



WILLIAMS POLICE DEPARTMENT

James Saso, Chief of Police

GENERAL ORDER #20-01

TO: Williams Police Department Members

FROM: Lieutenant Chris Miller

DATE: 01/01/2020

SUBJECT: Change to Non-Injury, Non-Criminal Traffic Collision Reporting

I. PURPOSE AND SCOPE

This General Order supersedes Williams Police Department Policy 501.4.5 "Traffic Collisions on Roadways or Highways." This General Order will modify the Williams Police Department reporting procedures for non-injury traffic collisions on roadways or highways from a traditional summary cause report to a name exchange form. The Non-Injury Collision Name Exchange form consists of three pages; the first being the Williams Police Department copy and the second and third pages being for the involved parties.

II. POLICY

Property Damage Report

Investigating Officers may utilize the Non-Injury Collision Name Exchange Forms for parties involved in a traffic collision when the collision involves:

- (a) No injuries or fatalities
- (b) No anticipated prosecution
- (c) No SWITRS mandated reporting elements

Members will ensure the following information is documented on the front of the form:

- (a) Driver information
 - 1. Name; Address; Driver's license number, Phone number
- (b) Vehicle information
 - 1. Vehicle license number; Year, Make, Model, Color
 - 2. Direction of travel
- (c) Insurance information
 - 1. Insurance carrier
 - 2. Policy number
- (d) Witness information (When applicable)
 - 1. Name; Address; Phone number



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(e) Incident number (Next available FI number in RIMS)

(f) Date and time of collision

Members will ensure the following information is documented on the rear of the form:

(a) Location of accident

(b) Weather

(c) Highway conditions

(d) Traffic conditions

(e) Any additional information relevant to the collision

(f) TC Sketch on provided template to include involved vehicles, streets and AOI

Once completed, the investigating officer will provide a copy to each of the involved parties. If the collision involves more than two involved parties, the investigating officer will utilize enough three page forms to assure each party receives the required information above for each involved party.

The investigating officer will then return to the police department where they will create an FI report for the collision. The investigating officer will enter each of the involved parties and involved vehicles into the FI report. The officer will then complete the narrative portion of the FI to include a brief description of the collision, i.e. "Two vehicle non-injury collision on Husted Road. Name exchange form completed." The investigating officer will then turn in the non-injury name exchange form to the report attachment box in report writing.