Date Revised: 10/2019

Course Goal: Peace officers need to know how to effectively manage traffic collision scenes to ensure their safety, the safety of others and protect the integrity of the collision scene to preserve evidence. The recruit officer will be provided with basic skills necessary to investigate a collision scene and how to properly document it in a report.

Learning Objectives:

- Describe the components of standardized reporting formats used to document a collision. [29.III.A]
- Distinguish between the types of collision documentation, including: Collision investigation format, Collision report format. [29.III.B] [29.III.B.1,2]
- Prepare components of a traffic collision report, including: Description of injuries, identification of involved parties and vehicles, Time and location of collision events, Chronology of the collision events, Elements unique to hit-and-run and Driving-Under-the-Influence (DUI) collisions. [29.III.C] [29.III.C.1-5]
- Primary and associated collision factors, Area(s) of impact, Scene sketch. [29.III.C.6,7,8]
- Distinguish between information to be included in the narrative of a collision investigation format under each of the following categories facts, Statements, Opinions and conclusions, Recommendations, Distinguish between a collision sketch and a factual diagram. [29.III.D] [29.III.D.1,2,3,4] [29.III.E]
- Prepare content features and elements to be included on a collision scene sketch, Factual diagram. [29.III.F] [29.III.F.1,2]
- Given a simulated traffic collision problem, the student will participate in a learning activity that will reinforce the student's understanding of traffic collision investigative techniques, including, determining compass direction, methods to determine the area(s) of impact, Identification of physical evidence, scene measurement techniques. The student will participate in a learning activity involving a traffic collision scene. The student will demonstrate an understanding of an officer's responsibilities at a traffic collision scene, the ability to manage a traffic collision scene, the ability to perform traffic collision investigative tasks, the ability to complete a traffic collision report, the ability to complete a legible traffic collision sketch that records the officer's opinion as to how the collision occurred. [29.V.A, A1, A2, A3, A4]
- Student will participate in a learning activity that will reinforce the student's understanding of techniques to control traffic using hand signals, flashlights and warning devices including. [28:VII:B:1, 2]

Time: 2 Hours

Resources:

- Laptop with media software developed for this session.
- LD 29

 Flipchart paper and markers. AOI Traffic Collision Exercise Worksheets (6 Pages) Quadrant method of measurement handout 		
Session Summary: The recruit will learn the basics	in traffic collision investigation.	
Outline	Instructor Notes	
 Collision Documentation A. Statewide Integrated Traffic Records System. (SWITRS) was implemented for the purpose of establishing uniformity in the collection reporting, and retrieval of traffic collision data. SWITRS reports allow law enforcement and other agencies within specific jurisdictions to identify the types of collisions, types, and ages of parties involved, high collision frequency locations, violations that cause a high number of collisions, and other information 	[29.III.A] Lecture: Components of Standardized Reporting Formats	
 to assist in the analysis of traffic collisions. 3. Collision documentation a. Law enforcement agencies are responsible for documenting all collisions that take place within that agency's jurisdiction. b. All traffic collisions occurring on highways, and non-traffic resulting in personal injury or death, or in which the driver fails to immediately stop at the scene and report the collision or provide proper notification. 	[29.III.B] Lecture: Type of Collision Documentation	

c. Agencies are also responsible for	
documenting all bicycle collisions	
occurring on highways within their	
jurisdiction.	
4. Report components.	
a. Face sheet information regarding	[29.III.B.1]
the:	Lecture: Collision Investigation Format
1) Date and time	
2) Location of the collision,	
3) Involved parties,	[29.III.C.3]
4) Vehicle damage, and	Lecture: Time and Location of Collision
5) Any special conditions (e.g.,	
on-duty emergency vehicle,	
school bus, etc.).	
b. Data sheet documentation of the:	
1) Primary collision factor,	
2) Vehicle movements,	
3) Scene conditions, and	
4) Other information to be	
entered into the SWITRS	
database.	
c. Injured/witness/ passenger	
records	[29.III.C.2]
1) Injured persons,	Lecture: Identification of Parties
2) Witnesses (i.e., non-injured,	
noninvolved persons), and/or	
3) Passengers (i.e., non-injured,	
involved persons)	
4) Notation of the extent of	
injuries.	
d. Narrative.	
1) Investigating officer's record,	
written in that officer's own	
words, of the facts related to	
the collision.	

Statements made by involved	
and noninvolved persons.	
The officer's opinions,	[29.III.D.4] Lecture: Recommendations
conclusions, and	Lecture: Recommendations
recommendations.	
4) An illustration representing	
the investigating officer's	
opinion how the collision	
occurred	
5) A drawing of the factual	[20 H 2 0]
details of the collision scene as	[29.III.B.2]
the officer found it.	Lecture: Collisions Reporting Formats
e. Reporting formats when	
investigation a T/C.	
1) Collision Investigation Format:	
takes place on a highway and	
results in serious personal	
injury. Completed by I/O.	
2) Collision report format: Minor	
injuries, property damage	
only. Completed by I/O.	
3) Property damage only: No	
injuries, no follow-ups and no	
prosecution anticipated.	[29.III.C.4]
B. Report Narratives.	Lecture: Lecture Chronology of Collision
1. A report narrative should not	
contain useless details. Instead a	
narrative should:	
a. Bring together the elements of the	
incident in a concise, logical, and	
time sequenced order.	
b. Expand upon information noted	
elsewhere.	
c. Explain the occurrence of the	
collision.	

2. A collision investigation format	[29.III.D][29.III.D.1]
narrative should contain the:	Lecture: Facts
a. Facts pertinent to the incident.	
b. Statements of involved parties	
and witnesses.	
c. Opinions and conclusions of the	
investigating officer how the	
collision occurred.	
d. Recommendations for further	
action(s).	
3. Report Facts in Narrative.	
a. Type and time of call.	
b. Response location, Arrival time.	
c. Statements that speeds and	
measurements are approximate	
and how each was obtained (e.g.,	
pacing, rolatape, etc.)	
4. Scene Description.	
a. Road alignment, surface.	
b. Fixed or other objects.	
c. Type(s) of traffic controls.	
5. Involved Parties.	
a. Party's name and how that person	
was identified.	
b. How driver of that party's vehicle	
was determined.	
c. Location of that party's vehicle.	
d. Any mechanical defect associated	
with that party's vehicle.	
6. Other Factual Information.	
a. Additional information (e.g., driver	
license restrictions, physical	[29 III C 5]
disabilities of party, etc.)	[29.III.C.5] Lecture: Elements of Hit and Run and
b. Any follow-up action needed	DUI
7. Hit-and-run	

а	. Description of suspect vehicle,	
	party, and clothing.	
b	. Who can identify suspect and	
	establish that person as the driver.	
с	Summary of follow-up actions	
	(e.g., locating and impounding	
	vehicle, etc.)	
d	. If necessary, an explanation why	
	follow-up actions were not	
	possible.	
8.	Hazardous materials.	
а	. Trade and chemical names	
b	. Presence/absence of placards,	
	labels, and shipping papers.	
с	. Type of packaging.	
d	. Cleanup contractor.	29.III.D.2]
e	. Disposition of material.	Lecture: Statements
9. Party statements.		
а	. Any statements made by involved	
	parties or witnesses should be	
	noted within the investigation	
	narrative. Statements need not be	
	noted verbatim but each should	
	be recorded in a manner that	
	presents the pertinent substance	
	and information of the person's	
	words.	
b	. Statements may also be taken	
	from other individuals who can	
	provide relevant information (e.g.,	
	emergency medical technicians,	
	family members, person who may	[29.III.D.3]
	be able to provide information	Lecture: Opinions and Conclusions
	regarding a hit-and-run collision,	
	etc.).	

10. T	he opinions and conclusions	
р	ortion of an investigation narrative	
S	hould explain how the collision	
C	occurred.	
a.	Summary present a complete	
	description of:	
b.	What took place.	
с.	How the collision happened and	
	why it happened.	
d.	Tell what happened before,	
	during, and after the collision.	
e.	Base all opinions on evidence at	
	the scene and/or statements of	
	involved parties or witnesses.	
f.	Present information in a logical,	
	time sequential manner.	
g.	Note pertinent details.	
11. A	area(s) of Impact.	
a.	State the area of impact and how	
	it was determined (e.g., physical	
	evidence, point of rest,	
	statements, damage etc.).	
b.	Indicate the area of impact with a	
	minimum of two measurements.	
с.	If more than one area of impact,	
	note each separately.	
12. C	Cause/Fault.	
a.	Identify the party who was	
	determined to be most at fault	
	and the primary collision factor.	
b.	Explain how each was determined	
	and identify the evidence upon	
	which each was based.	
13. lı	n the final portion of an	
iı	nvestigation narrative, the	
iı	nvestigating officer may	

recommend follow-up a may:	[29.III.C.8]
 a. Requesting district attareview. b. Mechanical inspection c. Further evidence anal d. DMV re-examinations C. Collision Sketches and Factua 1. Sketches vs. diagrams. a. A collision sketch is an of the collision scene to the investigating office as to how the vehicle occurred. Collision skets should be included wir collision investigation collision report formation. b. A factual diagram is a the collision scene that the scene as it was four the officer's arrival. It factual information or than any opinions of t investigating officer. 2. Factual diagrams should with collision document the a. Collision involves a set or fatality. b. Diagram would assist prosecution. c. Diagram would assist clarifying a point in the portion of the report. 3. All sketches and diagram is a clean (smudge free), clean 	s. sis. of driver. Diagrams. illustration hat reflects r's opinions collision tches h all format and s. [29.III.E] drawing of t represents nd upon contains ly, rather ne be included ation when ious injury n a an officer in e narrative ss must be

legible. All text should be written	
horizontally (parallel to the bottom	
of the page) rather than vertically.	
The use of diagram templates and a	
straight edge is recommended to	
improve the quality of all sketches	
and diagrams.	
4. All collision sketches and factual	
diagrams should include:	
a. A compass direction (North is	
usually indicated with an arrow	
pointing to the top of the page).	
b. Reference points and directions.	
c. Fixed objects and elements	
(appropriately labeled) that are	
relevant to the investigation or are	
relevant to collision factors (e.g.,	
trees, traffic signs and devices,	
shrubs, poles, buildings, etc.).	
d. The identity of all highways,	
roadways, and alleys shown.	
5. Both collision sketches and factual	
diagrams should also be	
proportional (but not necessarily to	
scale).	
6. Collision sketches illustrate the	
investigating officer's opinion	
regarding:	
a. travel pathways of involved	
vehicles and parties.	
b. Area of impact.	
7. Factual diagrams should illustrate	
only the facts of the collision	[29.III.F.1]
regarding location of:	Lecture: Collision Scene Sketch
a. Physical evidence.	

b. Points of rest of involved	
vehicle(s).	The point of rest (POR) is the
c. Dead or injured parties.	geographical location at which the involved vehicles come to a final position
d. Other critical features observed by	of rest after impact
the investigating officer.	
8. Collision sketch guidelines. A	
collision sketch should illustrate the	
investigating officer's opinions that	
have been expressed in the	
narrative summary of the report.	
a. Official route numbers or names	
should be used to identify all	[29.V.A, A1, A2, A3, A4] [28:VII.B:1, 2}
highways.	Facilitate: Learning activity #1
b. When there is more than one area	
of impact, each should be	
numbered consecutively	
beginning with the initial impact.	
c. Vehicle pathways prior to the area	
of impact should be identified	
using solid lines. Each line should	
be numbered as necessary to	
identify vehicles (e.g., V-1, V-2,	
etc.).	
d. Identify the pathways of	
pedestrians or animals using	
dashed lines. Each line should be	
numbered as necessary (e.g., P-1,	
P-2, etc.).	
9. A factual diagram should enhance	
the facts presented in a collision	
investigation format narrative.	
10. Do not show vehicle or pedestrian	
pathways or area(s) of impact.	
These should be described in the	
investigation narrative format and	
shown on the collision sketch.	