

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

December 3, 2021

SUBJECT: COMMUNITY ONLINE REPORTING SERVICE, TRAFFIC COLLISION INVESTIGATION, AND VARIOUS RELATED DEPARTMENT MANUAL SECTIONS – REVISED, RENAMED, AND/OR DELETED

PURPOSE: The purpose of this Order is to amend various Department Manual sections in compliance with the recently amended traffic investigative procedures implemented by Traffic Group.

PROCEDURE:

- I. MOVEMENT OF TRAFFIC; COMMUNITY ONLINE REPORTING SERVICE; REPORTABLE TRAFFIC COLLISION; PROPERTY DAMAGE ONLY (PDO) TRAFFIC COLLISION; TRAFFIC COLLISION INVESTIGATION; REPORTING TRAFFIC COLLISIONS NOT INVESTIGATED AT SCENE; HIT AND RUN TRAFFIC COLLISION; AND, INJURY CLASSIFICATION – CRITERIA – REVISED.** The following Department Manual Sections have been revised: 1/130.50, 4/274.25; 4/415.05; 4/415.20; 4/420.25; 4/430.05; 4/430.50; and 4/432.10. Attached are the revised manual sections with the revisions indicated in italics.
- II. DAMAGE TO UNATTENDED PROPERTY – DELETED.** Department Manual Section 4/415.25, *Damage to Unattended Property*, has been deleted.
- III. LOS ANGELES COUNTY METROPOLITAN TRANSIT AUTHORITY (LACMTA) BLUE, GOLD OR GREEN LINE INVOLVED IN TRAFFIC COLLISION; AND, INJURY CLASSIFICATION – RESPONSIBILITY FOR – RENAMED AND REVISED.** Department Manual Sections 4/430.26 and 4/432.20 have been revised and renamed. Attached are the revised manual sections with the revisions indicated in italics.

AMENDMENTS: This Order revises, renames, and/or deletes the following Department Manual Sections: 1/130.50, 4/274.25, 4/415.05, 4/415.20, 4/415.25, 4/420.25, 4/430.05, 4/430.26, 4/430.50, 4/432.10, and 4/432.20.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.


MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION "D"

DEPARTMENT MANUAL
VOLUME I
Revised by Special Order No. 22, 2021

130.50 MOVEMENT OF TRAFFIC. To facilitate the safe and expeditious movement of vehicular and pedestrian traffic, the Department must enforce traffic laws, *and* investigate traffic collisions. To enforce compliance with traffic laws and to develop driver awareness of the causes of traffic collisions, the Department appropriately warns, cites, or arrests traffic law violators. Traffic collisions are investigated to protect the rights of the involved parties, to care for the injured, to determine the causes of accidents so that methods of prevention may be developed and, when a traffic law violation is discovered, to gather necessary evidence to prosecute the violator. *The Los Angeles Department of Transportation shall be requested to* direct vehicular traffic when necessary to prevent injury to persons and property, and provide information to the public in assisting them to arrive at their destination safely and expeditiously.

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 22, 2021**

274.25 COMMUNITY ONLINE REPORTING SERVICE. The Department has established the Community Online Reporting Service (CORS) to enhance public service delivery through the use of technology. The provisions of this service will provide a convenient method for the public to report crime to the police. The CORS is the primary reporting system to be utilized to officially report certain types of crimes which are listed in *Department Manual* Section 4/274.20 and on the Department's public website.

When a *community member* makes direct contact with an *employee* of the Department – in person or telephonically – and wishes to make a report for a collision involving: *possible injury and/or suspected minor injury or a Hit-and-Run Misdemeanor where no license plate or vehicle were left at scene, officers shall direct the individual to the CORS to report the incident. Department employees* should educate the community member about the Department's *traffic collision reporting criteria and the reporting requirements for CORS whether the contact is made in person or telephonically. When a collision does not meet the CORS criteria, a Department employee shall complete the appropriate report. Community members who do not have access to technology in order to complete the report should be directed to their insurance agent, a relative, public library or the City Council field office for assistance. In rare circumstances, Department employees may assist the community member in completing the CORS report.*

Note: *When a vehicle is abandoned, or license plate is left at-scene, a Traffic Crash Report, CHP 555 Form Set shall be completed. The community member shall not be directed to CORS.*

415.05 REPORTABLE TRAFFIC COLLISION. A *Traffic Crash Report, CHP 555 Form Set*, shall be completed, when a traffic collision involves one or more of the following:

- *Fatality;*
- *Suspected Serious Injury;*
- *Hit-and-Run with Injury;*
- *City Property Involved with possible City liability; and,*
- *DUI.*

Note: The investigation of school bus traffic collisions by officers of this Department shall be limited to those *collisions* that are within the Department's standard traffic collision reporting policy. *Therefore, collision investigations shall be handled* when the involved school bus was not transporting students or actively loading or unloading students at the time of the *collision*. Department personnel at the scene of a school bus traffic collision, which is not the investigative responsibility of this Department, shall notify the CHP and stand by until CHP personnel arrive. (See *Department Manual* Section 4/430.25.)

415.20 PROPERTY DAMAGE ONLY (PDO) TRAFFIC COLLISION. *Officers will not be assigned these calls for service. In the event an officer encounters a PDO traffic collision, they shall:*

- *Assist in clearing the scene;*

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 22, 2021**

- Inform the involved parties regarding the requirement for submission of the State Form SR-1 to the Department of Motor Vehicles;
- Inform the involved parties that a *Traffic Crash Report*, CHP 555 Form Set is *not* required *and* will *not* be taken by *the* Department;
- *Assess the collision and ensure the incident does not meet the Department's reporting criteria; and,*
- *Provide a Traffic Collision Information, Form 04.37.00, and advise parties to complete the form.*

Note: *When a vehicle is abandoned, or license plate is left at-scene, a Traffic Crash Report, CHP 555 Form Set shall be completed. The community member shall not be directed to the CORS.*

An officer receiving a *community member* request for police presence at the scene of a property damage only traffic collision shall use the criteria established for the reporting of traffic collisions (*Department Manual Section 4/415.05*) to determine if a *traffic* unit should be dispatched.

420.25 TRAFFIC COLLISION INVESTIGATION. When an on-duty officer observes or is notified by a *community member* of a traffic collision, the officer shall notify Communications Division *and conduct an assessment. If a traffic collision meets the Department's reporting criteria, the officer should advise Communications Division that a traffic unit is needed to respond to complete the report. When it is determined that the collision does not meet the reporting criteria, the community member should be directed to Community Online Reporting Service by the officer.*

430.05 REPORTING TRAFFIC COLLISIONS NOT INVESTIGATED AT SCENE. When a report is taken at a location other than at the *original* scene of a traffic collision, a desk officer or other officer assigned shall obtain the reporting person's name, date and location of the *collision*. After obtaining this information, the officer shall telephone the Crime and Miscellaneous Reports Section, Records and Identification Division, to determine whether the report is original or supplemental.

Original Report. When the report is an original, the report taken shall be the same as *it* would be taken if the *collision* had been investigated at the scene (*Department Manual Sections 4/415.10 and 4/415.15*).

Exception: *When no at scene investigation, officers shall not determine fault, per California Vehicle Code 20015. Primary Collision Factor (PCF) shall be "unknown." In addition, officers shall not complete "cause" headings.*

Note: A *collision* investigation supervisor shall be contacted for advice prior to completing a *Traffic Crash Report, CHP 555 Form Set*, when the traffic collision involves death, an alleged traffic felony, a Department employee or vehicle, or any possibility of City liability.

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 22, 2021**

Supplemental Report. When the report is supplemental, and a statement of the reporting person is required, the officer shall complete a Narrative Supplemental, CHP Form 556, *utilizing the original Division of Records (DR) Number.*

430.26 LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY LINES INVOLVED IN A TRAFFIC COLLISION IN THE CITY OF LOS ANGELES. In the event of a traffic collision involving a *Los Angeles County Metropolitan Transportation Authority (LACMTA) conveyance*, a *Transit Services Division* field supervisor shall respond and serve as a liaison between *Los Angeles County Sheriff's Department (LASD)* and LAPD traffic units *and ensure a traffic collision investigation is completed.* When a traffic unit is unavailable, or delayed, a patrol unit may be assigned to *start the initial traffic collision investigation until the traffic unit becomes available to complete the Traffic Crash Report, CHP 555 Form Set.* Commercial freight and passenger rail lines (such as Southern Pacific, Union Pacific, Amtrak, etc.) also operate within the City limits. Calls for service *for* these lines will be dispatched *according to Department reporting criteria.*

430.50 HIT - AND - RUN TRAFFIC COLLISION. An officer shall conduct an investigation and complete an appropriate *Traffic Crash Report, CHP 555 Form Set, when a hit-and-run felony has occurred.*

Broadcasts. An officer at the scene of a *felony* hit-and-run traffic collision shall, without delay, obtain and broadcast any available description of *the* hit-and-run driver and conveyance.

Teletypes. A supervisor shall be contacted regarding the sending of a local teletype when a *felony* hit-and-run is involved. An investigating officer shall contact:

- A South Traffic Division supervisor when the *collision* occurred in South Bureau;
- A Central Traffic Division supervisor when the *collision* occurred in Central Bureau;
- A West Traffic Division supervisor when the *collision* occurred in West Bureau; *and,*
- A Valley Traffic Division supervisor when the *collision* occurred in Valley Bureau.

432.10 INJURY CLASSIFICATION – CRITERIA. Traffic collision injuries *shall* be classified as follows:

Fatal Injury: An injury that results in death as a result of injuries sustained in a collision, or an injury resulting in death within **30 days** of the collision. The term fatal injury was previously classified as a "K" injury.

Note: The death of a fetus involved in a traffic collision will be documented as a fatal injury if the coroner classifies the injury as a death and attributes the death to the collision.

Suspected Serious Injury: A "*Suspected Serious Injury,*" which was previously classified as an "A" injury, includes:

- Any serious incapacitating injury requiring hospitalization, other than observation;

**DEPARTMENT MANUAL
VOLUME IV
Revised by Special Order No. 22, 2021**

- An injury which prevents the victim from walking or driving;
- *A broken or distorted extremity (arm or leg);*

Note: A broken finger would not qualify as a suspected serious injury.

- *Paralysis;*
- *Severe laceration resulting in exposure of underlying tissue/muscles/organs or resulting in significant loss of blood;*
- *Crush injuries (crush injuries occur when force or pressure is put on a body part, which happens most often when part of the body is squeezed between two heavy objects);*
- *Severe burns (second or third degree burns over 10% or more of the body);*
- *Suspected skull, chest or abdominal injury other than bruises or minor lacerations; or,*
- *Unconscious when transported from the crash scene.*

Suspected Minor Injury: A “*Suspected Minor Injury*,” which was previously classified as a “B” injury, would include:

- Any visible injury other than a fatal or severe injury;
- Bruises, discoloration or swelling;
- Minor lacerations or abrasions; or,
- Minor burns.

Possible Injury: A “*Possible Injury*,” which was previously classified as a “C” injury, would include:

- Internal, other non-visible injuries and fraudulent claims of injury;
- *Momentary loss of consciousness;*
- Parties who seem dazed, confused, or incoherent (unless behavior can be attributed to intoxication, extreme age, illness or mental infirmities);
- Parties who are limping or complaining of pain or nausea, but do not have visible injuries; *or,*
- Parties who say they want to be listed as injured, but do not appear to be injured.

Any injuries listed on the *Traffic Crash Report, CHP 555 Form Set*, shall be restricted to those resulting from the collision. Any injury sustained prior to, or subsequent to, the collision shall be explained in the “Remarks” section of the *Traffic Crash Report, CHP 555 Form Set*.

432.20 INJURY CLASSIFICATION – RESPONSIBILITY. Injury classification shall be determined by the reporting officer on the basis of information available at the scene of the *collision* or at the time of the initial follow-up at a medical facility. Injury classification shall not be changed on any copy of the original traffic report after the report has been distributed.

Note: A field officer who receives a death notification **after** the distribution of the *Traffic Crash Report, CHP 555 Form Set*, shall not change the injury classification.