Entries A, and 1 through 6 are shown on page 3.
Pre-Printed Computer Report Number
This is the only page in the entire Crash Report package of six forms and supplements that has a Pre-Printed Computer Report Number. Refer to the section on Pre-Printed Computer Report Number in the Crash Report Protocols at the front of this manual for specific instructions regarding adding this number to other pages in the report.

Page Number
Page number one (01) is pre-printed on this report. The front of this report will always be designated as page one and the reverse will be page number two (02). Any remaining pages must be numbered sequentially. Refer to the section on Page Numbers in the Crash Report Protocols at the front of this manual for specific instructions for numbering all following pages in the report.

A. Local Agency Use Boxes
These boxes can be used to list the name of the law enforcement agency that investigated the crash and local agency crash report number. This same information should be entered on all additional pages of the crash report package.

1. Total Number of Vehicles Involved
Record the total number of vehicles involved in the crash. A vehicle being towed by another vehicle is not considered as a separate vehicle and it should be listed with the vehicle that was towing it. For example: A tow truck towing a passenger car is considered one vehicle for the purposes of this report. Information on the tow truck would be entered in the vehicle information section and information on the passenger car would be entered into the trailer information section. A pickup truck pulling a passenger car would also be considered one vehicle and any occupants in the passenger car would be considered occupants of the pickup truck.

A vehicle that may have caused the crash without necessarily making physical contact with other vehicles IS counted as a crash vehicle. Investigators should use investigative skill to determine if in fact there was a non-contact vehicle involved. A railroad train or a streetcar is counted as one vehicle. Enter data about the train or streetcar on DPSSP 3112 Uniform Railroad Grade Crossing Supplement. Enter specific commercial vehicle information in the blue shaded area located on DPSSP 3106 Vehicle/Pedestrian Information. DO NOT enter railroad or streetcar information in the vehicle data sections of the crash report form.

2. Date of Crash
Enter the Month, Day, and Year of the crash (MMDDYYYY). A two-digit format is used for the month and the day. However, it should be noted that a four-digit format is required for the year. January 1, 2005 would be written as 01012005. All blocks must be filled in.

Do NOT use dashes or hyphens.

3. Time of Crash
Enter the time in hours and minutes when the crash occurred. The time is written using the 24-hour clock where 0000 is midnight and 1200 is noon. If the time of the crash is not known, enter “UNK” in these blocks. Refer to the section on Crash Report Protocols at the beginning of this manual for specific instructions on coding time.

EXAMPLE: A crash is investigated the morning after it was discovered the vehicle ran off the road during the previous night. Clarification of any such entry should be made in the narrative.

4. District/Zone
The reporting agency uses this data entry section to designate local patrol routes, districts or zones, or any other use that the reporting agency may employ.

5. Troop
Enter the letter of the State Police Troop in which the crash occurred. This section should only be used for crashes investigated by State Police.

6. Parish
The investigator must enter the name of the parish in which the crash occurred. ABBREVIATION OF THE PARISH NAME IS NOT ALLOWED.
7. Parish Code

Enter the two-digit parish code that corresponds with the Parish in which the crash occurred. Refer to Appendix B for a listing of Parish codes.

8. City or Town

Record the official name of the city or town for all crashes occurring within the incorporated limits of an official municipality. DO NOT reference a city or town when identifying the exact location of the crash. Example: 2 miles south of Alexandria on US 71 is inappropriate. Refer to Appendix C for a list of official incorporated municipalities. Designation of a name by the U.S. Postal Service or other government agency does not constitute an official city or town and should not be used.

9. City Code

Enter the two-digit city code that corresponds with the Incorporated Municipality (City) in which the crash occurred. Refer to Appendix C for a list of city codes.

NOTE: This data block is required on all crashes that occur within an incorporated municipality regardless of the investigating agency.

10. Latitude (LAT.) / Longitude (LONG.)

These lines are provided for those agencies that utilize a GPS system for locating traffic crashes. Recording latitude/longitude coordinates DOES NOT replace the traditional means of reporting crash locations by highway number, milepost, intersection, etc. Enter Lat./Long. in Degrees & Decimal of Degrees. It is important to note that the GPS reading should be taken as closely as possible to the approximate point of impact on the roadway or area of departure from the roadway.

11. Quadrant

This data section applies to partial or fully controlled access highways that have “cloverleaf” or “diamond” type interchanges. For example, entrance and exit ramps located at an interstate interchange would require an entry into this section. Partial interchanges must also be entered. The quadrant of the interchange should coincide with the general direction of the highway rather than the true compass direction.

12. Service Road

This data section should be used to properly locate a crash occurring on a service road of a major highway. Interstate and U.S. Highway service roads should be included in this section. For Example, Florida Blvd. (U.S. 190) in the city of Baton Rouge is a partial controlled (limited) access roadway, which has service roads on both sides that run parallel to the main roadway. Investigators should indicate which service road the crash occurred on.

“CLOVERLEAF INTERCHANGE” If the general north direction of this highway is towards the top right of the picture (as indicated by the arrow) then the top left portion of the interchange would be the northwest quadrant; the top right portion would be the northeast quadrant; the bottom left would be the southwest quadrant; and the bottom right would be the southeast quadrant.”

“DIAMOND INTERCHANGE” If the general north direction of the highway is towards the top of the page then the top left portion of the interchange would be the northwest quadrant; the top right would be the northeast quadrant; the bottom left would be the southwest quadrant and the bottom right would be the southeast quadrant.”

North

Southwest Quadrant

Northeast Quadrant

Southwest Quadrant

Northeast Quadrant

North Service Road

Hwy. 190 West

Hwy. 190 East

South Service Road
Entries 13 and 14 are shown on page 7.
13. Crash Occurred on
Mark the corresponding letter that describes the type of roadway on which the crash occurred. This designation should correspond with the roadway chosen in the Highway # and Roadway Name data sections. Median openings, turn lanes, and turnarounds are considered part of the roadway on which they are located and should be classified as such. Off Road/Private Property must be used for all crashes occurring on any location not on a public roadway, e.g., private driveways or lanes, levees, public or private parking lots, etc.

14. Highway #
Enter the official number of the highway where the crash occurred. Only utilize this section if the crash occurred on an Interstate, U.S. or State numbered highway. It is not necessary to enter the type of highway in this section. The type of highway will be noted in the Crash Occurred On section. For example, LA. 308 should be entered as 308. I-10 should be entered as 10. U.S. 61 should be entered as 61. DO NOT enter Parish Road numbers in this block. Investigators should take note of the additional dashed block, which is to be utilized for spur or business routes or for routes with hyphenation in its number. Examples: U.S. 90 branches to U.S. 90 Business (90B) in certain areas of the state. This should be entered as 90-B. LA. 70 Spur should be entered as 70-S and LA. 1015-2 should be entered as 1015-2. THESE ENTRIES SHOULD BE RIGHT JUSTIFIED.

When a segment of roadway has two or more U.S. highway numbers assigned, use the lower highway number because lower numbers designate major highways. The same criterion applies when two or more State highways travel the same route. If a U.S. highway and a State highway travel the same segment of roadway, the U.S. highway number should be entered. If the crash occurs at an intersection of two highways and the vehicles are traveling at right angles to each other, the number of the major highway (lower number) should be recorded in these blocks. If both vehicles are traveling on the same roadway in the same or opposite direction at an intersection, use the name of the roadway on which the vehicles were traveling (making sure to reference the intersecting roadway. See below for these instructions). The official route number of the Interstate, U.S., or State highway must be recorded on the crash report if the crash occurred within an incorporated municipality, even if the municipality has given the roadway a unique name. The hierarchy of entry is based on highway classification:

Interstate Highways
U.S. Highways
State Highways
Parish Roads
City Streets
Private Drives

In the above example the crash occurred within the intersection and the vehicles were traveling at right angles to each other. LA. 1 would be the correct highway because LA 1 is the lower numbered state highway.

In the above example the crash occurred within the intersection, but the vehicles are both traveling on the same highway. The correct highway would be LA. 10 because both vehicles were traveling on LA. 10.

In the above example the crash occurred in an area where two highways are traveling the same segment of roadway. The correct highway would be U.S. 50 because the U.S. highway is the major highway according to highway classification hierarchy.
15. Milepost

Enter the lowest number milepost nearest the crash location, plus the hundredths of a mile from that lowest number milepost. Example: A crash occurred between milepost 20 and 21, forty-five hundredths of a mile from milepost 20. The investigator would enter 20.45 in the milepost data blocks. A milepost location is required for all crashes that occur on an Interstate, U.S., or State highway. Milepost numbers are assigned to all of the aforementioned highways. If an investigator needs assistance in locating these milepost numbers, contact the local DOTD district office to obtain milepost maps or conversion sheets.

In a municipality, for Interstate, U.S. and State numbered highways, enter the milepost or measure the distance in feet or tenths of a mile from the nearest intersecting US or State highway. Milepost numbers are assigned to all of the aforementioned highways. If an investigator needs assistance in locating these milepost numbers, contact the local DOTD district office to obtain milepost maps or conversion sheets.

In a municipality, for Interstate, U.S. and State numbered highways, enter the milepost or measure the distance in feet or tenths of a mile from the nearest intersecting US or State highway. Milepost numbers are assigned to all of the aforementioned highways. If an investigator needs assistance in locating these milepost numbers, contact the local DOTD district office to obtain milepost maps or conversion sheets.

16. Roadway Name

Enter the official name of the street, roadway or highway where the crash occurred. Crashes occurring on city or parish roads and streets should use only this section to identify the primary roadway. It is permissible to use this section to identify a local name of a numbered Interstate, U.S. or State highway previously entered in the Highway # section. Use a blank space to separate the name of the street or highway from its designator such as “ST”, “AVE,” “BLVD”, etc.

17. Intersecting Roads

Two rows for information are provided for the investigator to locate the crash at an intersection or from the nearest intersecting road. It is important that at least one of these sections is completed to properly identify the location of the crash.

If the crash occurred on an Interstate, U.S. or State numbered highway it must be referenced, using one of these sections, to the nearest Interstate, U.S. or State numbered highway. It is permissible to reference a crash that occurs on a State highway to an intersecting Interstate or U.S. highway and vice-versa.

Intersection/Not at Intersection

Mark the appropriate box.

EXAMPLES:

• Section (1) Interstate, U.S. and State (LA) Numbered Highways
  On an Interstate, U.S. or State numbered roadway, if the crash occurs:
  a) At an intersection: investigators should include the name of the intersecting street or roadway in the first section. If the intersecting roadway is not an Interstate, U.S. or State numbered roadway, then on the second line the distance to the nearest Interstate, U.S. or State numbered roadway must be included.
  In order to properly locate the crash, it is important to list the intersecting roadway regardless of whether the intersecting roadway is an Interstate, U.S. or State numbered highway.
  b) Not at an intersection – include the number of the nearest intersecting Interstate, U.S. or State Highway. If the nearest intersecting roadway is not an Interstate, U.S. or State numbered roadway, it is permissible to list that intersection on the first set of lines and the nearest Interstate, U.S. or State numbered highway in the second set of lines.¹

• Section (2) Other Roadways and Parking Lots
  On all other roadways, the crash may occur:
  a) At an intersection – include the name of the intersecting street.
  b) Not at an intersection – include the name of the nearest intersecting roadway.

18. Distance

The distance in feet or miles from the intersecting street or highway. Indicate only if the crash was NOT at an intersection.

19. Miles/Feet, Direction

Mark feet or miles and enter a letter indicating the direction from the nearest intersection (further explanation for direction is given below). Indicate only if the crash was NOT at an intersection. Three miles should be entered as 3.0. Three/tenths of a mile should be entered as 0.3.

20. Direction

The direction refers to the assigned direction of the highway, not the true compass direction. Many highways are designated as north-south routes even though the roadway or sections of the roadway proceed in an east-west compass direction. Use the DOTD assigned direction of the roadway for the purposes of this crash report. If an investigator needs assistance in locating the assigned direction of a roadway, he should contact his local DOTD district office to obtain this information.

NOTE: Generally, highways that have odd numbers assigned are designated north-south and even numbered highways are designated east-west, however this is not always the case.

On a parish or city street that runs at an angle, select the most commonly used direction. For example, if the street runs toward the northeast, but is considered a north-south road, then the direction from the intersection would either be north or south. Parishes and cities should have a road reference list that gives the direction of all roads.

¹ If circumstances prevent using a US or State numbered highway then use the nearest intersecting roadway.
Entries 21 and 22 are shown on pages 11 through 13.
21. Street/Highway

List the number or name of the intersecting roadway or the nearest intersecting roadway.

**EXAMPLES:**

- **Section (1)**
  
  a) Crash occurs on US 61 at the intersection of LA 42. “61” should be entered in the Highway # section. (It would be also be permissible to additionally list “Airline Hwy.” in the ROADWAY NAME section since this is the local name given to the roadway). In the first intersecting roadway section *Intersection* should be checked and “LA 42” should be entered in the Street/Highway data blocks.

  It would not be necessary to enter any information on the second intersecting roadway line.

  b) Crash occurs on US 61 at the intersection of Foster Ave, 1.2 miles north of LA 42. “61” should be entered in the Highway # section. In the first intersecting roadway section *Intersection* should be checked and “Foster Ave” should be entered in the Street/Highway data blocks. On the second roadway line enter “1.2” in the Distance boxes, check the Miles box, enter “N” in the Direction box, and write “LA 42” in the Street/Highway boxes.

  c) Crash occurs on US 61, 400 feet north of Foster Ave and 1250 feet south of LA 42. Fill in the highway number, e.g., 61. Mark *Not An Intersection*.

  (Preferred) Complete “1250” in Distance, “S” in Direction and LA 42 in Street/Highway on the first intersecting roadway line.

  (Alternate) Enter distance and direction from Foster Ave on the first intersecting roadway line, *AND* distance and direction from LA 42 on the second intersecting roadway line e.g., “1250” in Distance, “S” in Direction and LA 42 in Street/Highway.

- **Section (2)**

  d) Crash occurs on Foster Ave at the intersection of North Ave. List “Foster Ave” In The Roadway Name section. Mark *Intersection* and enter “North Ave” in the Street/Highway boxes on the first intersecting roadway line.

  e) Crash occurs on Foster Ave, 300 feet south of North Ave. List “Foster Ave” in the Roadway Name section. Mark *Not An Intersection* and enter 300 in Distance, “S” in Direction and “North Ave” in Street/Highway on the first intersecting roadway line.

22. Check Boxes

- **Work Zone**

  Only mark an “X” in the block if the crash occurred in a construction or maintenance work zone. A work zone crash is a crash where the first harmful event occurs within the boundaries of a work zone. A work zone is defined as an officially designated portion of a public thoroughfare on which the Department of Transportation and Development (DOTD), a subcontractor representing DOTD, or the local city or parish road department is doing construction or maintenance. This applies to the main roadway or the shoulder. Included are utility companies, contractors removing or trimming trees, or any other AUTHORIZED endeavor. A private contractor working next to the roadway, or paving a driveway up to the edge of the roadway, does not constitute a work zone.

  NOTE: Construction or maintenance work does not need to be actually occurring in this zone at the time of the crash. Check this box for ALL crashes occurring in a designated construction or maintenance work zones.

  A work zone is typically marked by signs, channelizing devices, barriers, pavement markings, and/or work vehicles. It begins at the first warning sign or flashing lights on a vehicle and ends at the sign indicating the end of construction or road work or at the last traffic control device. If no signs are present the work zone begins at the first point of construction or maintenance work and ends at the last point of construction or maintenance work. An orange warning sign indicating that a work zone begins in 1 mile signifies the beginning of the work zone for the purposes of this report. Crashes involving vehicles slowed or stopped because of the work zone should not be included unless the vehicles had actually entered the work zone when the first harmful event occurred.

- **Hit and Run**

  Only mark an “X” in the block if the crash is a Hit and Run as defined by law. Solution of the Hit and Run soon after the crash occurs or before the report is complete does not preclude classifying the crash as a Hit and Run. (Definition according to R.S. 14:100 appears on page 13)
Entries 21 and 22 are shown on page 13.
Hi & Run (R.S. 14:100)

A. Hit and run driving is the intentional failure of the driver of a vehicle involved in or causing any accident, to stop such vehicle at the scene of the accident, to give his identity, and to render reasonable aid.

B. For the purpose of this Section:

1) "To give his identity", means that the driver of any vehicle involved in any accident shall give his name, address, and the license number of his vehicle, or shall report the accident to the police.

2) "Serious bodily injury" means bodily injury, which involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, or a substantial risk of death.

3) "Vehicle" includes a watercraft.

4) "Accident" means an incident or event resulting in damage to property or injury to person.

c. Public Property Damage

Only mark an “X” in this block if property belonging to Louisiana DOTD or local governments was damaged as a result of the crash. Examples include damage to highway signs, traffic signals, shoulders, pavement, bridge rails, or any other property belonging to DOTD or local government.

Provide a brief description of the damaged property in the narrative section of the report and indicate the name of the agency to which the property belongs.

d. Photos Made

Mark an “X” in this block ONLY if photographs or videotapes of the crash were made by the investigating agency. An “X” in this block means that official photos or video of the crash scene are available to interested parties. The investigator should describe in the narrative section of the report if video was taken in addition to or in place of regular photos.

This DOES NOT include photographs taken by newspaper reporters, television stations, amateurs, involved drivers, etc.

e. Railroad (RR) Train Involved

Only mark an “X” to indicate this collision involved a motor vehicle and a railroad train defined in L.R.S. 32:1, or if the crash involved a pedestrian or pedalcyclist and a railroad train at a public highway/street railroad crossing. Also place an “X” in the block if the crash involved a streetcar with an automobile, pedestrian, or pedalcyclist. Marking an “X” in this block requires completion of the DPSSP 3112 Uniform Railroad Grade Crossing Crash Report supplement in conjunction with the crash report.

f. Fatality

Only mark an “X” if the crash resulted in a fatal injury. If the death of one of the involved parties occurs within 30 DAYS of this crash, it is a fatal crash. If the fatality occurs after the report has been filed, but within 30 days of the crash, a supplement should be completed outlining the details of the death and a copy of the supplement should be mailed to the Highway Safety Commission.

g. Pedestrian

Mark this block if the crash involved one or more pedestrians.

h. Injury

Mark this block if this crash involved an injury classification B, C, or D as outlined in the codes section on the DPSSP 3106 Vehicle / Pedestrian Information form.
Entries 23 through 26 are shown on page 15.
CONTRIBUTING FACTORS AND CONDITIONS (CRASH SPECIFIC DATA)

The below data entry blocks, along with similar blocks located on the reverse of the DPSSP 3106 Vehicle/Pedestrian Information form, provide a convenient format to document some of the most important safety information concerning the crash. The details of every crash are entered into a computer database. The data are then analyzed by the various agencies that study traffic safety and related subjects. This includes the study of highway design, vehicle safety aspects, and driver profiles.

While there may be more than one appropriate response in a particular category for the crash, choose the one response that best describes the crash or its causes. Under no circumstance is it permissible to split a data block in half and enter two responses to one question.

If none of the responses in any given field correctly describe the crash, mark Other. The selection of Other requires that the investigator explain the choice in the narrative section of the report. If the information is not known at the time of the report, you should mark Unknown. Should the information become available at a later time a supplemental report should be filed documenting the findings.

23. Road Surface

Two data blocks are provided to enter the appropriate letter describing the road surface and the road surface condition at the time and place of the crash. If more than one element is present in the crash scenario, choose the element that most contributed to the crash. Choices in the left column describe the modifiers of the road surface. Choices in the right column describe the physical composition of the surface.

24. Roadway Conditions

Enter the letter which best describes the environmental or apparent physical condition of the roadway at the time and place of the crash. Since only one data block is available, choose the element that best describes the factor present which most contributed to the crash. If additional factors are present, list them in the narrative section of the report and also describe their effect, if any, on the crash. Although several of these conditions may be present at the location of the crash, mark an “A” for No Abnormalities if in your opinion they did not contribute to this crash. For choices such as Shoulder Abnormality, Water on Roadway, and Object on Roadway investigators should elaborate in detail in their narrative.

Water on Roadway should be used to describe a measurable amount of standing or running water located on the roadway that in the INVESTIGATING OFFICERS' OPINION might have contributed to the crash. This choice should not be used to denote a wet roadway (a wet roadway should be noted in the data section on Road Surface). The selection of this choice requires that the officer use the narrative to explain in detail the water situation on the roadway.

Shoulder Abnormality should be used to describe any abnormality of the roadway shoulder that in the INVESTIGATING OFFICERS' OPINION might have contributed to the crash. This may include edge drop-offs, holes, or ruts on the shoulder. The selection of this choice requires that the officer use the narrative to explain in detail the shoulder abnormality. The definition of shoulder according to R.S. 32:1 is “the portion of the highway contiguous with the roadway for accommodation of stopped vehicles, for emergency use, and for lateral support of base and surface.”

25. Type of Roadway

Enter the letter that best describes the number of lanes, the physical construction, and layout of the roadway at the time and place of the crash.

Choices that may need additional clarification:

1) Physical Separation
A space which provides a physical limitation through which a vehicle would not normally pass but not necessarily designed to contain or redirect an errant vehicle. An example would be a median. The area between the travel lanes of a freeway and the frontage road would also be a separation.

2) Physical Barrier
A device that provides a physical limitation through which a vehicle would not normally pass; it is designed to contain or redirect an errant vehicle. Guardrails and concrete “Jersey walls” are examples.

26. Alignment

Enter the letter which best describes the horizontal orientation of the roadway and the vertical grade or slope of the roadway.

Choices that may need additional clarification:

1) Grade
The rate of ascent (incline) or descent (decline) of a roadway. The section of roadway going up or down a hill or bridge approach would be considered “On-Grade.” Super elevation or banking of a roadway normally found in curves does not constitute “On-Grade.”

2) Hillcrest
The top section of a hill or bridge when the grade transitions from an upgrade to a downgrade. It may be a flat section of roadway on top of a hill or bridge.
Entries 27 through 33 are shown on page 17.
27. Primary/Secondary Factors
Choose the number one (primary) and number two (secondary) causative factors for the crash. It should be noted that the choices here must correspond to the data entry sections on the rest of page #1 and/or the contributing factors and conditions on the reverse of the DPSSP 3106 Vehicle/Pedestrian Information form. For Example, if A is chosen as one of the factors of causation, the Violation data section (located on the reverse of the DPSSP 3106 Vehicle/Pedestrian Information form) should have a violation listed for at least one of the vehicles in the crash. Note: It is not necessary to provide a secondary factor in all crashes. If no secondary factor is necessary, leave the “Secondary Factor” box blank.

28. Weather
Enter the letter which best describes the prevailing atmospheric condition that existed at the time and location of the crash.

29. Kind of Location
Enter the letter which best describes the land use in the area of the crash.

30. Relation to Roadway
Enter the letter which best describes the location of the crash in relation to the highway.

Choices that may need additional clarification:

1) Shoulder
The portion of the highway adjacent to the roadway designed for the accommodation of stopped vehicles, for emergency use, and for lateral support of base and surface of the highway. It can be paved or unpaved and on either side of the roadway.

2) Median
The portion of a divided highway separating the travel way for traffic in opposite directions. A median can be physical, such as grass or a raised surface like concrete, or simply painted. A median is not intended for vehicular travel or parking.

3) Beyond Shoulder – (Left or Right)
Any area beyond the shoulder on either side of the roadway, but still on the public right-of-way. This would include a parkway or similar area up to and including a sidewalk.

4) Beyond Right-of-Way
Use this classification when the harmful event occurs completely off the public right-of-way. This would include parking lots.

5) Gore
An area of land (see next column) where two roadways diverge or converge. The area is bounded on two sides by the edges of the roadways, which join at the point of divergence or convergence. The direction of traffic must be the same on both sides of these roadways. The area includes shoulders or marked pavement, if any, between the roadways. The most common example is the area between a freeway and the entrance/exit ramp.

31. Access Control
Enter the letter which best describes the degree that access to abutting land in connection with a highway is fully, partially, or not controlled by a public authority. Examples of each are an Interstate Highway (full control), a highway through a business district with a service road on either side, and access to the main road at intersections only (partial control), and a typical city street or country road with unlimited side streets, driveways, etc. (no control).

32. Lighting
Enter the letter which best describes the lighting conditions that existed at the place and time of the crash.

33. Vehicle Configuration and Cargo Body Type
The vehicle graphics provided on page 1 are for use on all vehicles involved in the crash. These sections will be used on the DPSSP 3106 Vehicle/Pedestrian Information form and will be explained in more detail later in this manual.
Entries 34 through 53 are shown on page 19.
34. Emergency Services Ambulance
Only mark an X if an ambulance was called to or arrived at the scene of the crash.

35. Time Called
Enter the time in hours and minutes when the ambulance service was notified of the crash. Refer to the section on Crash Report Protocols at the beginning of this manual for specific instructions on coding time.

36. Arrived Scene
Enter the time in hours and minutes when the first ambulance arrived at the crash scene.

37. Departed Scene
Enter the time in hours and minutes when the first ambulance departed the scene.

38. Arrived Hospital
Enter the time in hours and minutes when the first ambulance arrived at the hospital.

39. Rescue Unit
Only mark an “X” if a rescue unit or fire department was called to or arrived at the scene of the crash.

40. Time Called (Rescue/Fire)
Enter the time in hours and minutes when the rescue unit or fire department was notified of the crash.

41. Arrived Scene (Rescue/Fire)
Enter the time in hours and minutes when the first rescue unit or fire truck arrived at the scene.

42. Ambulance Service
On the line provided record the name of the ambulance service(s) that responded to the crash scene.

43. Fire Department
On the line provided record the name of the fire department(s) or rescue squad(s) that responded to the crash scene.

44. Investigating Agency
In the box provided write the name of the agency employing the lead crash investigator.

45. Time of Notification
Enter the time in hours and minutes when the investigating officer was notified of the crash. Refer to the section on Crash Report Protocols at the beginning of this manual for specific instructions on coding time.

46. Time of Arrival
Enter the time in hours and minutes when the first investigator arrived at the crash scene.

47. Time All Lanes Opened
Enter the time in hours and minutes when the roadway travel lanes were completely clear of any vehicle, object, or debris from the crash. If the travel lanes were never obstructed as a result of the crash, enter the time of the crash from the top of the report in the data blocks provided.

48. Investigation Complete
The crash report is not considered complete until all known and significant information concerning the crash has been recorded. If this is true, mark a “Y” for Yes. If awaiting additional information, witness statements, blood alcohol results, etc. then mark an “N” for No.

NOTE: This includes blood and drug results from coroners. Document disposition of evidence in the narrative section.

49. Investigating Police Agency
Fill in the corresponding letter that describes the investigating officer’s employer.

50. Date Report Completed
Enter the month, day, and year the crash report was completed and submitted.

51. Investigating Officer’s Name/Signature
The lead investigator must print and sign his or her name on the lines provided.

52. Badge #
The lead investigator should enter his or her badge, data, payroll, or any other identifying number assigned to him by his employing agency. If the employing agency does not assign a permanent number to the investigator, the data section should be left blank.

53. Supervisor’s Initials or Badge #
Space is provided for the supervisor of the lead investigator to initial or write his badge number on the crash report.

NOTE: A supervisor’s initials or badge number is certification that the report is correct and complete.
Entries 54 through 57 are shown on page 21.
54. Officer’s Narrative

Use the narrative section of the report to describe how the crash occurred. Using the numbers assigned to each of the vehicles in the crash, begin with an explanation of the direction of travel of each vehicle, the road or street the vehicle was traveling on, and any other descriptive information that will explain events leading to the crash. Include any and all details of the crash such as what each driver observed and any evasive actions taken, including details about movements prior to impact and subsequent movement to the point of rest. If the vehicle was driven away from the scene or removed to a safe location to call the police, note this in the narrative section. Explain in detail any response marked Other or Unknown on a data section of the report. It is vitally important to include a description of your observations of the area, any physical evidence, your opinions, and the condition of drivers as observed by you.

Include a description of any property that was damaged as a result of the crash, excluding the vehicles. This description should include the item or items damaged as well as the complete name and address of the owner. This may be public property such as signs belonging to DOTD or private property belonging to an individual.

If there are witnesses to the crash, record their names, addresses, and telephone numbers in the narrative. Where possible and when necessary, obtain their statements and submit them on the DPSSP 3111 Driver/Witness Voluntary Statement Supplement report. Witness names should be recorded in the narrative even if they complete the voluntary statement supplement.

If additional space is needed, use the DPSSP 3110 Narrative Supplement.

55. Manner of Collision

Choose the graphic that best describes the manner in which the vehicles initially came into contact with each other. Enter the corresponding letter in the data block. For crashes involving more than two vehicles, show the manner of collision for the first two vehicles that struck each other.

Choice A for Non-Collision with Motor Vehicle is to be used for single vehicle crashes in which an off-road object was struck (e.g. tree, mailbox, culvert, embankment, etc.) or for a non-collision crash such as a rollover. Crashes involving pedestrians and objects struck on the roadway should also use Choice A. Most single vehicle crashes should use code A.

Choice Y for Other is to be used for multiple vehicle crashes that do not match any of the graphics given in choices B thru K.

NOTE: The arrows depicted in this section represent the direction in which the vehicles were traveling at the time of initial contact. A vehicle that is backing would still be traveling in the direction of the arrow regardless of the orientation of the vehicle at first contact.

56. Direction of North

Mark the direction of north in the circle using an arrow.

57. Diagram

For each vehicle or non-motorist involved, show the direction of travel prior to impact, the movement toward impact, the point of impact, and the final rest positions. Label the vehicle with numbers that correspond to the number assigned to them on the crash report. Indicate probable vehicle and pedestrian paths before and after the collision. Include and identify the roadways involved, traffic control devices, vehicles, pedestrians, objects on or off the roadway, skidmarks, debris, and any unusual or temporary conditions. If a bridge is struck, write the bridge number under the word North on the diagram.

In many cases the vehicles have been moved from the roadway prior to the arrival of the investigator. This makes it difficult to link physical evidence to the vehicles. You are encouraged to draw a diagram based on investigation. This diagram should include the physical layout of the roadway and any physical evidence still at the scene. Include the probable paths of the vehicles and their probable point of rest based on all available evidence. When a diagram is completed in this fashion, label the diagram “Vehicles Not Observed in Position After Impact,” or “Vehicle Moved Prior to Arrival.”

If the space for the diagram is too small, write “See Attached Supplement Diagram” and use the Alternative Grid located on the back of DPSSP 3110 Narrative Supplement.

Examples of diagrams that can be used to display the scene appear on the two following pages, 22 and 23.
Examples:
Examples: