
Traffic Collision Reporting

502.1 PURPOSE AND SCOPE

The Vancouver Police Department prepares traffic collision reports and as a public service makes traffic collision reports available to the community with some exceptions.

502.2 TRAFFIC COLLISION REPORTS

All traffic collision reports taken by members of this Department shall be forwarded through the Washington State SECTOR Collision Reporting System for approval and data entry into the Records Management System. The Traffic Sergeant will be responsible for reports on traffic collision statistics to be forwarded to the Special Operations Lieutenant, or other personnel as required.

502.2.1 STATEWIDE ELECTRONIC COLLISION AND TICKET ONLINE RECORDS (SECTOR)

This Department utilizes SECTOR software to complete traffic citations and traffic collision reports. SECTOR shall only be used by those authorized employees who have completed department-approved training in the use of SECTOR software. All traffic collision reports completed with SECTOR software shall comply with established report approval requirements.

All reports completed using SECTOR software should be downloaded to the designated server by the end of the employee's shift unless approved by a supervisor.

502.3 REPORTING SITUATIONS

502.3.1 TRAFFIC COLLISIONS INVOLVING CITY VEHICLES

Traffic collision reports shall be taken when a City-owned vehicle is involved in a traffic collision upon a roadway or highway within the City of Vancouver wherein any damage or injury results. A general information report may be taken in lieu of a traffic collision report at the direction of a supervisor when the collision occurs on private property or does not involve another vehicle.

Photographs of the collision scene and vehicle damage shall be taken by the investigator or supervisor.

If a traffic collision occurs with a police employee driving a police vehicle, whether on or off-duty outside the jurisdiction of the City of Vancouver, it shall be the responsibility of the agency of jurisdiction to investigate and report the collision according to their policies and state law. If the responding agency does not complete a collision report, and it is unreasonable for a VPD supervisor to respond and investigate, the employee shall obtain the necessary information from the scene to complete and submit a Washington State Motor Vehicle Collision Report and a Vancouver Police Property Damage Loss and Vehicle Incident Damage Report to their immediate supervisor upon their return to work.

[See attachment: 502 Washington State Motor Vehicle Collision Report.pdf](#)

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Follow this file directory: **SharePoint~Departments~Police Department~VPDNET~Forms~Service Area:Risk Mgmt. Vehicles~Property Damage Loss and Vehicle Incident Damage Report** to obtain a Vancouver Police Property Damage Loss and Vehicle Incident Damage Report.

502.3.2 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES

When an employee of this Department, either on or off-duty and driving a City owned vehicle, is involved in a traffic collision within the jurisdiction of the Vancouver Police Department resulting in a serious injury or fatality, the Traffic Sergeant or designee shall be notified and a determination be made as to which investigative unit is to respond.

502.3.3 TRAFFIC COLLISIONS WITH OTHER CITY EMPLOYEES OR OFFICIALS

The Traffic Sergeant or designee should also be notified and a determination be made as to which investigative unit is to respond for any traffic collision involving any City official or employee where a serious injury or fatality has occurred.

502.3.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY

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 any criminal RCW violation. A police report may be taken at the discretion of any supervisor.

502.3.5 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 criminal violation of the Revised Code of Washington.
- (c) Property damage exceeding the dollar amount currently established by WSP.
- (d) When a report is requested by any involved driver, direct them to the WSP website to complete their own report or provide them with the self-reporting form for them to mail in.

In all cases where a traffic collision report is required by policy, the current state authorized form, currently in SECTOR, will be used to document the collision (RCW 46.52.070).

502.4 NOTIFICATION OF TRAFFIC UNIT SUPERVISION

In the event of a serious injury or death related traffic collision, the Shift Sergeant shall notify the Traffic Sergeant or designee to relate the circumstances of the traffic collision and seek assistance from the Traffic Unit. In the absence of a Traffic Sergeant, the Shift Sergeant or any supervisor may assign a Traffic Unit collision investigator to investigate the traffic collision.

502.4.1 MAJOR CRIME TEAM NOTIFICATION

Felony assaults against an officer of a complex nature (e.g., multiple victim officers, vehicle used as weapon, large or multiple scenes) or where serious injuries are sustained by the officer

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or the suspect, the Major Crimes Sergeant must be notified. Refer to **Policy 356.5.1 - Major Crimes Notification**