
Traffic Collision Reporting

501.1 PURPOSE AND SCOPE

The San Diego Community College District PD 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.

501.2 RESPONSIBILITY

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

501.3 REPORTING SITUATIONS

501.3.1 TRAFFIC COLLISIONS INVOLVING EDUCATIONAL INSTITUTION VEHICLES

Traffic collision investigation reports shall be taken when a Educational Institution-owned vehicle is involved in a traffic collision wherein any damage or injury results. Whenever there is damage to a Educational Institution vehicle, a Vehicle Damage Report shall be completed and forwarded to the appropriate Regional Lieutenant.

Photographs of the collision scene and vehicle damage shall be taken at the discretion of the traffic investigator or any supervisor.

501.3.2 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 San Diego Community College District PD resulting in a serious injury or fatality, the Regional Police Lieutenant or the Patrol Sergeant, may notify the appropriate law enforcement agency for assistance.

The term serious injury is defined as any injury that may result in a fatality.

501.3.3 TRAFFIC COLLISIONS WITH OTHER EDUCATIONAL INSTITUTION EMPLOYEES OR OFFICIALS

The Patrol Sergeant or on-duty Patrol Sergeant may request assistance from the San Diego Police Department or the California Highway Patrol for the investigation of any traffic collision involving any Educational Institution official or employee where a serious injury or fatality has occurred.

501.3.4 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.

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In instances where a collision is not investigated, officers or CSOs should offer to facilitate an exchange of information between involved parties.

501.3.5 TRAFFIC COLLISIONS ON ROADWAYS OR HIGHWAYS

Traffic collision reports shall be taken when they occur 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 a potential for liability to the department or district
- (c) When an involved party is representing any governmental entity, such as but not limited, San Diego Metropolitan Transit System, the San Diego Unified School District, the Port of San Diego, a city government, a state agency or a community service district

501.4 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION

In the event of a serious injury or death related traffic collision, the Patrol Sergeant shall notify the Administrative Sergeant to relate the circumstances of the traffic collision and seek assistance from the Traffic Bureau. In the absence of the Administrative Sergeant, the Patrol Sergeant or any supervisor may assign an accident investigator or motor officer to investigate the traffic collision.