Manual 3/429)
 - 1. Every traffic collision report **SHALL** include the time that the officers received the call and the time the officer's arrival to the scene.
 - 2. Document the "at rest" positions of all vehicles and the locations of parties, passengers and witnesses on any collision investigation that requires a scale diagram.

3/425

- D. Traffic Controls - If controls were present describe the type and if involved (Traffic Manual 3/430).
- E. Physical Evidence - Include tire marks, gouge marks and all physical evidence (Traffic Manual 3/431).
- F. Lighting - Include natural or man-made (Traffic Manual 3/432).
- G. Photographs - Include the name and serial number of the person taking photographs, the "C" number and a brief description of what the photographs depict (Traffic Manual 3/433).

NOTE: In the event no photographs are taken and the "none" box is marked on page 1 of the collision report, it is not necessary to include "Photographs" heading.

- H. Injuries - This heading is only required when the medical information exceeds the space provided on the "Injured/Witness/Passenger" page (Traffic Manual 3/112).
- I. Remarks - Include any additional pertinent information (Traffic Manual 3/435).
- J. Interview Summary - Statements (Traffic Manual 3/436).

NOTE: Verbatim statements shall be taken in collisions involving fatal injury, severe injury likely to cause death, traffic felonies and City liability.

- K. Arrest and Filing - These headings shall be the last headings in the narrative (Traffic Manual 3/437, 3/438).

NOTE: Additional heading may be used to document other pertinent information.

3/427

COLLISION SUMMARY

- A. The collision summary is a word picture of the traffic collision and must depict all of the occurrences and points of impact in the traffic collision.
- B. When an investigation is not conducted at the scene, the collision summary shall be prefaced by a statement as to where the report was taken.

EXAMPLE: "All information in this report was obtained from Party #2 at 77th Street desk."

3/427

C. The collision summary shall include all of the following:

1. Party/vehicle number(s) and other damaged property
2. Directions of travel
3. Names of the streets
4. Lane numbers for lanes involved
5. All points or areas of impact
6. Action of each party after the initial POI/AOI

D. Officers **SHALL** use the word "COLLIDED."

3/428

POINTS/AREAS OF IMPACT (POI/AOI)

Indicate all points/areas of impact including the original POI/AOI.

- A. Indicate what quadrant all measurements were taken from.
- B. Indicate how each point/area of impact was established and substantiated (measured, paced or estimated).
- C. All points/areas of impact shall be taken from the same quadrant whenever practicable. When this is not possible, document which quadrant was used for each measurement.
- D. When using other than the quadrant method for scene measurements indicate which measuring technique was utilized.

EXAMPLE: POI #2 between V-1 and V-3 was 14' N/S of Temple Street and 16' E/W of Main Street.

3/429

UPON ARRIVAL

- A. Every Traffic Collision Report **SHALL** include the time that the officers received the call and the time the officer's arrival to the scene.
- B. Document the "at rest" positions of all vehicles and the locations of parties, passengers and witnesses on any collision investigation that requires a scale diagram.

Indicate the description, location, condition, and visibility of all signals, signs, or roadway markings involved. If the collision occurs in an intersection, a brief notation of the controls present should be made regardless of involvement. If the controls are damaged from the collision, indicate who was notified and who made the notification.

- A. Tri-light Signals - Indicate whether properly operating, extended mast arm, upright, 3-phase, 4-phase, 8-phase, etc., green arrows, trip plate actuated, traffic sensor actuated, and whether signals were clearly visible.
1. If it appears that a party has failed to obey the signal, describe the signal phasing.
 2. The signal should be timed as soon after arrival at the scene as possible in order to obtain, as near as possible, the timing that was in effect at the time of the traffic collision. Note the time the phasing was obtained. Do not use timing from the control sheet inside the control box.
 3. Types of Signal Phasing:
 - a. Fixed timed or standard on a 50-second through 90-second cycle.
 - b. Traffic sensor actuated - signal goes through a cycle when vehicles drive over the sensor. This type will almost always be in conjunction with offset left-turn lane green arrows, but in some instances the traffic signal loops will control all signals at an intersection.

Type of phasing may be verified by calling Traffic Control Records, extension 52257 (0745 hours to 1615 hours).
 - c. Include the time the phasing was obtained.
 4. Note location and condition of limit lines or crosswalk.
- B. Boulevard Stop Signs - State if standard, erect, in good order, and if clearly visible to approaching vehicles. If a probable violation is indicated, give the exact location of the sign, using the coordinate method. Establish the legal stopping point by noting a marked crosswalk and/or limit line.
- C. Posted Signs - In collisions involving a violation of a posted sign, including speed posting, officers should record the description, location, and visibility of the sign. Portable signs mounted on standards should be documented in the same manner.
- D. Marking - Describe existing markings on the roadway in collisions involving turning movements at intersections ("Left Turn Only" or "Right Turn Only"). Include the location of the applicable marking, the condition of the paint, the color, and visibility.
- E. Painted Lines - Give the types of line(s), single or double, solid or broken, width, condition of paint, the color, location, and visibility.

3/430

- F. Traffic Lane Designation - When reporting an incident in which traffic lanes are a factor, the following procedure shall be used for traffic lane designations:
1. Traffic lanes shall be numbered consecutively from left to right for each direction of travel.
 2. The direction of travel shall be indicated by the appropriate abbreviation ("N," "S," "E," or "W").
 3. When an offset lane is provided in the center of a street or roadway for a left turn only, that lane shall be designated the "offset left-turn lane," and the lane to its right shall be lane #1.
- G. Center Separations and Left-Turn Lanes - When a street or roadway has an area in the center bounded on both sides by curbs or double lines, that area shall be designated the "divider strip." Broken lines denote two-way left-turn center lanes.
- H. Crosswalks - Crosswalk information shall be included in all collisions involving pedestrians or if the crosswalk line is necessary to establish location of required stopping, include location, condition of the paint, and width of the crosswalk. If the crosswalk is not painted (unmarked crosswalk):
1. Include width of sidewalk from property line to roadway edge (Traffic Manual 3/106 and 3/124).
 2. Include width of parkway, if applicable.
 3. Indicate distance of any offset in the prolongation of sidewalk.
 4. Indicate on the diagram the exact shape of the corners involved.
 5. Show any objects blocking the path of crosswalks.
 - a. Parked vehicles (common at "T" intersection)
 - b. Excavation or repair
 6. Include angles of intersecting streets
 7. Attempt to determine the exact location of a pedestrian in or near an unmarked crosswalk from statements and physical evidence.

3/431 PHYSICAL EVIDENCE

This heading is designated for documentation of **ALL** physical evidence including tire marks and items removed and booked into property. Include where evidence was found, who recovered the evidence, who booked the evidence and where evidence was booked.

Enter a description of the physical evidence such as tire marks or gouge marks left by each vehicle prior to the point of impact, and any tire marks and/or scrub marks after impact, up to the at rest position(s). Also document debris patterns, location of pedestrian clothing, etc. If there were no tire marks, give a brief statement to that effect. The following information should help the officer in recognition and use of tire marks:

- A. Measure and describe tire marks exactly as they appear. If unable to measure, indicate the method used to determine their length (paced, estimated).
- B. Have the driver of the concerned vehicle identify his tire marks and, if possible, have other parties and witnesses identify them.
- C. If tire marks are present, take photographs.
- D. Tire marks are formed in four basic types (Traffic Manual 3/1600):
 - 1. Impending - Light gray to black, made before wheels lock.
 - 2. Locked - Black, made after wheels lock.
 - 3. Scrub - Gray to black, occur after impact, good for locating the POI.
 - 4. Yaw (Centrifugal) - An arching tire mark that is black on the outside to gray on the inside.

3/432 LIGHTING

- A. Describe the type of lighting at the time of the investigation, **Daylight or Artificial**.
- B. If artificial lighting, describe the source and location:
 - 1. Number of lamps (single globe, double globe, triple globe, etc.)
 - 2. Type of standard (upright, overhanging)
 - 3. Location
 - 4. Indicate whether the lighting was in working order or not in working order at time of investigation. **DO NOT** give an opinion as to condition (fair, poor, etc.).

3/432

C. Do not use abbreviations ("SGOHMVLS") to describe lighting.

EXAMPLES:

1. DAYLIGHT
 - a. Daylight, clear
 - b. Daylight, overcast
2. ARTIFICIAL LIGHT
 - a. The roadway was illuminated by single globe lamp standards, the closest located 20 feet N/W of POI.
 - b. The roadway was illuminated by lighting supplied from private property (store front, parking lot) located 45 feet south of POI # 2.
 - c. There was no artificial lighting in the area of the collision. The nearest lighting was 400 feet north of PI and consisted of an overhanging single globe lamp standard.

3/433

PHOTOGRAPHS

A. Photos should be taken to depict damage or lack of damage.

B. Officers shall take photographs in the following cases:

1. In all fatal and near-fatal collisions
2. When City property is involved
3. In felony hit and run collisions
4. When evidence may disappear before a follow-up investigation

NOTE: When a unit that is not equipped with a camera has one of the above types of collisions, a traffic collision investigation unit with a camera shall be requested:

5. When photos would be of evidential value.
6. When photos would be of value for education. If photos are taken for educational value, notify the Traffic Safety Unit, TCS, of the DR number and the reason the photo has educational value.

C. Indicate the total number of photographs or rolls of film taken and what each photograph depicts.

3/433

- D. In all cases where photos are taken, complete a Field Photographic Service Request, Form 15.44, and include the control number in the Traffic Collision Report.

3/434 INJURIES

This heading is only required when the medical information exceeds the space provided on the "Injured/Witness/Passenger" page (Traffic Manual 3/113).

3/435 REMARKS

The "Remarks" section is designed for any additional investigative information not contained in a specific portion of the report. It should contain all additional information pertinent to the investigation.

The following information is to be included in the "Remarks" section of the CHP Form 556 when appropriate:

- A. Condition of parties - Examine parties for conditions which might impair driving, such as alcohol or drug intoxication or any physical defects. Include any physical evidence and/or tests which might substantiate initial observations.

1. Record the type of examination given, including the result, time, location, and by whom given.
2. Explain any action taken and conclusions regarding intoxication.
3. When there is a possibility of a traffic felony, a supervisor shall be consulted and apprised of the facts.

NOTE: The elements of the offense are to be established independent of a separate arrest report.

- B. Condition of vehicles

1. Check all vehicles for a possible unsafe condition or load, and include the information on the CHP Form 556.
2. Give the details of any faulty condition observed. Equipment should be inspected to determine whether it was in use or activated at the time of the traffic collision.

3/435

- C. Pertinent physical features at the scene - Describe on the CHP Form 556 any feature which may have had an influence on the collision.

EXAMPLES:

1. Prima facie speed limit. Document the existing conditions at or near the scene that determine the speed zone.
 - a. If posted, include the posting and its location.
 - b. If a blind intersection, establish by measurement as set forth in 22352(a)(2) VC.
 - c. If not posted, establish as a business district or residential district as set forth in 22352(b)(1) VC.
2. Excavations - If a factor, include description and contractor, if known.
3. Road surfaces - if contaminated, include contaminant.
4. Upgrades and/or downgrades - include percentages.
5. Any obscured traffic control devices, BO signals, faded paint, or any engineering defect should be documented.

NOTE: Document action taken to alleviate hazards created by a traffic collision, including the unit or person handling.

- D. License violation information - (vehicle or driver's license) - Document on the CHP Form 556 the elements of the violation.
- E. Hit and run information - When an investigation substantiates a violation of hit and run, document the elements of the violation on the CHP Form 556. Include all pertinent information concerning the hit and run vehicle and/or driver on the Los Angeles Municipal Form, unless driver has been positively identified and is listed as a party on CHP 555 Form Set.

NOTE: Do not place information obtained via DMV on the Los Angeles Municipal Supplement.

3/435

- F. Additional pertinent information - Include on the CHP Form 556 any additional information or any explanations that would be pertinent to the investigation.
 - 1. Temporary Address - When investigation discloses that a party or witness will be in the City temporarily, record the time available here and the temporary and permanent addresses.
 - 2. Questionable Witness - When a witness's statement is impaired by prejudice, factually explain the impairment or describe the actions or statements that indicated prejudice, without including any opinion by the officer(s).
- G. Identity of advising supervisor - Indicate on the CHP Form 556 the name, serial number, and division of assignment of any supervisor making recommendations regarding investigation or arrest.
- H. Follow-up investigation - Show on the CHP Form 556 any further information obtained other than at the scene of the traffic collision. If a follow-up investigation is conducted, document the results under "Remarks."
- I. Notifications - List any notification made to any additional agencies or departments.

3/436

INTERVIEW SUMMARY (Statements)

- A. Verbatim statements shall be taken in collisions involving:
 - 1. Fatal Injury
 - 2. Severe injury likely to cause death.
 - 3. Traffic felonies
 - 4. City liability
 - 5. Filing requests
- NOTE:** Verbatim statements shall be in quotations with the interviewing officer's initials following the statement.
- B. The greatest source of information in collision investigation is found in the statements of parties and witnesses. The most important phase of the investigation is the obtaining of complete and accurate statements which will aid the numerous agencies that will process and utilize these reports.

- C. A witness statement obtained prior to the completion of the Traffic Collision Report should be included in the narrative section, on a CHP Form 556 and numbered as a page of the report.

NOTE: The CHP Form 556 Supplemental should be completed by the officer not the Party, Passenger or Witness.

- D. A complete word picture should be obtained from each party and witness, establishing the point of earliest knowledge of pertinent detail and continuing with a full account of the action witnessed. Whenever possible, the knowledge to be obtained should include the action of the parties:

1. **BEFORE** the collision developed.
2. **DURING** the development, consisting usually of the start of the hazard period up to and including the collision.
3. **AFTER** the collision, describing the action to the point of rest and any further observations such as hit and run, sobriety of parties.
4. Each party involved in a collision must be specifically identified by the other parties and witnesses as the particular participant. Inquiry must then be made as to the elements concerned in the collision. The statements should include **lack of knowledge** as well as knowledge.
 - a. Any discrepancies in statements between parties or witnesses and any variance from the facts indicated by physical evidence must be covered specifically in the statements. Any reason or alibi offered for the cause of the collision must be covered by statements and a study of the evidence. Confronting a driver with physical evidence may lead to an admission.
 - b. The investigation is conducted with the various sections of the Vehicle Code in mind. The statements should specifically cover the elements of the concerned violation, both positive and/or negative observations or knowledge.
 - c. Parties, passengers and witnesses should be interviewed separately in order to obtain their independent knowledge of the facts pertinent to the investigation.

3/436

- E. List all parties, passengers and witnesses indicated on CHP Form 555.
1. Enter only the party number (P-1) of hit and run parties who are not interviewed (P-1 GOA).
 2. Parties and witnesses are listed by party/witness number, last name, and first name, if necessary.
 3. Passengers are listed by last name, first name and vehicle they were associated with (Jones, Bill V-1).
 4. Officers may paraphrase statements if the requirements for verbatim statements do not apply (Traffic Manual 3/436 A).
- F. Statements of a suspect.
1. When the interview of a suspect is conducted statements should be recorded (Traffic Manual 2/100).
 2. If an arrest is made, the investigating officer should request another unit to transport the suspect to the station. The transporting officers should be advised of whether the suspect has been admonished. They should not question the suspect. Should the suspect make any voluntary statements, the transporting officer(s) shall document the statements and shall be listed as witnesses on the Traffic Collision Report.
- G. Statement Verification
- Officers shall repeat the statement in a brief organized form to the person interviewed and inform him that it will be recorded on the Traffic Collision Report as stated. It is the officer's responsibility to determine that the person agrees with the facts as stated and understands the terminology used.
- H. Statements should answer the questions:
1. Who, What, Why, Where, When, How
 2. **Do not** exclude statements of children because of their age. Their statements often cover information that would otherwise be overlooked.
 3. Statements which are obtained by telephone should be so indicated.
 4. When the capacity of a single CHP Form 556 is inadequate, additional CHP Form 556 sheets are to be used.
 5. When common carriers or buses are involved and several passengers are aboard but not injured, it is not necessary to include their statements unless some pertinent information can be obtained.

3/437 ARREST

The arrest heading shall be used on combined traffic collision and arrest reports and on Unbooked DUI's. The arrest narrative shall be in the arrest report format and the Form 5.2.5 shall also be included if required.

3/438 FILING REQUESTS

Use this heading when the investigation reveals the need to file on a party or passenger for a VC violation. All filing requests must be substantiated by statements and/or physical evidence.

- A. If the investigation reveals a violation and the violator was not arrested, request a filing for the violation in this section.
- B. List the name of the violator, party, witness or passenger, the violation(s), and the name, party, witness or passenger, of whoever can testify to the violation.

NOTE: A verbatim statement must be included in the Traffic Collision Report. That statement must establish the identity of the violator and substantiate the violation.

- C. Filing on an Unbooked DUI driver requires the completion of a Driving Under-The-Influence arrest narrative and Form 5.2.5, with SFST and chemical test admonition completed. The narrative must be in Arrest Report format.

EXCEPTION: Under the "Booking" section of the report state: "Not booked due to extent of injuries (describe injuries) and released at hospital for further medical treatment on advice of Sergeant _____, Bureau Traffic Division Watch Commander. Request filing for 23152(a) VC (Misdemeanor DUI) or 23153(a) VC (Felony DUI)."

- D. When a speed filing is based on pre-impact tire marks, include a Skid - Speed Chart, CHP Form 185, or calculations on a supplemental CHP Form 556.
- E. All filing requests require two copies of a DMV driver's license printout, which shall be attached to the report.

3/440 PREPARER'S NAME/I.D. NUMBER/MONTH, DAY, YEAR

Enter the name and serial number of the officer that completed this page of the report, also the month, day and year it was completed.

NOTE: The name, serial number and date on the bottom of each page should reflect the officer that completed that page, this information need not be the same on each page.

The CHP Form 556 shall be completed as a "Supplemental" when any of the following apply.

- A. A Department employee is involved in a CPI collision as a party, passenger or witness (Traffic Manual 3/701).
- B. An officer obtains a statement from a hit and run driver/suspect. Record his personal information and statement, followed by his signature. This signed statement shall be obtained whether the suspect admits or denies driving.
- C. An officer interviews a private person who has additional information of a previously reported traffic collision. When a CHP Form 556 Supplemental is used for the purpose of recording the statement of a party, passenger or witness, all pertinent identification information shall be included.
- D. An officer obtaining a statement from a party, passenger or witness involved in a traffic collision where a traffic collision report would not normally be made. When a CHP Form 556 Supplemental is used for the purpose of recording this statement, officers shall include all pertinent identification information.
- E. An officer obtains Evidence relative to a traffic collision which is written on a piece of paper.
 - 1. The paper shall be attached to a CHP Form 556 Supplemental providing the evidence was written, signed and dated by a party, passenger or witness to the traffic collision.
 - 2. A DMV printout shall be attached to the collision report. The DMV printout shall not be numbered as a page of the report and shall not be forwarded to R & I Division.
- F. As a cover sheet when an administrative report is completed.
- G. An officer making corrections to a Traffic Collision Report after it has been distributed. When making a correction, list the error, then the correction ("V-1 N/B should read V-1 S/B").

NOTE: The term "Distribution" shall include any copies of the collision report sent either inside or outside the Department, to **ANY** entity including the City Attorney, District Attorney, LAFD personnel or private citizen.

- H. An officer assigned a follow-up investigation of a traffic collision, except when the information is contained within a Status Report, Form 4.16.
- I. An officer calculating a vehicle's speed mathematically without the use of a speed skid chart, or an officer completing a accident reconstruction for a Divisional Traffic Detective.

3/455 PAGE NUMBER

The CHP Form 556 Supplement, is never numbered as a page of the original Traffic Collision Report. Each CHP Form 556 Supplemental shall be numbered separately and signed by a supervisor.

3/456 DATE OF ORIGINAL COLLISION/TIME/NCIC NUMBER/OFFICER I.D.

Complete these boxes on each side of the CHP 555 Form Set and CHP Form 556. Enter the numeric month, day, year, time, NCIC number, and the employee's serial number as completed on the first page of the original CHP Form 555. These four categories are used to identify each Traffic Collision Reported to SWITRS and shall be the same on every page of the report.

3/457 NUMBER

Enter the original report DR number.

3/458 "X" ONE

- A. "X" the Supplemental box to indicate the CHP Form 556 is being used as a supplement.
- B. "X" the Collision Report box to indicate this is a supplement to a traffic collision.

3/459 TYPE OF SUPPLEMENTAL

Select one or more boxes to identify the content of the supplemental.

3/460 CITY/COUNTY/JUDICIAL DISTRICT

Enter the city, county and judicial district in the same format as on the original Traffic Collision Report.

3/461 REPORTING DISTRICT/BEAT

Enter the correct four digit number of the RD (0729, 1259, etc.).

3/462 CITATION NUMBER

Optional

3/463 LOCATION/SUBJECT

Enter the primary location as completed on the face page of the original CHP 555 Form set.

3/464 STATE HIGHWAY RELATED

Select the appropriate box to indicate whether or not the collision occurred on or was "associated with" a state highway.

3/465 PREPARER'S NAME AND I.D. NUMBER/DATE

Enter the name and serial number of the officer who completed the supplemental and the date of completion.

3/466 REVIEWER'S NAME AND I.D. NUMBER/DATE

Prior to signing their name and serial number in the reviewer's box the supervisor **SHALL** ensure the report is read for propriety, essential information, clarity and legibility.

TRAFFIC MANUAL

TRAFFIC MANUAL

3/500

LOS ANGELES MUNICIPAL SUPPLEMENT

The Los Angeles Municipal Supplement is intended to be used by officers as a supplement to the CHP 555 Form set and CHP Form 555-03. This additional information is needed by the Traffic Division Detectives in presenting cases for prosecution. Officers shall include the supplemental when the investigation meets any one of the following criteria:

- A. A traffic collision involving a juvenile party; or passenger/witness subject to filing.
- B. A traffic collision where a party, passenger or witness is booked.
- C. A traffic collision involving a DUI investigation.
- D. A traffic collision involving a hit and run.

3/501

PAGE NUMBER

The Los Angeles Municipal Supplement is to be inserted as the last page of the collision report and numbered accordingly.

3/502

DATE/TIME/NCIC NUMBER/OFFICER I.D./DR NUMBER

Complete each of the boxes on this line with the appropriate information.

NOTE: Date, Time, NCIC Number, and Officer I.D. (employee serial number) and DR number shall be completed in the same way on the top of each page of the Traffic Collision Report, as they comprise the four fields which identify each collision report in the SWITRS computer files.

3/503

JUVENILES INVOLVED IN TRAFFIC COLLISION

The following information is required for each juvenile party and each juvenile subject to filing:

- A. Full names, addresses, and telephone numbers of the natural mother and father, even if divorced. If deceased, give name and enter "deceased" for address; **OR**
- B. Name, address, and telephone number of a stepmother or stepfather; **OR**
- C. Name, address, and telephone number of a legal guardian, in cases where the Court has granted custody.
- D. Name, address, and telephone number of person with whom the juvenile is presently living; **OR**
- E. If married, the name, address, and telephone number of the juvenile's spouse, regardless of the spouse's age;

3/503

- F. Juvenile's date of birth
- G. School and last grade attended

3/504

BOOKING INFORMATION

- A. If a party, passenger or witness is arrested for any offense enter the party, passenger or witness number, charge, booking number, and location booked.
- B. If more than one charge, indicate only the most serious.
- C. If more than two parties, passengers or witnesses are arrested, list all others under "Remarks" section.

3/505

DUI

- A. Driving established by:
 - 1. Indicate the method(s) used to establish driving.
 - 2. 40300.5 VC is authority to arrest a 23152 VC violator when driving is established by circumstantial evidence.
- B. Opinion of sobriety
 - 1. Enter the party number of the DUI violator.
 - 2. Mark the appropriate box to indicate your opinion of sobriety.
- C. Chemical Tests
 - 1. Breath Test - Indicate the serial number of the officer administering the test, the location where the test was given, the time observed from, the time of the first sample, the Breath Testing Device number, and the readings.
 - 2. Blood Test - Indicate who drew the blood and the time it was drawn. This person shall be listed as a witness on the Injured/Witness/Passenger page.
 - 3. Urine Test - Indicate the time the bladder was first voided and the time the sample was taken. The time period must be a minimum of 20 minutes.

3/506

SUSPECT DESCRIPTION

- A. The first column is for hit and run suspect number. If there is more than one hit and run suspect or more than one description, enter the appropriate suspect number. The additional spaces are to be used if there are any conflicting descriptions or in cases of multiple hit and run suspects.
- B. The "Described By" column is for a listing of who gave the description. Enter the appropriate party, passenger or witness.
- C. Physical description is self-explanatory (Traffic Manual 3/332 for proper descent abbreviations).
- D. The last column is for listing any outstanding characteristics that would assist in identifying the suspect (missing front teeth, full beard, etc.).

NOTE: If the suspect is positively identified, put the suspect information in the party information box on the CHP Form 555 and show "In Custody" on the Los Angeles Municipal Supplement (Traffic Manual 3/324(c)).

3/507

HIT AND RUN VEHICLE DESCRIPTION

This portion of the Los Angeles Municipal Supplement is important to the Traffic Detectives as a tool to relate damages to the vehicles involved. The detective uses the information when inspecting a suspect vehicle to positively identify or eliminate that vehicle.

- A. The first column is for hit and run vehicle number. If there is more than one hit and run vehicle or description, enter the appropriate vehicle number. The additional spaces are to be used if there are any conflicting descriptions or in cases of multiple hit and run suspects.
- B. The second column is for a listing of who gave the description. Enter the appropriate party or witness number.
- C. Description is self-explanatory.

NOTE: Under "Outstanding Characteristics unknown state," put license plate colors in the box. Put the color of the letters and numbers in the first space.

- D. The additional spaces are to be used if there are any conflicting descriptions or in cases of multiple hit and run suspects.
- E. If the hit and run vehicle is positively identified or is in custody, put vehicle information on the CHP Form 555 and show "In Custody" on the Los Angeles Municipal Supplement (Traffic Manual 3/324).

3/507

- F. The first box is for **V-1 only**. The second and third boxes may be used to relate damages sustained by the vehicle(s) of the victim(s).
1. "Vehicle inspected by investigating officer," "ignition punched," "keys in vehicle," mark the appropriate boxes.
 2. "Indicate the exact location of damage." Indicate the height above ground level and length of the visible damage in inches.
 3. "Extent of damage" Mark the most appropriate box to indicate paint transfer only; dent, crease, etc., smashed fender, etc.
- G. Immediately below the vehicle damage boxes, create a word picture relating the damage related to, or as observed by the investigating officer. Show that there was sufficient damage to indicate that P-1 should have had knowledge that a collision occurred.

3/508**PREPARER'S NAME AND I.D. NUMBER/DATE**

Enter the name and serial number of the officer completing the Municipal Supplement and the date of completion.

3/600 PROPERTY DAMAGE ONLY REPORT, CHP FORM 555-03

3/601 PDO REQUIREMENTS

A. Traffic Collision Report PDO, CHP Form 555-03, may be completed when no unusual circumstances exist and only when the following criteria are present:

1. Property damage only (no injuries or fatalities)
2. There is no City property involved
3. There are no more than 2 parties involved
4. If the collision is a misdemeanor hit and run
 - a. The person reporting (PR) is the registered owner, lessee, property owner, or person responsible for the property; **AND**
 - b. The involved vehicles, other than the hit and run vehicle, were unattended at the time of occurrence; **AND**
 - c. No anticipated prosecution or possibility of follow-up.

NOTE: Follow up is defined as a complete license number, named suspect or distinctly marked vehicle.

NOTE: This criteria also applies to telephonic reports.

B. Collisions which do not meet the above criteria shall be documented on a standard collision report, CHP 555 Form Set.

3/602 PDO FORMAT

- A. The PDO form is a three page report on pressure-sensitive paper.
- B. The first, or original page is two-sided and becomes the Department's copy. The face page contains location, party, witness, and registered owner information; sketch, narrative and miscellaneous boxes; and collision analysis data.
- C. The reverse side SHALL be used by the reporting officer to record additional narrative information.
- D. The carbon copies should be given or mailed to the involved party.

3/603

COMPLETING THE PDO FORM

See Volume 3/300 for completing items on the form. In addition, the following items are included on the form.

- A. Witness/Registered Owner (R/O) - Mark an "X" in the appropriate box to indicate either a Witness or a R/O.
 - 1. When the witness box is checked, leave the Party Number box blank.
 - 2. When the R/O box is checked, leave Age and Sex boxes blank. Enter the applicable party number with the R/O information. If the party and the R/O are the same, enter "Same."
 - 3. Passenger information shall be entered in the report narrative.
 - 4. Additional witness information shall be entered in the report narrative.
- B. Narrative - The narrative account of the collision should follow the report narrative format (Traffic Manual 3/425) and be documented on the back of page one.
- C. Municipal Supplement - The Municipal Supplement shall be completed and attached when a hit and run or a juvenile party is involved.

3/700

CITY-PROPERTY-INVOLVED (CPI) TRAFFIC COLLISIONS

City property is considered to be involved when there is damage to any property owned, maintained, or contracted by the City; or when there is damage to another's property as a result of contact with property owned, maintained, or contracted by the City; or when any employee of the City is involved while acting within the scope of his employment. City property **need not** sustain damage nor have physical contact if the actions of any involved party were influenced by City property.

3/701

DUTIES OF EMPLOYEES INVOLVED IN TRAFFIC COLLISIONS

When a LAPD employee becomes involved directly or indirectly, or participates in the events that lead to a traffic collision while acting within the scope of their official duties, the employee **shall**:

- A. Immediately request Communications Division to dispatch a collision investigation unit and a supervisor to the scene.

NOTE: The supervisors should be from the involved unit's division.

- B. Complete a CHP Form 556 Supplement when involved as a Party, Passenger or Witness.

NOTE: Do not give the detailed statement(s) to the outside agency (Traffic Manual 3/702(C)2).

1. The Employee Statement **shall** be submitted to the investigating officer or the traffic division watch commander prior to the involved officers' EOW.

NOTE: When an involved officer is unable to complete their statement prior to their EOW, approval shall be obtained from the appropriate traffic division watch commander and this information shall be included in the remarks section of the traffic collision report.

2. An officer involved in a CPI traffic collision shall use the address and telephone number of his division of assignment for his residence address in the completion of the Traffic Collision Report and Traffic Collision Report Supplement.
3. Stamp "Employee Statement" in the top margin of the CHP Form 556 Supplemental and complete the top four lines down to line one.

3/701

4. A Department Employee's Statement shall include the following information:
- a. Assignment (division, unit and watch).
 - b. Partner's name and serial number.
 - c. Passenger(s) name(s) and reason for being in the police vehicle.
 - d. Type of police vehicle (marked, hybrid or unmarked) and shop number.
 - e. Type of emergency equipment, and if the equipment was in operation at the time of the collision.
 - f. The approximate speed of the police vehicle at the time of the collision, if known. When the CHP Form 556 Supplemental is completed by a witness only, this field is optional.
 - g. Starting point, destination and purpose of the trip (on patrol, responding to a call, etc.).
 - h. A brief statement describing the circumstances of the collision and any observed traffic violations.
 - i. Injuries sustained by driver and passenger(s) in vehicle.
 - j. Were seat belts used by driver and passenger(s)? Did air bags deploy? List motorcycle safety equipment worn.
 - k. A statement regarding private insurance coverage while either a driver or passenger in a city-owned vehicle.
 - l. A statement justifying the officer's actions or why the collision was unavoidable if possible.
 - m. An estimate of the distance between their vehicle and the actual collision.

NOTE: When practical the employee's statement should be signed by his supervisor.

3/702 CPI TRAFFIC COLLISIONS OCCURRING OUTSIDE OF LAPD JURISDICTION

When an LAPD vehicle or on-duty police Department employee is involved in a traffic collision a report **shall** be completed (traffic collision, PDO CPI 15.07 or administrative report).

The CHP will handle all official investigations and reports for CPI traffic collisions occurring on the freeway system.

Additionally, CPI collisions occurring in any other outside agency's jurisdiction, the outside agency has the authority to complete the official Traffic Collision Report of record.

NOTE: An administrative report may be completed any time CPI, other than LAPD, is involved in a collision outside of LAPD jurisdiction.

- A. For all collisions occurring on a freeway within the City limits, involving an LAPD vehicle or on-duty police Department employee, a traffic unit and supervisor **shall** respond to the scene and an Administrative Report **shall** be completed, provided the CHP complete the report of record.
- B. For all collisions occurring outside the City limits, involving an LAPD vehicle or on-duty police Department employee, the involved officer shall notify the nearest traffic division.

The traffic division watch commander shall make the determination as to whether a traffic unit or traffic supervisor will be dispatched to the scene.

- 1. If an LAPD traffic unit is sent to the scene, the traffic unit **shall** complete an administrative report.
- 2. If no LAPD traffic unit responds to the scene the involved officer **shall** be responsible for:
 - a. Completing the cover sheet of the administrative report (Traffic Manual 3/703).
 - b. Completing the employee statement of the administrative report (Traffic Manual 3/701 B).
 - c. Assuring the cover sheet and the employee statement are mailed to the appropriate traffic division auditors.

NOTE: When an outside agency takes the official Traffic Collision Report, LAPD shall complete only an administrative report. If an outside agency elects not to take a Traffic Collision Report, LAPD personnel shall take the official Traffic Collision Report of record and need not complete an administrative report.

3/702

- C. When the collision occurred outside LAPD's jurisdiction the involved employee shall:
1. Cooperate with the concerned investigative agency.
 2. Provide a "Public Safety Statement." When an investigating officer is from another agency, an LAPD's employee statement concerning his involvement shall only include his personal identification, registration information for the vehicle he was in and a description of his direction of travel.
 3. Complete statements as to the identity, actions, and statements of persons other than Department employees may be made.
 4. Ensure that the appropriate law enforcement agency is notified and investigates all reportable collisions (injury, death, hit and run, etc.).
 5. Notify the Civil Liability Division, City Attorney's Office, when the collision results in injury, death, or serious property damage. When it is impractical to notify the City Attorney's Office, the notification shall be made to city hall operator.
 6. Comply with local ordinances and VC provisions relating to traffic collisions.

3/703**COMPLETION OF ADMINISTRATIVE REPORTS - CPI**

Department personnel completing an Administrative Report shall adhere to the following format:

- A. A CHP Form 556 Supplemental shall be used as a cover sheet.
- B. Personnel shall write "ADMINISTRATIVE REPORT" across the top margin of the CHP Form 556 in block letters.
- C. Personnel shall complete the top four sections as follows:
 1. Obtain a miscellaneous DR (4400) and indicate this in the "Number" box.
 2. Date and time of original report, NCIC (1942), and serial number of LAPD officer completing the Administrative Report.
 3. Mark an "X" in the "Supplemental" and "Collision Report" boxes.
 4. In the "Type Supplemental" area mark an "X" in the "Other" box and list "Admin Rpt" in the space indicated.

3/703

D. Personnel shall complete the narrative portion of the Administrative Report as follows:

1. Officer(s)/Unit(s) Involved - shall include:
 - a. Employee(s) name(s) and serial number(s)
 - b. Division of assignment and unit identification
 - c. The City vehicle's information including license number, shop number and color

2. Incident Summary - shall include a word depiction of the incident.

NOTE: If officers utilize the collision report "summary" wording, they must remember to identify parties in their summary.

3. Injuries - shall describe the injuries sustained by all persons involved in the collision and include:
 - a. Fire Department/Paramedic units at-scene
 - b. Location injured persons were transported and by whom

4. Outside Agency Information - shall include:
 - a. The investigating officer's name, serial number and report number
 - b. The investigating officer's work address, phone number and where LAPD can obtain a copy of the completed Collision Report

5. Photographs - should be taken whenever possible and shall be taken on severe and fatal injury collisions. Briefly describe what the photographs depict. Include the name and serial number of the person obtaining the photographs as well as the SID control number.

6. Physical Evidence - is an optional title to be used when there are any facts or items in dispute between LAPD personnel and the investigating agency.

7. Miscellaneous - is an optional title to be used to explain any facts that are not covered under other titles.

E. Administrative Reports (with the attached employee statement) shall be forwarded through the normal traffic division report review process.

NOTE: The traffic division report auditors shall obtain a copy of the official report of record from the outside agency and attach it to the administrative report prior to dispersing the report (Traffic Manual 4/101).

TRAFFIC MANUAL

3/704 ON-DUTY OFFICER INVOLVED IN A TRAFFIC COLLISION

When an on-duty peace officer, fire fighter, or paramedic operating an authorized emergency vehicle is involved in a traffic collision, the investigating officer shall complete the "Special Conditions" box on the Traffic Collision Report, CHP Form 555 (Traffic Manual 3/303).

3/705 ADVISING OTHER PARTIES WHEN DEPARTMENT EMPLOYEE INVOLVED IN TRAFFIC COLLISION

When a Department employee is involved in a collision with a person who is not a member of this Department, the employee shall urge the person to remain at the scene of the collision until the arrival of a collision investigation unit. If the person insists upon leaving the scene, the employee shall obtain:

- A. The person's name, address, and telephone numbers for work and home
- B. The location where he may be interviewed
- C. The license number, make and model of his vehicle
- D. The number of his driver's license or other valid identification
- E. The parties' automobile insurance information

3/706 INVESTIGATING OFFICER'S DUTIES ON CPI TRAFFIC COLLISIONS

An officer conducting an investigation at the scene of a CPI traffic collision shall:

- A. Request a supervisor to be dispatched to the scene when the collision involves a Police Department employee or Department equipment.
- B. Photograph the extent or lack of damage and other pertinent details.
- C. Complete the necessary reports. Ensure that the Traffic Collision Reports are marked "CPI" in the "special conditions" box (Traffic Manual 3/303).
- D. Notify the Civil Liability Division, City Attorney's Office, by telephone when the collision involves a city vehicle or any possibility of City liability. Document whom was notified, date and time of the notification in the "Remarks" section of the report narrative.
- E. Cause the appropriate City department to be notified regarding the damage to City property.

3/707 NOTIFYING THE CITY ATTORNEY ON CPI TRAFFIC COLLISIONS

Notification to the Civil Liability Division, City Attorney's Office, shall include:

- A. The DR number and location of the collision.
- B. A description of the collision and the extent of City involvement.
- C. The extent of injuries.
- D. The date and time that the notification was made and the name of the person notified shall be included in the Traffic Collision Report narrative.

NOTE: When the Civil Liability Division is closed, the City Hall telephone operator shall be given all the information on the CPI collision report (DR number, date and time, and location).

3/708 REPORTING DEPARTMENT EMPLOYEE TRAFFIC COLLISIONS TO THE DEPARTMENT OF MOTOR VEHICLES

When a department employee becomes involved in a traffic collision while operating a City-owned or mileage vehicle, the employee **shall not** submit reports to the DMV regarding financial responsibility. Employees receiving correspondence from the DMV concerning a traffic collision shall forward the correspondence, without entries, to Civil Liability Division, City Attorney's Office.

3/709 LAPD MOUNTED DETAIL

- A. When the horse is being ridden at the time of collision, it shall be listed in the appropriate party box as "Other." If not ridden, the horse shall be listed as "Property Other."

NOTE: If the horse is being used in a tactical situation (crowd control) and causes injury, an Injury Report shall be made.

- B. Movement of the horse which is caused by an intentional act (rock thrown at horse) and which in turn causes injury or damage is not a traffic collision. The appropriate report (ADW, vandalism) shall be made and shall include the information on the injury or damage.

3/710

CPI BICYCLE

- A. When a CPI bicycle, including LAPD bicycle detail unit, is involved in a traffic collision upon a highway a Traffic Collision Report shall be completed.
- B. When a CPI bicycle, including LAPD bicycle detail unit, is involved in a traffic collision on other than a highway and no other reporting criteria exist, an injury report, death report or administrative report shall be completed.
 - 1. The injury report or death report shall:
 - a. Include an injury or death cover sheet followed by a Traffic Collision Report (CHP 555 Form Set).
 - b. Include a Employee's statement, CHP Form 556 supplemental.
 - c. Have the appropriate injury or death DR number.
 - 2. The administrative report shall:
 - a. Include a CHP Form 556 supplemental cover sheet followed by a traffic collision report.
 - b. Include a Employee's statement, CHP Form 556 supplemental.
 - c. Have a miscellaneous (4400) DR number.
- C. The Injury, Death or Administrative Report shall be forwarded to the appropriate traffic bureau for auditing and distribution. The report shall be distributed the same as an officer involved traffic collision involving a motor vehicle except no copy shall be forwarded to DMV or Department of Transportation.

3/800 SKID - SPEED CHART, CHP FORM 185

The Skid - Speed Chart, CHP Form 185, is used to determine the minimum speed of a vehicle prior to collision.

3/801 REQUIREMENTS FOR COMPLETION

A CHP 185 shall be completed for a filing or arrest when speed is a factor. The investigating officer must have completed a basic collision investigation course in order to use this form.

If the investigating officer is qualified to complete speed computations he may do so on a supplemental CHP Form 556 without using the CHP form 185 (Traffic Manual 3/415).

3/802 PAGE NUMBER

The Skid - Speed Chart, CHP 185, shall be inserted after the narrative portion and numbered as a page of the Traffic Collision Report.

3/803 DATE OF ORIGINAL COLLISION/TIME/NCIC NUMBER/OFFICER I.D.

Complete these boxes on each side of the CHP 555 Form Set and CHP Form 556. Enter the numeric month, day, year, time, NCIC number, and the employee's serial number as completed on the first page of the original CHP Form 555. These four categories are used to identify each Traffic Collision Reported to SWITRS and shall be the same on every page of the report.

3/804 NUMBER

Enter the original report DR number.

3/805 SKID - SPEED CHART

The Skid - Speed Chart is designed for use with locked tire marks and yaw marks.

- A. **IMPENDING MARKS** - A mark left by the rotation of a tire slower than the forward motion of the vehicle; usually preceding the locked skid mark.
- B. **LOCKED SKID MARKS** - A frictional mark on a surface made by a tire that is sliding without rotation (Sliding of a tire may be due to braking, collision damage, or other circumstances).
- C. **YAW MARKS** - A mark left on a surface by a rotating tire of a vehicle in a turning movement when its centrifugal force exceeds the frictional force of the surface.

3/806 MEASUREMENT REQUIREMENTS

The following information is required for completion of the CHP Form 185:

- A. Straight Tire Marks.
 - 1. Tire mark length, average
 - 2. Coefficient of friction (absent test skids, use .70)
 - 3. Grade of the roadway
- B. Yaw Marks.
 - 1. Chord length, 50 feet to use chart. Any other length may be used and documented in the physical evidence section.
 - 2. Middle ordinate length, in inches
 - 3. Coefficient of friction (absent test skids, use .70)
 - 4. Grade of the roadway

NOTE: For information on obtaining and recording measurements (Traffic Manual 3/1600).

3/807 COMPLETION OF BASIC INFORMATION SECTION

- A. The CHP 185 shall be numbered as a page of the Traffic Collision Report.
- B. Enter the DR number in the "Accident Number" box.
- C. Enter collision location in the "Accident Location" box.
- D. Enter the date of occurrence.
- E. Enter the date test skids were conducted.

3/808 COLLISION SKID DATA

- A. Enter the skid data for all four tires in the impending and locked wheel columns. Then total the length of the tire marks in the right column. Enter the longest skid mark in the "Longest" box and the average length of the tire marks in the "Average Skid" box. Enter the year, make and model of the vehicle in the appropriate box.
- B. Under the "Centrifugal Skid" title, enter the overall length of the tire mark in the first box, the chord in the second box, and the middle ordinate in the third box. The overall length and chord length should be in feet.

3/809

ROAD CONDITIONS

- A. Type of road
 - 1. Asphalt, concrete, asphaltic-concrete, dirt, grass, gravel, etc.
- B. Road condition
 - 1. Clean, dry, wet, polished, traveled, etc.
- C. Grade/Direction
 - 1. List the percent of grade.
 - 2. Show if it is upgrade (+) or downgrade (-) for direction traveled.
- D. Indicate the method used to measure the tire marks.
- E. Tire and tire mark data
 - 1. Enter the length of impending tire marks for each wheel.
 - 2. Enter the length of locked tire marks for each wheel.
 - 3. Total the length for the impending and locked tire marks for each wheel.
 - 4. Total the length of all tire marks (grand total).

NOTE: A dual wheel (truck-tractor) counts as one tire mark and one wheel group.

3/810

TEST SKID INFORMATION

- A. Enter the name and serial number of the officer who completed the Skid - Speed Chart.
- B. Indicate the method used to measure the tire marks under the "Method Skidmarks Measured/Test" box.
- C. Enter the date of the test skid in the "Test Skid Date" box.
- D. Enter the driver of the test vehicle under the "Speed Skid Officer" box.
- E. Enter the test vehicle license number or shop number.
- F. Enter the year, make, and model of the test vehicle.

3/810

- G. Enter the speedometer and radar speed.
 - 1. When the vehicle speedometer is used, enter the calibration data.
 - 2. When a radar unit is used, enter the radar speed in the "Actual Speed" box and the radar unit number in the "Date-Calibrated" box.
- H. Conduct three (3) skid tests, listing the following information for each test:
 - 1. Test vehicle speed
 - 2. Skid distance for each wheel
- I. Determine the coefficient of friction for each longest skid test.
- J. Determine the average coefficient of friction from the three longest skid tests and enter the value in the "Coefficient of Friction" box.
- K. Minimum speed from chart
 - 1. Using the skid chart, apply the coefficient of friction to the skid distance measured from the collision vehicle.
 - 2. Obtain a minimum speed and enter the value in the box.

3/811 CRITICAL SPEED SCUFF (Yaw Mark)

The Skid - Speed Chart is designed for use with a 50-foot chord.

- A. List the following information:
 - 1. Total length of entire tire mark
 - 2. Length of chord
 - 3. Middle ordinate length
- B. If a 50-foot chord is not obtainable, enter the measured chord and middle ordinate for mathematical calculation at a later date.

3/812 CRITICAL SPEED SCUFF FORMULAS AND SYMBOLS

- A. The illustration depicts the elements of a yaw speed scuff measurement.
- B. The symbols indicate the necessary information for use of the formulas.
- C. The formulas may be utilized to determine the speed mathematically.

NOTE: The formulas for calculating the speed shall only be used by an officer who has been properly instructed in their use.

3/813 COMPLETION OF THE SPEED CHART

- A. To determine the minimum speed of a vehicle from locked tire marks:
 - 1. Draw a line horizontally from the average skid length on the left side of the chart to the average coefficient of friction line (absent test skids, use the line which represents .70).
 - 2. From the intersection between the skid length and the coefficient of friction line, draw a line vertically to the bottom line.
 - 3. This will indicate the minimum speed of the vehicle in MPH.
- B. To determine the minimum speed of a vehicle from critical speed scuffs:

- 1. Draw a horizontal line from the middle ordinate scale to the coefficient of friction line (absent test skids, use the line which represents .70).

NOTE: The middle ordinate scale for a 50-foot chord is on the right side of the chart.

- 2. From the intersection between the middle ordinate and the coefficient of friction line, draw a line vertically to the bottom line.
 - 3. This will indicate the minimum speed of the vehicle at the start of the yaw speed scuff.

TRAFFIC MANUAL

3/900 TRUCK/BUS SUPPLEMENTAL REPORT, CHP FORM 555D

3/901 GENERAL INSTRUCTIONS

These instructions correspond with the CHP Form 555D, revision 9/94, implemented for use January 1, 1995.

3/902 SCREENING INFORMATION/REPORTING CRITERIA

- A. An important decision facing an officer who encounters an accident involving a truck or bus is whether this accident qualifies as a "reportable" accident as defined by the National Governors' Association (NGA).

In making this decision, the officer must determine whether the vehicles involved in the accident meet the definition of a truck or bus and, if so, whether the incident is severe enough to qualify. For convenience, the definitions of truck and bus and the severity criteria for a "reportable" accident are listed on the back of the CHP Form 555D.

- B. There are two conditions that the officer must consider when determining if the incident must be reported. Both of these conditions must be met:

1. Qualifying Vehicles - The accident must involve either:

- a. A truck having at least 6 tires in contact with the road surface.
- b. A vehicle displaying a hazardous material placard.
- c. A bus with seating for more than 15 persons including the driver.

2. Severity of the Accident - The accident must result in:

- a. At least one fatality
- b. At least one injury severe enough for the injured person to require transportation from the scene for immediate medical attention
- c. At least one involved vehicle sustaining "disabling damage" (damage other than a flat tire which is sufficient to prevent the vehicle from being driven away without repair) or a "disabling event" (an event which requires that the vehicle be moved, up righted, or otherwise assisted by emergency equipment).

NOTE: The severity criterion applies to any vehicle or persons involved in the accident. If the accident is determined to be "reportable," a separate form must be completed for each qualifying vehicle.

3/903

PAGE NUMBER

The CHP Form 556 Supplement, is never numbered as a page of the original Traffic Collision Report. Each CHP Form 556 Supplemental shall be numbered separately and signed by a supervisor.

3/904

DATE OF ORIGINAL COLLISION/TIME/NCIC NUMBER/OFFICER I.D.

Complete these boxes on each side of the CHP 555 Form Set and CHP Form 556. Enter the numeric month, day, year, time, NCIC number, and the employee's serial number as completed on the first page of the original CHP Form 555. These four categories are used to identify each Traffic Collision Reported to SWITRS and shall be the same on every page of the report.

3/905

NUMBER

Enter the original report DR number.

3/906

NUMBER OF QUALIFIED VEHICLES INVOLVED

- A. Did the accident involve any truck having at least two axles and six tires, or a vehicle displaying a hazardous materials placard? If so, enter the number of trucks meeting this criteria in the box provided.

EXAMPLES:

1. An accident occurs involving a pick-up truck and an automobile. Since the pick-up truck has two axles with dual rear tires for a total of six tires, place a "1" in the box.
2. If the pick-up truck in the example above had single rear tires, yet displayed a hazardous materials placard, the proper response would be to place a "1" in the box, even though neither vehicle meets the two-axle six-tire criterion.

- B. Did this accident involve any passenger vehicle or bus having seats for more than 15 persons including the driver? If so, enter the number of vehicles meeting this criteria in the box provided.

EXAMPLE: An airport shuttle collides with a motorcycle. The shuttle has seating for more than 15 persons, including the driver, it is considered to be a bus. Therefore, place a "1" in the box.

NOTE: If the answer to both questions is no, the accident is not reportable and a CHP Form 555D is not required.

3/907 NUMBER OF VICTIMS

If any of the persons injured in this collision were **transported** from the scene for immediate medical attention enter the total number of person removed from the scene in the box provided.

EXAMPLE:

- A. An accident occurs several blocks from a hospital. The injured driver of one of the vehicles is transported to the hospital by a passing motorist. Place a "1" in the box even though transportation was not by an ambulance or emergency vehicle.
- B. A two-door passenger car strikes the rear unit of a tractor/semi-trailer truck that is stopped. The truck driver is not injured, but the driver and passenger of the car are transported to the hospital by an ambulance. The proper response is to place a "2" in the box even though the injured were in the car, not the truck.

NOTE: Although a fatal injury is a qualifying condition with respect to severity of accident, this information is contained on the CHP Form 555 and therefore does not have to be repeated on the CHP Form 555D.

3/908 NUMBER OF VEHICLES TOWED FROM SCENE DUE TO DAMAGE OR PROVIDED ASSISTANCE

Were **any** of the motor vehicles involved in this accident **towed** from the accident scene as a result of **disabling damage**, or **moved or assisted** at the accident scene as a result of a **disabling event**? **Disabling damage and disabling event** are defined as any condition, other than a flat tire, or event that is sufficient to keep the vehicle from proceeding. A disabling event does not necessarily result in any physical damage but renders the vehicle incapable of proceeding. An example of a disabling event is a rollover accident where no physical damage occurs, but tow trucks are required to place the truck upright so it can be driven away.

3/909 TOTAL NUMBER OF VEHICLES INVOLVED IN THIS COLLISION

Enter the total number of vehicles involved in this collision.

3/910 TYPE OF ROADWAY

Indicate the type of roadway on which the collision occurred.

3/911 ACCESS CONTROL

Indicate the access control characteristics which best describe the roadway on which the truck or bus was traveling at the time the collision occurred by placing the correct code in the space provided. The following access control descriptions are available:

- A. No Control of Access - A street or highway where driveways provide access to and exit from adjacent properties and where cross streets intersect at grade.
- B. Full Control of Access - An expressway or freeway where the only means of entry to or exit from the roadway is by ramps connecting to other streets or highways. All cross streets are bridged over or under the main roadway.
- C. Other - A street or highway which does not clearly fit the above descriptions. This category should be used only in rare instances.

EXAMPLE: An accident involving a bus occurs on a state highway. While cross streets are generally grade separated and no driveways exist, a few intersections are at grade and are controlled by traffic signals. Since the highway has features of both full access control (interchanges) and no access control (intersections), the correct access control code would be "3" (Other).

3/912 LIGHT CONDITION

Indicate the light condition at the time of the accident by entering the most appropriate code in the space provided. Mark one condition that best describes the light condition at the point where the accident occurred. If more than one light condition existed, indicate the one which was the most relevant at the time of the accident.

3/913 WEATHER CONDITION

Indicate the weather condition at the time of the accident by entering the most appropriate code in the space provided. Mark one condition that best describes the condition of the street or highway on which the truck or bus was traveling. If more than one road surface condition existed, indicate the one which was the most relevant to the accident in question.

3/914 APPARENT DRIVER CONDITION

Determine, if possible, the condition of the driver at the time of the accident. Enter the number corresponding to the best description of the driver's physical condition in the box provided. If the driver's condition cannot be determined, indicate "Unknown" by placing an "8" in the box provided.

3/915 GROSS VEHICLE WEIGHT RATING

The Gross Vehicle Weight Rating (GVWR) is the sum of all the individual ratings on the power unit and any trailing units. Enter the GVWR in the box provided.

- A. The GVWR for most four tire and some six tire vehicles is located on a metal plate on the driver's door edge or door latch post. The GVWR for larger trucks is usually found on the driver's side of the vehicle by opening the door and looking at the hinge pillar, door latch post, or door edge.
- B. The GVWR of buses is often difficult to locate and this information is generally not useful to agencies concerned with bus safety. Thus, in order to facilitate completion of the form, the GVWR for buses need not be reported. Rather, if the vehicle being reported is a bus, enter "NA" (Not Applicable).
- C. The GVWR for most trailers is located on a plate mounted on the frame near the front left corner of the trailer.

3/916 TOTAL NUMBER OF AXLES (Including Trailers)

Indicate the number of axles, including auxiliary axles, under this vehicle or vehicle-combination.

EXAMPLE: An empty single-unit dump truck is involved in an accident. The truck has a total of four axles, including one axle which is locked in an up position that does not allow the tires to contact the roadway. Although only three of the four axles are actually carrying the load, the proper entry would be "4."

3/917 VEHICLE CONFIGURATION

Indicate the description of the truck or bus involved in this collision by placing the correct code in the space provided. The back of the CHP Form 555D includes silhouettes of the various types of vehicles.

NOTE: The trucking industry is innovative and diverse. Companies frequently develop new types of vehicles to meet special needs. As a result, many non-standard vehicle configurations may appear. If uncertain about how to classify a vehicle in one of the above categories, code it as "9" (Other) to avoid grouping it with a more common type.

3/918 CARGO BODY TYPE

Indicate the response that describes the cargo body of the truck or bus involved in this accident by placing the correct code in the space provided. The cargo body type selected should be the one which best represents the purpose for which the vehicle was designed and built.

3/919**HAZARDOUS MATERIAL INVOLVEMENT**

This block is used to indicate whether the vehicle being reported on this form was carrying a hazardous material and what that material was.

A. Did vehicle have a hazardous material placard?

1. Most vehicles carrying hazardous materials are required by law to conspicuously display a placard indicating the class, type, or the specific name of the hazardous material cargo. In addition, vehicles transporting hazardous materials in tank cars, cargo tanks, or portable tanks are required to display the four digit hazardous materials number assigned to the specific material on placards or orange panels.
2. There are two shapes of placards - diamond and rectangular. Most trucks that have placards will have the diamond variety. Several types of typical hazardous material placards are shown on the back of the form.
3. If the vehicle displays a hazardous materials placard, such as one or more of those previously described, the correct response is "Yes." Indicate a "Yes" or "No" response to this question by placing the correct code in the space provided.

B. If "Yes," from placard indicate:

1. From the middle of the diamond placard or from the rectangular box placard, record either the four digit number or the name in the space provided on the form. If the four digit number is not displayed, the placard should have one of the following names:
 - a. Explosives
 - b. Gases
 - c. Flammable Liquid
 - d. Flammable Solid
 - e. Oxidizer
 - f. Poison
 - g. Radioactive
 - h. Corrosive
 - i. Dangerous
2. If a one digit number also appears at the bottom tip of the diamond, enter it in the space provided on the form.
3. When multiple placards are displayed on the vehicle, write down the information from only one of the placards.

3/919

- C. Was hazardous material released from this vehicle?

The purpose of this question is to record whether or not the placarded material was released. The correct response is "Yes" only if material was released from the cargo tank or compartment of the truck. Fuel spilled from the vehicle fuel tank should not be counted, even though it is a hazardous material. Indicate a "Yes" or "No" response to this question by placing the correct code in the space provided.

3/920

SEQUENCE OF EVENTS (For This Vehicle)

- A. Indicate the order and type of events which occurred relevant to this vehicle. In the boxes provided, enter the number(s) that best describes the sequence of events for this vehicle in this accident.
- B. Since the report form and the data processing system used to store and process the data are limited to four events, the investigating officer must code only the first four events that happened in the accident.

EXAMPLE: A tractor/semi-trailer goes out of control on an icy roadway and eventually strikes a bridge abutment. The tractor then overturns and catches fire. The following codes are entered to properly describe the sequence of events for this accident:

Event 1: 11 (Ran Off Road)

Event 2: 27 (Collision Involving Fixed Object)

Event 3: 13 (Overturned or Rollover)

Event 4: 16 (Explosion or Fire)

3/921

CARRIER INFORMATION

- A. This section is used to report information on the commercial carrier that has caused and directed the movement of cargo or passengers. If more than one vehicle involved in the accident meets the definition of a qualifying truck or bus, the same set of information should be compiled on a separate form for each qualifying vehicle.
- B. Determining the motor carrier and recording the carrier's identification number, name, and address can be difficult. A motor carrier is "the business entity, individual, partnership, corporation, or religious organization responsible for the transportation of the goods, property, or people." The goal is to record the carrier's name, the carrier's address, and at least one carrier identifying number.

3/921

- C. **The shipping papers are the most reliable means of identifying the carrier and the carrier address.** However, following severe accidents and under other unusual circumstances the shipping papers may not be available. In these cases, the officer must rely on back-up sources such as the name printed on the side of the vehicle or questioning the driver. On single-unit trucks, there should only be one carrier name on the vehicle. However, with multi-unit trucks, there might be one name on the tractor and others on the semi-trailer or trailers.

3/922

CARRIER NAME AND SOURCE

- A. Indicate the carrier's name in the box provided.

NOTE: The first place an officer should look for a company name to verify the correct "carrier" is on the shipping papers that drivers carry in the cab. This point is often confusing. The carrier is the party responsible for the movement, and it can be different from the name on the side of the truck due to contractual arrangements. In the case of a bus, the driver must carry a "trip manifest" or "charter order" which will give the name of the motor carrier.

- B. Indicate the source of the name of the carrier by correct code in the box located in the upper right corner of the Carrier Information block. The choices are the shipping papers, the vehicle side, the driver, or some other source.
1. If the shipping papers are not available, the officer should check the driver's side door of the cab and then anywhere else it may be displayed on the single-unit truck or bus, or the tractor of a combination truck vehicle. The third source would be asking the driver for the company name.
 2. If these three sources fail to identify the name of the carrier, other sources can be checked. Other appropriate but typically less reliable sources include the driver's log and the vehicle registration.

3/1000 HAZARDOUS MATERIALS IN TRAFFIC COLLISIONS

3/1001 HAZARDOUS MATERIALS - DEFINED

Hazardous materials are defined as: any material or substance capable of posing unnecessary risks to health, the environment, or property.

3/1002 POLICY

Hazardous materials awareness is an officer-safety concern of primary importance. This is especially true for personnel investigating or assisting with traffic collisions in which hazardous materials are involved. Officers should provide for maximum personal safety as well as for the safety of the public and other involved parties. Additionally, the potential for adverse impact on the environment must be considered in all incidents involving the release of hazardous materials.

Hazardous materials are found as cargos in all modes of transportation. They encompass a wide variety of forms and chemical characteristics. They can be solid, liquid, gaseous, or any combination of these.

Department personnel **shall not** enter any contaminated area to evacuate people, however they may evacuate areas in danger of becoming contaminated. Fire Department personnel in protective clothing and breathing equipment will evacuate contaminated areas.

3/1003 CLASSIFICATIONS

Hazardous materials are generally classified by their characteristics or potential effects. These materials can be:

- A. Corrosive
- B. Toxic
- C. Flammable
- D. Reactive
- E. Explosive
- F. Radioactive

WARNING: Some materials may become hazardous when contaminated or mixed with other substances (fuel, brake fluid, or oil), creating a toxic gas, fire, or explosion.

3/1004

SAFETY FACTORS AND CONSIDERATIONS

Every traffic collision involving hazardous materials creates situations that are potentially dangerous to life and property. Those dangers are dependant on the type of materials involved, the method of containment, weather conditions, and type of collision.

Personnel approaching collisions in which hazardous materials are a factor should take precautions to limit the risk for illness, injury, or death from exposure. The following guidelines should be considered:

- A. Stay upwind from the incident.
- B. Do not touch any suspected material or container involved at the incident.
- C. Traffic collision investigations should not commence until the hazardous materials have been removed and the area decontaminated.
- D. Do not eat, drink, or smoke at the scene of a hazardous materials incident.
- E. Contaminated persons must be decontaminated and receive medical attention.
- F. Potentially exposed persons shall have the exposure documented.
- G. Do not use flares; instead, request cones, barricades, or banner tape.
- H. Maintain safe initial isolation and evacuation distances from the incident (refer to the Emergency Response Guide Book).

NOTE: Treat all hazardous materials as if they were toxic or explosive. Police officers do not generally carry appropriate protective equipment. Department-issued gas masks do not filter out toxic vapors.

3/1005

LIQUEFIED PETROLEUM GAS (LPG)

Spills involving a ruptured liquefied petroleum gas (LPG) container or hose, where there is leakage only, are potentially more dangerous than containers which are on fire because the danger is perceived to be less and people may congregate nearby. Escaping vapors are toxic, easily ignited, and can explode. Many gases are heavier than air and flow along the ground, moving as much as 300 feet from the source. This expanding cloud or plume increases the potential for an explosion or fire due to the higher probability of it reaching an ignition source. Flammable gases can be ignited by any electrical spark (telephones, radios, traffic signals, flashing signals, flashlights, or open flame).

3/1006 ENCLOSED VEHICLES AND SEMI-TRAILERS

When a collision involving an enclosed trailer, semi-trailer, van, or truck carrying hazardous materials occurs, do not open the vehicle to inspect the extent of damage. Chemicals may have spilled from their containers, releasing toxic vapors, powders, or liquids into the vehicle's interior. Most trailers or vans are not well-insulated and temperatures inside can exceed 130 degrees Fahrenheit. The combination of heat and confining space can cause the materials to react, forming a deadly atmosphere. Opening the vehicle doors can vent the toxic vapors directly onto the collision scene, contaminating all present.

3/1007 SCENE RESPONSE

A proper, safe approach to a collision scene involving hazardous materials is critical:

- A. As you arrive, look for visible vapors or smoke.
- B. Ensure that you park so that smoke or vapors are blowing away from your vehicle.
- C. Look for any spilled liquids. If any are present, approach the scene from uphill so the liquids do not reach your location or escape route.
- D. Look for evidence of the presence of hazardous materials (**placards, chemical markings, vehicle type, or names of chemical manufacturers**).

The variety of hazardous materials, their different forms, and their potential for harm make it necessary for officers to take a conservative approach when responding to collision scenes.

Some materials are particularly dangerous because they can permeate anything they contact. Such contamination can have short- and/or long-term health effects.

Particular caution should be used when exotic chemicals or pesticides are suspected. Some are so toxic that inhalation of a small amount of dust or fumes or the absorption of only a few drops through the skin can cause illness, unconsciousness, or death.

3/1008**AT-SCENE INVESTIGATIONS**

Officers at incidents with the potential of hazardous materials involvement should be alert to unusual odors, smoke, or colored liquids. These conditions may indicate chemical contamination.

- A. Officers should leave the immediate area, establish a perimeter, and close the area (409.5 PC), allowing only proper authorities to enter.
 - 1. When parking at an incident where hazardous materials are involved or suspected to be involved, park your vehicle facing away from the incident. This facilitates your escape from the scene if the situation escalates.
 - 2. Park a safe distance from the scene and allow sufficient area for access by Fire Department equipment.
- B. Rescue of injured or immobilized people in a possibly contaminated area must be evaluated with extreme caution. When a person is observed down in a contaminated area, officers should await the arrival of trained personnel in protective clothing, including a breathing apparatus.
- C. When any Department vehicle becomes contaminated, leave it parked at the scene. Personnel from the Department's Hazardous Materials Unit should be summoned to the location to provide for the vehicle's decontamination.

3/1009**IDENTIFICATION OF HAZARDOUS MATERIALS**

Because there is an immediate need for specific information concerning the nature of a hazardous materials spill, the United States Department of Transportation (US DOT) has developed a hazardous materials communications system. Presently, US DOT regulates over 30,000 hazardous materials in transport by rail, highway, air, and vessel.

- A. The US DOT hazardous materials communications system utilizes the following indicators:
 - 1. Placards
 - 2. Labels
 - 3. Markings
 - 4. Identification numbers
 - 5. Shipping papers

3/1009

B. The rules on the use and placement of the indicators vary with the following:

1. The type of hazardous materials shipped
2. The quantity
3. The mode of travel
4. The container type

NOTE: Each indicator provides information that will assist the responder in identifying the GENERAL class of the hazardous materials.

3/1010 **PLACARDS, LABELS, AND COLORS**

A. PLACARDS

1. A large 11-inch square-on-point warning device that is placed on transport vehicles and containers to indicate the presence of hazardous materials.
2. Placards are generally placed on each side and each end of a vehicle.
 - a. Some materials require placards for any amount, while others only require placards at **1,000 pounds or greater**.
 - b. It is common to transport up to 1,000 pounds of a hazardous material and not be placarded.

B. **LABELS** - A small four-inch square used to warn of hazardous materials in individual packages and containers. Generally, any package containing a hazardous material must have a label indicating the hazard presented by its contents.

C. Placards and labels use four different indicators to identify the hazard class of the material being transported. These indicators are listed below in the order found on the placards and labels -- **top to bottom**:

1. The color
2. The pictograph of the hazard
3. The hazard name or identification number
4. The United Nations hazard class number

3/1010

D. COLORS - The color of placards and labels is the primary method of identifying the hazard category of a commodity. It is the most visible feature of the US DOT communications system. Each color indicates a general set of characteristics for hazardous materials in transport:

1. Orange - Explosives and blasting agents
2. Red - Flammable solids, gases, and liquids
3. White - Poisons and health hazards
4. Yellow - Materials that produce violent reactions
5. Blue - Water-reactive material
6. Green - Highly compressed gases
7. Black and white - Corrosive materials
8. Yellow and white - Radioactive materials
9. Red and white stripes - Flammable solids
10. Red and White - Dangerous

E. PICTOGRAPHS - The pictograph is located on the top portion of the placard or label.

F. HAZARD NAME OR IDENTIFICATION NUMBER - The hazard name or identification number is located in the center of the placard or label (Refer to US DOT Emergency Response Guide).

NOTE: The center of the placard may have a four (4) digit ID number in place of the name, which would be the preferred choice for determining the precautions to employ.

3/1010

G. **UNITED NATIONS (UN) HAZARD CLASS NUMBER** - The United Nations Hazard Class Number also indicates hazardous characteristics. These numbers, which are located at the bottom of most placards and all labels, may also indicate the physical state of the material (Refer to US DOT Emergency Response Guide).

1. Explosives (class A, B, C, and blasting agents)
2. Compressed gases (flammable, nonflammable, and poisonous)
3. Flammable liquids
4. Flammable solids (and water-reactive)
5. Oxidizers and organic peroxides
6. Poisons (solid and liquid etiological agents and irritants)
7. Radioactive materials
8. Corrosive materials
9. Miscellaneous other regulated materials

NOTE: Some UN numbers are two digits, with the second number further defining the material.

3/1011 MARKINGS

Markings are the "proper shipping name" of the material and the "identification number" associated with that name. The marking is generally located on the sides of cargo tanks and on individual packages near the label.

3/1012 IDENTIFICATION (ID) NUMBERS

To facilitate material identification, the United States Department of Transportation (US DOT) has implemented a system wherein each hazardous material is assigned a permanent four-digit identification number. The identification number may be displayed on the 11-inch diamond-shaped placard or on a 6 x 15 inch rectangular orange panel. The identification number can also be located on all shipping papers and packages.

Once the identification number has been located, it can be used in conjunction with the US DOT Emergency Response Guidebook. This guidebook identifies hazardous materials by the four-digit identification number, as well as by material names.

3/1013 SHIPPING PAPERS

Shipping papers describing hazardous materials in transit are required to be within the driver's reach in the vehicle. While the vehicle is parked, the papers must be on the driver's seat. As an alternative, the papers may be in a pocket located on the driver's door. The shipping papers give the proper shipping name (chemical or generic), the hazard class, the ID number, and the total weight or volume. Additionally, the papers may give the consignee, consignor, or information on chemical hazards and contact telephone numbers.

NOTE: Officers should not enter a contaminated area to secure shipping papers, but should instead wait until the arrival of specialized personnel with protective equipment.

Other information sources include the vehicle tractor or trailer numbers, license plates, and carrier names. These can be useful in tracing unknown cargos.

3/1014 THE EMERGENCY RESPONSE GUIDEBOOK (ERG)

This guidebook was developed by the US DOT for use by fire fighters, police officers, and other emergency services personnel as a guide for initial actions to be taken to protect themselves and the public when called upon to handle incidents involving hazardous materials.

The information given is intended for the initial phases of the incident only, and additional guidance from specialists will be needed as the incident progresses. The guide is divided into color-coded sections for ready reference:

- A. The **orange border** pages are response "guide pages." These pages give information on the potential hazards associated with the material and appropriate emergency response actions.
 - 1. Potential hazards include adverse health effects, fire and explosion hazards, and other information.
 - 2. The action portion gives general emergency actions, fire actions, spill or leak actions, and first aid.
- B. The **yellow border** pages provide an ID number which leads to the appropriate response guide number. Yellow highlighted ID numbers are associated with inhalation hazards, which direct the user to check the green border pages in addition to the guide page.
- C. The **blue border** pages convert the shipping name into a response guide number. Blue highlighted shipping names are inhalation hazards and the user should check the green border pages in addition to the guide page.