

# GENERAL ORDER



DISTRICT OF COLUMBIA

<b>Subject</b> <b>Traffic Crash Reports</b>		
<b>Topic</b>	<b>Series</b>	<b>Number</b>
<b>SPT</b>	<b>401</b>	<b>03</b>
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## I. BACKGROUND

Police agencies are responsible for conducting initial and follow-up traffic crash investigations, preparing the related reports, and taking the proper enforcement action. The purpose of a traffic crash investigation is to determine the cause(s) of a crash in order to assist in developing and guiding traffic enforcement activities that reduce or prevent motor vehicle crashes, property damage, personal injury, and loss of life.

## II. POLICY

The policy of the Metropolitan Police Department (MPD) is to properly investigate traffic crashes and collect the data and information that will assist in developing and guiding traffic enforcement activities and preventing vehicular crashes that result in property damage, injury, and/or death.

### III. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. Commercial Motor Vehicle – Type of motor vehicle used on a trafficway for the transportation of goods, property, or people in interstate or intrastate commerce.
2. Evening Rush Hour – 1600 to 1900 hours, Monday through Friday.
3. Member – Sworn and civilian employees of the MPD and Reserve Corps members.
4. Morning Rush Hour – 0630 to 1000 hours, Monday through Friday.
5. Official – Member the rank of sergeant or above.
6. Traffic Crash Investigation – Process of collecting factual information; identifying and describing persons, roads and motor vehicles involved in a crash; describing crash results in terms of the damage to motor vehicles and roadside objects, injuries to people, marks and residue on the road, and final positions of vehicles and persons; interpreting facts in terms of the behavior of the involved persons; and, when appropriate, specifying the factor, or combination of factors, that caused a crash.
7. Traffic Crash Reporting – Basic data and information collection performed in order to identify and document a traffic crash and the persons, vehicles, time/location, directions of travel, and possible contributing factors, such as a traffic law violation.
8. Traffic Desk – Position located within the Command Information Center (CIC) that is staffed during morning and evening shifts, Monday through Friday, except for legal, public holidays. The member assigned to the traffic desk is responsible for monitoring events that have an effect on, or are directly caused by traffic conditions. The member is responsible for the timely dissemination of information to the Department, agency partners, and members of the media/public pertaining to these incidents and providing guidance to field units on traffic control, in accordance with SO-12-12 (Command Information Center Traffic Desk)

### IV. REGULATIONS

- A. The Major Crash Unit, Traffic Safety Specialized Enforcement Branch, Special Operations Division, Homeland Security Bureau, shall be responsible for investigating and preparing reports for traffic crashes involving serious personal injury where the victim may die, and for traffic crash deaths that

occur within the District of Columbia, provided that the area is not under the jurisdiction of the U.S. Park Police.

- B. The police districts shall investigate all traffic crashes not assigned to the Major Crash Unit.
- C. Members who come upon a vehicle crash and are unable to remain at the scene to investigate (e.g., member is responding to a priority call, member is outside his/her assigned district) shall:
  - 1. Secure the scene.
  - 2. Call for DC Fire and Emergency Medical Services (DCFEMS) if there are injuries.
  - 3. Request that a unit from the district of occurrence or a member of the Major Crash Unit respond in accordance with this order.
- D. Investigating members shall ensure that individuals involved in traffic crashes exchange accurate information, regardless of the estimated damage.
- E. All persons are permitted to view and/or obtain copies of any PD Form 10 (Traffic Accident Report) consistent with the procedures detailed in Part V.G of this order.
- F. Members shall refrain from questioning any persons requesting a PD Form 10 as to their involvement or non-involvement in traffic crash, or how they intend to use the report.

## **V. PROCEDURES**

- A. Traffic Crashes on Highways or Public Space
  - 1. The MPD shall investigate and prepare reports on traffic crashes that occur on highways and public space in the District of Columbia when:
    - a. A fatality or reported injury (regardless of the seriousness of the injury) occurs; and/or
    - b. An involved motor vehicle sustains body or mechanical damage that renders it inoperable, and the damage requires the vehicle to be towed from the scene.
  - 2. Investigating members shall prepare, on a PD Form 10, a traffic crash report, regardless of the amount of damage sustained, when:

- a. Damage to a motor vehicle or other property has occurred, and the operator or owner of the damaged vehicle or property is not at the scene of the crash.
- b. District or Federal Government-owned motor vehicles or property are involved, including governmental corporation motor vehicles (e.g., U.S. Postal Service).
  - (1) For crashes involving government-owned vehicles or property (including MPD vehicles or property), investigating members shall contact the Mayor's Command Center at (202) 727-6161.
  - (2) For crashes involving damage to street light poles, investigating members shall contact Pepco at 1 (877) 737-2662.
- c. A public transportation motor vehicle is involved (e.g., bus, taxicab, limousine).
- d. The motor vehicle has been involved in a crime, or serious traffic violation including, but not limited to:
  - (1) Leaving the scene of a crash;
  - (2) Operating a motor vehicle while under the influence of alcohol or any other intoxicating substance;
  - (3) Reckless driving;
  - (4) Operating a motor vehicle without a permit;
  - (5) Operating a motor vehicle after suspension or revocation of a permit; or
  - (6) Operating a motor vehicle at a speed in excess of thirty (30) miles per hour above the authorized speed limit.
- e. The investigating member issues a Notice of Infraction (NOI) or summarily arrests one (1) or more motor vehicle operator(s).

NOTE: An NOI shall be issued whenever one (1) of the parties is found to be at fault
- f. The investigating member determines that a report is required to assist in ensuring that no involved party evades responsibility.
- g. The traffic crash involves an operator who is a diplomat.

### 3. Minor Damage

- a. Members are not required to complete a PD Form 10 for minor damage including, but not limited to, damage that renders a motor vehicle temporarily inoperable. Examples of such damage include, but are not limited to:

- (1) Broken or cracked windshield;
- (2) Flat tire;

NOTE: Members shall complete a PD Form 251 rather than a PD Form 10 for damage to property (e.g., if a rim (wheel) or tire is damaged due to a pot hole).

- (3) Broken vehicle lights; and
- (4) Body damage that can be temporarily realigned to permit the safe operation of the vehicle.

- b. For crashes involving minor damage where no PD Form 10 is required, members shall provide the involved parties with the "Government of the District of Columbia Motor Vehicle Crash Report for PROPERTY DAMAGE ONLY."

### B. Traffic Crashes on Private Property

1. When a traffic crash occurs on private property a report shall be prepared on a PD Form 10 by the investigating member, when:
  - a. A fatality or injury occurs (regardless of the seriousness of the injury);
  - b. The traffic crash involves an operator who is a diplomat;
  - c. An MPD vehicle is involved, and an official directs that a PD Form 10 be prepared in accordance with GO-OPS-301.01 (Vehicle Operation and Maintenance); and/or
  - d. Any of the following charges will be placed against the vehicle operator as a result of the traffic crash:
    - (1) Unlicensed operator;
    - (2) Operating a motor vehicle while under the influence of alcohol or any other intoxicating substance; and/or
    - (3) Leaving the scene of a crash.

NOTE: Investigating members shall not place charges against, or issue an NOI to any person for a violation other than those listed above, as a result of a crash on private property.

2. In any other cases involving traffic crashes on private property, investigating members shall prepare a PD Form 251 (Incident-Based Event Report), rather than a PD Form 10, with a classification of "Damage to Property."

C. Responding to and Handling a Traffic Crash Scene

1. Upon arrival at the scene of a traffic crash, the investigating member(s) shall:
  - a. Park his/her motor vehicle, so as to not create an additional hazard.
  - b. Check for fatalities or injuries, secure the scene, and call for DCFEMS personnel, or other appropriate assistance.
  - c. Guide traffic away from the scene using emergency warning devices (e.g., lights, flares, cones).
  - d. Minimize traffic congestion (e.g., removing the vehicles from the roadway, but only when such action does not interfere with the investigation).
  - e. Handle any traffic lane closures in accordance with Part V.D of this order.
  - f. Check the validity (through WALES) of all involved operators, permits, insurance, and registrations cards.
  - g. When any hazardous material is involved, contact the Office of Unified Communications (OUC) and the Command Information Center (CIC) to make the appropriate notifications as described in GO-OPS-802.04 (Hazardous Material Incidents) and also take the appropriate actions required by GO-OPS-802.04.
2. When a PD Form 10 is required, the investigating member(s) shall:
  - a. Primarily use a personal computer (PC) or mobile data computer (MDC) with MPD Intranet access to enter the report into the automated Traffic Crash Application prior to the end of his/her shift.

- b. In extraordinary circumstances, when no computer with MPD Intranet access is available, be permitted to handprint all information (except his/her signature) legibly, in black ink, on a paper copy of the PD Form 10 prior to the end of his/her shift.
- c. Use additional paper PD Forms 10 when more than four (4) vehicles are involved.
- d. Conduct follow-up by:
  - (1) Locating the drivers and any involved bicyclists or pedestrians;
  - (2) Conducting a canvass for witnesses and/or videotape;
  - (3) Interviewing all involved drivers, bicyclists or pedestrians and witnesses when practicable, recording all pertinent information in the narrative of the PD Form 10; and
  - (4) Taking statements when appropriate (e.g., crash involving a fatality, MPD-involved crash), using a PD Form 119 (Complainant/Witness Statement) or PD Form 118 (Defendant/Suspect Statement).
- e. Record any additional information that describes the circumstances of the crash, any distraction to involved person(s), and the insurance information for all vehicles and owners involved.
- f. Ensure the involved parties exchange accurate information.
- g. Complete a full diagram of the event, to include the location of the impact, direction of travel for all vehicles, and location of any traffic control signs and signals.
- h. Record details about any commercial motor vehicles involved in the crash.
- i. Always record the striking vehicle as Vehicle #1 in the narrative, regardless of which motor vehicle operator is at fault.
- j. Record information on all witnesses to the crash on the traffic crash report, except for:
  - (1) Witnesses who have left the scene before information about the crash has been obtained. In those cases, the investigating member shall attempt to contact the witness by telephone, e-mail, or other means.

- (2) Witnesses who have left the scene and cannot be reached. In those cases, the investigating member shall record this fact in the narrative of the report.
- k. If a driver indicates that the crash may have been caused by defective equipment (e.g., failed brakes):
  - (1) During normal business hours (Tuesday through Saturday, between 0700 and 1500 hours), immediately have the motor vehicle towed to the DC Motor Vehicle Inspection Station for examination [See Attachment A (Inspection Station/Mail-In Correspondence Unit Physical Address)]; or
  - (2) When the DC Motor Vehicle Inspection Station is closed, impound the motor vehicle in accordance with GO-SPT-303.03 (Tow Crane Operation and Enforcement) and present the vehicle to the DC Motor Vehicle Inspection Station for examination the following business day.

NOTE: Any defects discovered during the inspection shall be noted on the PD Form 10. If further explanation is necessary, the narrative section of the PD Form 10 shall be used.
- l. Request a member of the Crime Scene Investigations Branch, Forensic Science Services Division, Investigative Services Bureau (ISB), to respond to the scene in the following circumstances:
  - (1) A fatality has occurred;
  - (2) A serious (life threatening) personal injury has occurred;
  - (3) A hit-and-run incident resulting in personal injury or substantial property damage has occurred;
  - (4) Federal or District Government property is involved and there is a resulting injury;
  - (5) Alcohol or any other intoxicating substance is involved; and/or
  - (6) As directed by the investigating member.
- m. Take appropriate enforcement action when there is sufficient evidence of one (1) or more traffic law violations.



- (1) Warning NOIs shall not be issued when a traffic crash has occurred.
  - (2) Members shall not cite a party involved in the crash until all relevant information can be gathered.
- n. In traffic crash scenes involving a driver leaving the scene of the crash (i.e., “hit and run”):
- (1) Broadcast a description, when available, of the motor vehicle and operator, if the crash has recently occurred;
  - (2) Check the scene for evidence;
  - (3) Collect all physical evidence from the scene and record the description of the physical evidence in the narrative section of the PD Form 10; and
  - (4) Prepare all PD Forms relevant to the investigation [e.g., PD Forms 10, 81 (Property Record), and 252 (Supplement Report) for additional information after the original report has been taken].
- o. When an injured person is transported from the traffic crash scene to a hospital for treatment:
- (1) Arrange to interview the individual, in person, whenever practicable;
  - (2) Interview the treating physician to develop additional facts relating to the crash and the extent of the individual's injuries; and
  - (3) Immediately notify the Teletype Section, Tactical Information Division, Homeland Security Bureau, and document the notification in the narrative of the PD Form 10 if the victim is admitted to the hospital.
- p. Submit completed traffic crash reports to his/her immediate supervisor for review and approval (regardless of where the crash took place), respond to any comments made by the supervisor, and re-submit any corrected report by end of his/her shift.
- (1) Prior to the submission of traffic crash reports for review and approval, members shall ensure all involved parties and witnesses have been interviewed unless an involved

party or witness is incapacitated and cannot be interviewed prior to the completion of the report.

- (2) Members shall document in the narrative of the PD Form 10 when an involved party or witness is incapacitated and cannot be interviewed prior to the completion of the report.
  - (3) In the event that members obtain supplemental or follow-up information after submitting their PD Form 10, members shall submit a PD Form 252 with the additional information.
- q. By the end of his/her shift, log in to the automated Traffic Crash Application to correct any rejected reports, or consult with the check-off sergeant and/or watch commander to do the same if he/she does not have access to a computer with MPD Intranet access.
3. If a PD Form 10 is not required, and the permit and registration of each operator has cleared through WALES (Washington Area Law Enforcement System), the investigating member(s) shall:
  - a. Inform each operator that the MPD is not required to prepare a traffic crash report.
  - b. Provide the involved parties with the "Government of the District of Columbia Motor Vehicle Crash Report for PROPERTY DAMAGE ONLY."
  - c. Refrain from making any comments about the crash (e.g., regarding who appears to be at fault or the appropriateness of the issuance of an NOI).
  - d. Ensure the involved parties exchange accurate information.
  - e. Ensure each involved vehicle is moved by the owner or operator.
  - f. Provide any reasonable assistance to ensure that the passage of other traffic shall not be obstructed.
  - g. Return to service using the disposition of "No Report" and state the action that was taken.
4. When handling property of obvious or significant value on a traffic crash scene, the investigating member(s) shall:

- a. Ensure that the property is secured.
- b. Take into custody items of value that are too large or bulky, or cannot otherwise accompany the owner to the hospital, transport the property to the his/her assigned element, where the property shall be packaged, labeled, logged, and properly accounted for in accordance with GO-SPT-601.01 (Recording, Handling and Disposition of Property Coming into Custody of the Department).

D. Traffic Lane Closures

1. When a traffic lane closure is necessary due to a traffic crash or other event, responding members shall:
  - a. For self-initiated (i.e., non-dispatched) events, ensure that the appropriate Patrol District Zone Dispatcher is aware of the location and type of event.
  - b. Switch their radio to the City-Wide 1 Radio Zone.
  - c. Provide as much detail as possible regarding the traffic lane closure (e.g., streets and cross-streets affected, scope of closure).
  - d. Provide guidance regarding possible alternate routes/re-routing of traffic.
  - e. When the Traffic Desk is operational, notify the Traffic Desk, CIC, through the City-Wide 1 Zone of the traffic lane closure. At all other times, notifications shall be made to the Watch Commander, CIC.

NOTE: The Traffic Desk is operational during the morning and evening shifts, Monday through Friday, except for legal, public holidays.

- f. Advise the CIC and the City-Wide Dispatcher that they will be returning to their original radio zone.
- g. Ensure vehicles are removed from the roadway and traffic lanes are reopened as soon as practicable so as not to impact any ongoing investigation and to continue to ensure the safety of all involved parties, emergency response personnel, and the public.

2. Upon notification of a traffic closure, the CIC shall:
  - a. Notify the District Department of Transportation (DDOT) twenty-four (24) hour hotline at 202-671-3368.
  - b. Notify the District of Columbia Homeland Security and Emergency Management Agency (DCHSEMA) at 202-727-6161.
  - c. During morning and evening rush hour, ensure the member assigned to the Traffic Desk provides, in accordance with CIC procedures:
    - (1) Timely dissemination of information to members of the Department, our agency partners, and members of the media/public pertaining to the closure; and
    - (2) Guidance to field units on traffic control.

E. Critical Injury/Fatality Traffic Crash Investigations

1. Upon arrival, members shall notify the Major Crash Unit of all crashes that involve serious personal injury where the person may die and/or where there has been a fatality.
2. The first unit on the scene shall, absent exigent circumstances, attempt to preserve or freeze the crime scene in its original condition.
3. Once injuries have been assessed and medical aid rendered to the victim(s), the responding members, until the arrival of the Major Crash Unit, shall:
  - a. Request that an official respond to the scene;
  - b. Secure the scene;
  - c. Limit the access to the scene to essential DCFEMS and MPD personnel;
  - d. Not move, or permit to be moved, any vehicle or property (e.g., shoes, hats, and glasses) from its final resting place;
  - e. Not touch any items on the scene;
  - f. Rope off as much of the traffic crash area as necessary to preserve the entire scene;

NOTE: A traffic crash scene generally encompasses a large area prior to and after a collision and is not limited to the point of impact.

- g. Not permit member(s) of the DCFEMS to wash down any secured area, unless there is a potential for a hazardous condition;
  - h. If it is raining or snowing, attempt to measure all skid marks;
  - i. Locate, separate, and obtain brief statements from all witnesses;
  - j. Record the names of each injured person and the name of the hospital to which he/she is transported; and
  - k. In crash scenes where a motor vehicle operator/suspect is transported to the hospital, ensure that a member accompanies the operator/suspect to ensure that he/she does not leave the hospital without being identified and/or tested for blood alcohol content.
4. The Major Crash Unit is responsible for:
- a. Investigating and preparing the required reports;
  - b. In cases where a victim is unconscious or a fatality has occurred, handling next of kin notifications;
  - c. Upon establishing probable cause to make an arrest, the arrest and booking of any suspect involved in a crash resulting in a fatality.
    - (1) The arresting officer shall, without delay, discuss the charge with the Assistant United States Attorney assigned to the Grand Jury Branch, Superior Court.
    - (2) After completing the investigation, if it is determined by members of the Major Crash Unit that the facts in the case do not sustain a charge of manslaughter, all facts in the case shall be presented to the Chief, Criminal Division, United States Attorney's Office, Superior Court (or his/her senior assistant), for a determination of prosecution.
    - (3) In the event of prosecution, the suspect shall be notified to surrender at the office of the Major Crash Unit, and immediately charged, photographed, and fingerprinted.

## F. Traffic Crashes Involving MPD Motor Vehicles

1. Members involved in traffic crashes while operating MPD motor vehicles, regardless of damage, shall immediately request an official to respond to the scene.
  - a. An official, at least one (1) rank above the member involved in the crash, shall respond to the scene and prepare the PD Form 10 and PD Form 43 (Report of Damage To or Loss of DC Government Property).
  - b. Bureau Heads shall designate an official to investigate and obtain reports for officials at the rank of Captain and above (and civilian equivalents) who are involved in a crash.
  - c. The notified official shall obtain an Incident Summary (IS) number from the Internal Affairs Division.
2. The investigating member shall take appropriate action when there is sufficient evidence of traffic law violation(s).
3. A Notice of Infraction (NOI) shall not be issued to a citizen solely because he/she is involved in a traffic crash with a MPD motor vehicle.
4. An NOI shall not be issued to a government employee involved in a traffic crash with an MPD motor vehicle in instances where an NOI would not have been issued in a crash involving two (2) citizens.
5. The investigating member shall request a member of the Crime Scene Investigations Division to respond to the scene, as provided in Part V.C.2.I of this order.
6. By the assigned due date (i.e., fifteen (15) days from the date of the crash), the investigating member shall prepare and forward to the commanding official of the element to which the involved motor vehicle is assigned, a completed investigation that includes:
  - a. Cover Memo;
  - b. PD Form 10 (Traffic Crash Report);
  - c. PD Form 43 (Report of Damage or Loss of District Government Property);
    - (1) The PD Form 43 shall be prepared for all traffic crashes involving an MPD motor vehicle, regardless of whether damage was sustained to the MPD motor vehicle.
    - (2) The PD Form 43 shall serve as the reporting medium by which the commanding official recommends whether the crash was "preventable" or "non-preventable."

- d. PD Form 42 (Injury or Illness Report), if applicable;
  - e. PD Form 119 (Complainant/Witness Statement), if applicable;
  - f. PD Form 118 (Defendant/Suspect Statement), if applicable;
  - g. PD Form 81 (Property Report), if applicable;
  - h. Scene photographs;
  - i. Crime Scene Search Evidence Report;
  - j. Inspection reports of any mechanical failures (e.g., brake failures, loss of steering), if applicable;
  - k. Copy of the investigating member's field notes;
  - l. Copy of the PD Form 775 (Daily Vehicle and Inspection Report);
  - m. Other related documents (e.g., Crash Data Recorder Report, video recordings, other notes, Incident Reports); and
  - n. Internal Affairs Bureau Checklist & Disposition Sheet.
7. When vehicles are involved in crashes while on emergency runs, every effort shall be made to obtain the names and addresses of uninvolved witnesses who can testify to whether emergency warning signals were in use prior to the crash.

G. Procedures for Processing Requests for Copies of Traffic Crash Reports

1. Processing Requests Received Within Twenty-One (21) Days of a Crash:
  - a. Element, In Person, Over-the-Counter Requests
    - (1) All persons are permitted to view and/or obtain copies of any PD Form 10 provided they read and sign a PD Form 10-A [Request for the PD 10 (Traffic Accident Report)] affirming their eligibility to receive the PD Form 10.
    - (2) A fee of three dollars (\$3.00) shall be collected from all persons requesting a copy of a PD Form 10. The fee shall be paid in cash or by money order.
    - (3) Prior to viewing or receiving a copy of a PD Form 10, members shall:
      - (a) Obtain government-issued photographic identification [e.g., a driver's license, passport, green card (U.S. Permanent Resident Card) or military identification];

NOTE: Government-issued photo identification is required. No other form of identification shall be accepted.

- (b) Obtain two (2) photocopies of the identification provided;
- (c) Instruct the requestor to read the eligibility requirements listed on the PD Form 10-A;
- (d) Complete boxes one (1) through four (4) of the PD Form 10-A;
- (e) Verify that the requestor prints and signs his/her name in box five (5);

NOTE: The requestor **must** print and sign his/her name.

- (f) Print their badge/CAD number, name, and sign their name in box six (6);
  - (g) Issue the #3 Pink Copy to the requestor; and
  - (h) Attach one (1) photocopy of the requestor's identification to the #2 Yellow Copy and submit the PD Form 10-A and any other associated paperwork to the element's administrative office.
    - (i) The PD Form 10-A, with yellow copy attached, shall be filed by month, and within month, by the date of the crash.
    - (ii) The forms shall be retained for ninety (90) days, then destroyed.
- (4) If it is necessary to void a PD Form 10-A, the processing member shall write "VOID" across the form and destroy all copies.
- (5) Element personnel shall complete a daily transmittal, attaching the #1 White Copy and additional photocopy of the requestor's identification, for submission to the Records Branch.
- (a) The Records Branch shall serve as the central repository for the PD Forms 10-A (white copies).



- (b) Each PD Form 10-A shall be retained for three (3) years after the date of the traffic crash.
  - b. Public Documents Section, In Person, Over-the-Counter Requests
    - (1) Applicants shall report to the Public Documents Section, Records Branch, Police Business Services Division, Corporate Support Bureau (CSB), between 0900 and 1700 hours, to request a PD Form 10-A.
    - (2) Members shall follow procedures outlined in Part G.1.a of this order; however, a transmittal does not need to be prepared for submission to the Records Branch.
  - c. Mailed Traffic Crash Report Requests

Mailed requests for traffic crash reports shall be forwarded to the Manager, Mail-In Correspondence Unit, Public Documents Section, Records Branch, Police Business Services Division, CSB (See Attachment A).

    - (1) The Records Branch shall provide the writer a copy of the PD Form 10-A.
    - (2) For mailed requests, a notarized signature, copy of the requestor's Government-issued photo identification, a money order, and a completed PD Form 10-A is required for submission.
- 2. Processing Requests received more than Twenty-One (21) Days after a Crash
  - a. Element, In-Person, Over-the-Counter Requests
    - (1) All persons are permitted to view and/or obtain a copy of any PD Form 10.
    - (2) A fee of three dollars (\$3.00) shall be collected from all persons requesting a copy of a PD Form 10. The fee shall be paid in cash or by money order.
  - b. Public Documents Section, In Person, Over-the-Counter Requests
    - (1) All persons are permitted to view and/or obtain a copy of any PD Form 10.

- (2) A fee of three dollars (\$3.00) shall be collected from all persons requesting a copy of a PD Form 10. The fee shall be paid for in cash or with a money order.
- (3) Applicants shall report to the Public Documents Section, Records Branch, Police Business Services Division, CSB, between 0900 and 1700 hours to request a PD Form 10-A.
- (4) Applicants paying with cash or money order shall:
  - (a) Be directed to the Central Cashiers Office for payment; and
  - (b) Upon validation of the paid receipt, be advised to return to the Public Documents Section, Records Branch, to present the paid receipt in order to receive a copy of the PD Form 10.

c. Mailed Traffic Crash Report Requests

- (1) Mailed requests for traffic crash reports shall be addressed to the Manager, Mail-In Correspondence Unit, Public Documents Section, Records Branch, Police Business Services Division, CSB (See Attachment A).
- (2) Payments shall be submitted to the supervisor handling the related request in the Public Documents Section and be processed immediately by a member of the Mail-in Correspondence Unit.
- (3) Mail requests, accompanied by a payment, received on a Saturday, Sunday, or holiday, and processed by the Mail-In Correspondence Unit, Public Documents Section, Records Branch, shall be secured until the following workday for deposit with the DC Treasurer.

H. Duties and Responsibilities

1. OUC communications operators, in the case of a traffic crash, will:
  - a. Ensure that a disposition is entered into CAD regarding whether a report was taken.
  - b. If a report is required, voice the Central Complaint Number (CCN) assigned to the incident or offense.

- c. If the CAD System is temporarily out of service, complete a PD Form 258-B (Radio Event Card).
  2. Supervisory Personnel
    - a. The investigating member's immediate supervisor shall collect, receive, and approve or reject (with comments) traffic crash reports prior to the end of the investigating members' shift.
      - (1) If a report has been submitted through the automated Traffic Crash Application, the immediate supervisor shall approve or return the traffic crash report for correction with comments online during this same time period.
      - (2) Supervisory personnel shall ensure all their members' reports are submitted by the end of their shift.
      - (3) Involved members shall be notified by radio or other means of communication when a correction is needed on their traffic crash report.
    - b. In a traffic crash involving a MPD motor vehicle, an official from the involved member's assigned element shall:
      - (1) Respond to supervise the scene.
      - (2) Complete all of the paperwork related to the traffic crash, except for the PD Form 10, which shall be completed by an official assigned to the element in which the traffic crash occurred.
      - (3) Prepare recommendations for the element's commanding official in accordance with the fifteen (15) day deadline.
      - (4) Handle the traffic crash investigation in accordance with this order and General Order GO-SPT-401.02 [Crash Review Board (CRB)].
  3. Watch commanders, prior to the end of their shift, shall:
    - a. Log in to the automated Traffic Crash Application, review any report that has been rejected by the Uniform Crime Reporting (UCR) Section, Crime Data Quality Branch, Research and Analytical Services Division, Strategic Services Bureau (SSB), and notify the investigating member of the changes that need to be made.

- b. Ensure that all changes are made, and the corrected report(s) is resubmitted to the UCR Section within twenty-four (24) hours.
- c. In cases involving damage to vehicles or other property where the owner/operator of the damaged vehicle or property is not present at the scene, and the investigating member is unable to contact either party, notify the owner/operator and enter the person's name and date and time notified in the narrative section of the PD Form 10.
- d. Upon request, provide a copy of the PD Form 10 to the investigating member(s) for court purposes.
- e. Ensure that copies of MPD-approved traffic crash reports are made available, in accordance with this order.

NOTE: Only the specific PD Form 10 requested shall be made available, not the entire traffic crash file.

- 4. The Manager, Records Branch, shall ensure:
  - a. Collection of any paid receipts for fees and copies of receipts maintained for reconciliation purposes by the Office of the DC Treasurer in accordance with this order.
  - b. Requests for copies of PD Forms 10 are processed consistent with this directive.
- 5. The UCR Section, Crime Data Quality Branch, Research and Analytical Services Division, SSB shall:
  - a. Enter all PD Form 10 paper reports into the automated Traffic Crash Application.
  - b. Review all PD Form 10 paper and online reports pertaining to crashes involving injuries, fatalities, DC Property, and commercial motor vehicles, for accuracy and completion.
  - c. Approve or reject for correction with comments, all PD Forms 10, returning rejected reports to the appropriate element.
- 6. The Director, Crime Data Quality Branch, shall ensure:
  - a. All personnel are trained in the reviewing procedures for the processing PD Forms 10.

- b. All affected element commanders are notified if reports rejected for correction are not returned within twenty-four (24) hours via regular audit reports.

## **VI. CROSS REFERENCES**

- A. GO-OPS-301.01 (Vehicle Operation and Maintenance)
- B. GO-SPT-303.03 (Tow Crane Operation and Enforcement)
- C. GO-SPT-401.02 [Crash Review Board (CRB)]
- D. GO-SPT-601.01 (Recording, Handling and Disposition of Property Coming into Custody of the Department)
- E. GO-OPS-802.04 (Hazardous Material Incidents)
- F. SO-12-12 (Command Information Center Traffic Desk)

## **VII. FORMS**

- A. PD Form 10 (Traffic Accident Report)
- B. PD Form 10-A [Request for the PD 10 (Traffic Accident Report)]
- C. PD Form 42 (Injury or Illness Report)
- D. PD Form 43 (Report of Damage To or Loss of DC Government Property)
- E. PD Form 81 (Property Record)
- F. PD Form 118 (Defendant/Suspect Statement).
- G. PD Form 119 (Complainant/Witness Statement)
- H. PD Form 251 (Incident-Based Event Report)
- I. PD Form 252 (Supplement Report)
- J. PD Form 258-B (Radio Event Card)
- K. PD Form 839 (Supervisor's Report of Accident)

**VIII. ATTACHMENTS**

- A. Inspection Station/Mail-In Correspondence Unit Physical Address

A handwritten signature in black ink that reads "Cathy L. Lanier". The signature is written in a cursive, flowing style.

Cathy L. Lanier  
Chief of Police

CLL:PAB:MOC:CC:PHC