

Traffic Collision Reporting

502.1 PURPOSE AND SCOPE

The University Police Cal Poly San Luis Obispo prepares traffic collision reports in compliance with the California Highway Patrol Collision Investigation Manual (CIM) and as a public service makes traffic collision reports available to the community with some exceptions.

502.2 RESPONSIBILITY

The Operations Commander will be responsible for distribution of the Collision Investigation Manual. The Operations Commander will receive all changes in the state manual and ensure conformity with this policy.

502.3 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to supervisors for approval and data entry into the Records Management System.

502.4 REPORTING SITUATIONS

502.4.1 TRAFFIC COLLISIONS INVOLVING STATE VEHICLES

Traffic collision investigation reports shall be taken when a State-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report (CHP 555 form) at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle. Whenever there is damage to a State vehicle, a Vehicle Damage Report shall be completed and forwarded to the appropriate Division Commander.

Photographs of the collision scene and vehicle damage shall be taken.

502.4.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this department, either on-duty or off-duty, is involved in a traffic collision within the jurisdiction of the University Police Cal Poly San Luis Obispo, the Operations Commander or the Watch Commander, shall notify the California Highway Patrol for assistance.

502.4.3 TRAFFIC COLLISIONS WITH OTHER STATE EMPLOYEES OR OFFICIALS

The Operations Commander or on-duty Watch Commander may request assistance from the California Highway Patrol for the investigation of any traffic collision involving any State official or employee.

502.4.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

In compliance with the Collision Investigation Manual, traffic collision reports shall not be taken for traffic collisions occurring on private property unless there is a death or injury to any person involved, a hit-and-run violation, or Vehicle Code violation. An Incident Report may be taken at the discretion of any supervisor.

CSU Police Department, San Luis Obispo

CSUPD-SLO POLICY Manual

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502.4.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

- (a) When there is a death or injury to any persons involved in the collision
- (b) When there is an identifiable violation of the Vehicle Code
- (c) When a report is requested by any involved driver, registered owner, or legal owner

As a courtesy to our students, staff and faculty, officers will take, unless otherwise directed, all minor non-injury accidents which occur on campus. These reports will be documented on the CHP 555 form and have a narrative attached.

502.5 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION

In the event of a serious injury or death related traffic collision, the Commander and Chief of Police shall be notified immediately.