

DAYTON POLICE DEPARTMENT  
GENERAL ORDER  
TRAFFIC CRASH INVESTIGATION



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REV. 05/20

POLICY STATEMENT

The safe and orderly movement of vehicular traffic comprises a very important part of a police department's duties and responsibilities to the community it serves. The primary objective of the Dayton Police Department's traffic enforcement philosophy is to increase citizen awareness of, and compliance with, traffic laws through strict but fair enforcement practices, and by police officers setting an example with their own driving habits. This policy includes information pertaining to: traffic administration, traffic law enforcement, traffic crash investigation and notification of next-of-kin.

**I. RESPONSE TO TRAFFIC CRASH**

- A. Officers dispatched to, or encountering a traffic crash, are to assess the scene and determine severity, extent of traffic disruption and other related activity to determine how the crash will be investigated. If all parties agree to exchange information *and* none of the criteria in Section B. 1 through 6 below exists, the officer may complete an eDIBRS non-investigated traffic crash report in lieu of an OH-1 Traffic Crash Report (TCR).
- B. Any combination of factors including severe weather, call load (geographical, or city-wide), or disaster requiring a large response, will require that routine property damage crashes be given a reduced priority. The highest-ranking on-duty field supervisor in consultation with the Regional Dispatch Center supervisor can make this determination. Officers do not have the authority to declare the call load as too high or the weather too severe in order to complete a non-investigated traffic crash report in lieu of a complete investigation. During these conditions, the Dayton Police Department will provide a priority response to traffic crashes when the following circumstances exist:
1. Death/injury.
  2. Hit and run or OVI.
  3. Damage to City or Government vehicle.
  4. Disturbances between principals.
  5. Major traffic congestion, extensive damage, or damage necessitating towing of vehicles.
  6. If one of the parties involved is uninsured.

If none of the above exists, participants will be instructed to call TRU for a Non-Investigated Traffic Crash Report, remain at the scene for a later report, or exchange information and depart.

- C. Any officer encountering a traffic crash to which they have not been dispatched, will immediately advise the dispatcher and conduct a preliminary investigation to determine if there are injuries involved. The dispatcher will decide what crew(s) to send for the investigation.
- D. Approach to and arrival at crash scenes:
1. While approaching the scene, officers should avoid destroying evidence such as tire marks, etc.
  2. When approaching the scene, officers should be alert for conditions or factors that may have contributed to the crash (visibility/view obstructions, faulty traffic control device, hazards, etc.)
  3. Officers should park cruisers so as to provide protection to, but not endanger the scene. Officers will not jeopardize their cruisers by placing them in hazardous locations, unless necessary by terrain or necessary as a traffic barrier to protect human life.
  4. If the responding officers determine the crash is serious enough to warrant protecting the scene, a supervisor will be advised of the facts and determine whether to call the Crash Reconstruction Unit.



#### E. PERSONAL INJURY CRASHES

1. The Department provides training in First Aid and CPR for the treatment of injured persons
2. In the event of more than one injured person, administer first aid to the most seriously injured first.
3. Officers will request medical assistance and administer appropriate emergency medical aid for injured persons but will not attempt aid beyond their training, or permit incompetent volunteers to treat injured persons. If there is any question as to whether a person is deceased, that person should be removed to the hospital.
4. Injury or threat of injury takes precedence over investigative or reporting activities.
5. If an ambulance or helicopter is not available, and the officer believes the life of the victim depends upon immediate medical aid, the injured person may be transported in a cruiser.
6. Before transporting in a cruiser, preliminary emergency medical aid should be administered.

#### F. PROTECTING THE SCENE AND CLEARING THE ROADWAY

1. Using overhead lights, flares, and other warning devices, protect the scene and alert approaching traffic. This is especially important if the victim, their vehicle, or hazardous debris is in the road.
2. When necessary, officers will direct traffic until the scene is cleared or assistance arrives.
3. Failure to expedite removal of vehicles involved in crashes may result in traffic congestion and contributes to additional serious collisions. Recommend drivers remove their vehicles immediately from the traffic lanes when involved in crashes, if the vehicle can be moved under its own power.
4. Officers will direct passersby (except witnesses) to leave the scene.
5. Be alert to potential dangers at scenes; i.e. fire hazards and other hazardous materials.

#### G. CLEARING THE SCENE AND TERMINATING ON-SCENE ACTIVITIES

Arrange for the prompt and safe removal of all involved vehicles, debris and warning devices, and assist drivers in entering the main traffic stream. Tow companies are responsible for removing debris at crash scenes to which they respond. If officers have trouble with tow company employees not fulfilling their contractual obligations, they should direct an inter-office memo to the Tow Administrator.

#### H. STOP SIGN REPLACEMENT

When officers encounter a downed stop sign they will take the following steps to have a temporary sign placed at an intersection:

- A Stop pedestal(s) must be placed at the intersection. Stop pedestals are located in what is referred to as the "Ped Cage" just past the Ottawa Yard guard shack.
- Ped placement reports are in the guard shack and must be filled out each time peds are removed from the cage (damaged stop signs, or signal outages). Officers should also complete their Damaged Sign Report.
- The Sign Shop will pick up any reports every weekday morning, repair damaged signs and return the ped(s) to the cage.
- If peds have been placed for signal outages, the Sign Shop will return them to the cage when the signals are returned to service.

During regular business hours, 6:30 am to 3:00 pm Mon - Fri., reporting any sign damage to RDC, will generate a phone call to the Sign Shop and they'll fix the sign immediately. No pedestal will be necessary. These procedures will reduce the City's liability exposure risk.



## I. WHEN TO TOW A VEHICLE

Consult General Order 3.02-6 - Towing Motor Vehicles and/or General Order 3.02-3 - Parking Enforcement.

## II. UNIFORM STATE CRASH REPORTING PROCEDURES

### A. General Considerations and Officer's Responsibility

1. An eOH-1 TCR is made when a driver is operating a motor vehicle on a city street or dedicated alley and loses control, leaving the public way, and colliding with a vehicle or property.
  - Crashes involving Police vehicles - when no eOH-1 TCR is necessary (General Order 3.02-4):
    - If the crash involves city vehicles only and there are no injuries,
    - The crash occurred on private property within the corporate limits of the City of Dayton and there are no injuries. If the crash involves a privately owned vehicle, an exchange of information card will be completed and they will be provided with an incident number,
    - Hit and Run with no suspect information and there are no injuries,
    - Damage to City property only (i.e. traffic control box, stop sign, etc.)
    - Damage caused to a public street (i.e. curb, etc.),
    - No damage to non-city property (i.e. driving over curb and striking a utility pole or backing into a sign, etc.),
    - Structural damage to property that is nothing more than paint transfer (i.e. backing into a concrete pillar, etc.)
2. Reports are made on private property crashes only when injury occurs, city or government property is involved (except as noted above) or an officer witnesses the hit and run.
3. An eDIBRS Non-Investigative Traffic Crash Report, is made when a police officer is sent on a property damage crash (no injuries) and discovers:
  - The crash occurred more than 12 hours previously (A supervisor has discretion on this issue (i.e. owner learned that the other party had no insurance, then called more than 12 hours after the accident, etc.);
  - There is no extensive damage (less than \$1000.00), or damage necessitating towing of vehicles;
  - There are no injuries;
  - No city or government property is involved;
  - The motor vehicles are operable;
  - All parties involved are insured and have agreed to exchange information.

Officers will also check the operator's license status of all involved driver's and take enforcement action as necessary. We are not to determine who is at fault on the NITCR or cite for the crash itself. The section for citations is for other violations that arise from the contact.

4. An eOH-1 TCR will be completed on ALL non-private property hit and run crashes where there is usable suspect and vehicle information In addition to the regular eOH-1 TCR report and addendums, the officer will complete the "Hit and Run Information" OH-2 Addendum – see Appendix 1. If completed within the eOH-1 program, note that on the envelope. If the Hit and Run is unsolved and there is suspect information, make sure that a broadcast is completed for the suspect vehicle. In addition to the eOH-1 TCR a D.I.B.R.S. report for Hit and Run will be completed on all Hit and Run offenses that would constitute a Felony Offense (i.e. caused Serious Physical Harm). In most cases, the Crash Reconstruction Unit will be called out and will complete the report.
  - a. A complete investigation is made when a police crew is sent on a non-private property hit and run crash that occurred 24 hours or less prior to dispatch, or a complainant learned of the damage 24 hours or less prior to dispatch. An eDIBRS Non-Investigative Traffic Crash Report, will be completed if the complainant called more than 24 hours after the crash *or the owner just wants a report for documentation of the accident.*



- b. When issuing a CITATION for Hit and Run, cite the driver under **O.R.C. 4549.02** (Public Streets) **O.R.C. 4549.021** (Private Property), and state "Did have an accident and failed to stop at the scene and properly identify themselves."
  - c. When locating a vehicle on public property believed to be involved in a Hit and Run, tow the vehicle for the Crash Reconstruction Unit, place a HOLD on the vehicle for CRIMES and send the Crash Reconstruction Unit an e-mail advising them of the above information. If the vehicle is located on private property and can be accessed, tow the vehicle and send an e-mail to the Crash Reconstruction Unit advising them of the information. If fatal or serious injury occurred, a supervisor or the Crash Reconstruction Unit will determine whether the vehicle will be towed.
5. Any crash combining an uninsured motorist along with personal injuries or combined property damage exceeding \$1000; advise the drivers they must submit State Form, BMV 3303, within 6 months. Forms are available at the Records Bureau, divisions, and insurance companies.
  6. When a driver raises a question of brake failure, park the vehicle(s) in question out of traffic and "pedal test" the brakes of vehicle(s). Test the brakes and note the results in reports, or as a comment on the Citation. Do not allow a vehicle with faulty brakes to be driven from the scene.
    - a. If the brakes appear defective, cite the driver for defective brakes, ORC 4513.20.
    - b. Cite violations causing the crash (i.e., red light, ACD, etc.).
    - c. Upon request, summon a tow truck for the vehicle. If the vehicle is legally parked, advise the violator not to drive the vehicle until it is repaired or towed. A vehicle may not be towed because it is unsafe. The driver of such a vehicle may be cited under ORC 4513.02 (A), Unsafe Vehicles. If a violator is cited for defective brakes and told not to drive, this section also applies.
  7. If an on-duty employee is involved in a crash, a "Certification of Performance of Official Duties" form will be completed by the Supervisor. The State Crash Report, and "Certification of Performance of Official Duties", will be forwarded to the Lieutenant Colonel to be mailed to the state.

Do not complete a "Certification of Performance of Official Duties" form, if the Department investigates another agency's crash. It is the responsibility of the agency employing the covered employee to complete the "Certification of Performance of Official Duties" form.

- a. In addition to the Department employees, the following government employees operating official vehicles are covered by the statute (see ORC 3937.41(D)):
  - i. Law enforcement officers of state, city, county, township, and village governments; transit and housing authority police officers; qualified nonprofit corporation police officers; veteran's home police officer; and an investigator for the bureau of criminal identification and investigation.
  - ii. Person operating an ambulance for a local government or a private company contracted by a local government for ambulance services.
  - iii. Government employees operating emergency vehicles.
  - iv. Firefighters using fire department vehicles to respond to fire emergency calls or to provide emergency medical service.
  - v. Government employees operating vehicles engaged in mowing or snow and ice removal.
- b. BMV Traffic Crash Report (BMV3303) and City Vehicle Crashes - The investigating supervisor must submit the BMV3303 when a Department employee is involved in an on-duty traffic crash in a Department vehicle that results in personal injury or property damage in excess of \$1000.00 and it is determined that the other involved driver(s) was uninsured at time of crash. Single-vehicle crashes involving city vehicles do not require the submission of the BMV3303. If the city vehicle involved has a covert plate, the vehicle number assigned by the Department will be used in the license plate



caption on the form. The city vehicle should be listed as vehicle number one. If there are more than four vehicles involved in the crash, there is no need to list the additional vehicles.

- i. Section A - List "City of Dayton" as the name of the insurance company. No other information is needed in this caption.
  - ii. Section B - Calculate an estimated total cost of the damage. If a claim for injury will be filed by a Department employee, this section must be completed and signed by the attending physician.
  - iii. Signature - The Department employee who was the driver is required to sign the form at the bottom of the page.
8. Officers are required to record the Dayton Incident Based Reporting System (DIBRS) number on all crash related forms. The DIBRS number will be placed in the block labeled "Local Report Number" on any eOH-1, OH-2, OH-3. The DIBRS number will also be placed in the space labeled "Accident No." at the upper left corner of the Accident Envelope (Form F-324). Officers are required to enter the DIBRS number in the provided space in eDIBRS.
  9. Officers will obtain written statements (Form OH-3) from all victims, participants and/or witnesses in all traffic crash investigations where an eOH-1 TCR is being completed. In the event any witness is unable to write out the statement, the officer shall write out the statement for the witness. If the witness refuses to write or sign a statement, the officer will write "Refused" on the OH-3 and include it in the OH-1 packet.
  10. If the investigating officer completes the investigation and determines there is probable cause to believe a person violated a traffic law, a citation should be issued.
  11. All OH-1 Forms and Supplements and Traffic Citations must be completed in Black Ink

B. Completing an eOH-1 and Routing

1. **eOH-1 TRAFFIC CRASH REPORT FORM COMPLETION** - The following sections will provide guidance on completing certain captions of the eOH-1 TCR form. The Ohio Law Enforcement Information System (OLEIS) is the current electronic program used for the OH-1 TCR. If additional guidance is needed, officers should reference the current versions of the Ohio Traffic Crash Report Procedure Manual and/or the Manual on Classification of Motor Vehicle Accidents. The current manual is available in the "P" drive under the Traffic General folder.
  - a. **Local Information** - The box provided for Local Information will contain the designator for the Division the crash occurred in (WPOD, EPOD, or CPOD).
  - b. **Diagram** - The diagram on the crash page of the OH-1 must be completed.
  - c. **Covert License Plates** - If a Department vehicle bearing covert license plates is involved in a car crash, the City of Dayton vehicle number will be used throughout the report, including the license plate caption on the eOH-1. The covert plate number will **NOT** be documented anywhere in the report and photos of the plate should be avoided when possible.
  - d. **Police / Firefighter / EMT** -To limit the release of the personal information on certain drivers operating a vehicle in the course of their employment (e.g., police officers, firefighters, EMT, etc.), use the driver's business address and telephone number on the eOH-1. Automated redaction of personal information from the online eOH-1 will occur when the following information is keyed into the Unit section(s) of the eOH-1:
    - i. "Type of Use" must be keyed as "3 - Government" AND



- ii. "Special Function" must be keyed as "09 - Ambulance," "10 - Fire," or "13 - Police".
  - e. **Driver Caption - Parked** - Driver information for unoccupied-parked or unattended vehicles shall not be placed in the "Driver" caption of the "Motorist/Non-Motorist/Occupant" page of the eOH-1. The information for the persons parking such vehicles shall be listed on an OH-2. If a parked vehicle is occupied at the time of a crash, all persons within the vehicle will be listed as occupants on the "Motorist/Non-Motorist/Occupant" page of the eOH-1 and OH-1P if necessary.
  - f. **Train/Transport Vehicle/Device Exclusions** - The name of the engineer or conductor of a train or driver of any transport vehicle/device (see Manual on Classification of Motor Vehicle Accidents) will not be listed in the "Driver" caption of the eOH-1. All references to the engineer, conductor, or driver of any transport vehicle/device shall be indicated on the OH-2. Ownership of a train or transport vehicle will be entered on the "Unit" page of the eOH-1.
  - g. **Snow Removal/Mowing** - ORC 3937.41(D) applies to operators of vehicles engaged in mowing or snow and/or ice removal (including drivers plowing snow, spreading salt, mowing, spreading gravel, etc.). The information for these operators will be listed on the eOH-1 in the applicable captions. If challenged, officers should explain the provisions of 3937.41(D), Traffic Crash Certification Letter, as recourse to not having the crash listed on the operator's driving record.
  - h. **Listing Passengers** - All passengers must be listed on the "Motorist/Non-Motorist/Occupant" page of an OH-1 or an OH-1P "Occupant/Witness Addendum." Passengers must be listed in the order of most serious injury first (fatal, incapacitating, non-incapacitating, etc.).
2. Officers will advise crash victims that copies can be obtained 5 business days after the crash. Non-Investigated Traffic Crash Reports are available within 12 hours, since they are stored in the M.I.S.
  3. Officers will provide a Form Rf-603 to all drivers, involved in a crash, and interested parties.
  4. Social security numbers will not be placed in eOH-1 TCR, or on OH-2s or OH-3s.
- C. SUBMISSION OF "APPROVED" eOH-1 CRASH REPORTS - In order to submit eOH-1 crashes to Records, the following steps must be taken:
1. When completed, the investigating officer will validate the crash and make any corrections as necessary.
  2. Once the eOH-1 has been checked for accuracy and approved by a supervisor, the supervisor will enter his/her PDA number in the "checked by" caption. The supervisor's name will automatically populate. When the supervisor checks the "approve" caption, the approval date and time will automatically populate and the crash will be transmitted to the DPS database, if there are no additional errors.
  3. Once the submission is "APPROVED" by a supervisor, the eOH-1 will automatically be submitted electronically and downloaded to the Ohio Department of Public Safety (DPS). Any hard-copy documents associated with the crash (OH-2, OH-3, etc.) will be forwarded to Records where they will be stored under the DIBRS number of the original eOH-1. The hard-copy documents should not be submitted to Records until the crash is in an "APPROVED" status; otherwise, there will be no eOH-1 in the system on which to attach the documents.
- Note:** Even if there are no hard-copy documents associated with the eOH-1, a Traffic Crash Envelope form F-324 must be submitted to Records which will indicate that the crash report is completed.
- D. SUBMISSION OF eOH-1 SUPPLEMENTAL CRASH REPORTS - The process below is to be used to submit supplemental information to the eOH-1. It is to be used to modify or add information to an eOH-1 report that has previously been submitted to Records.



1. Open the crash report module. From the crash menu page, enter the Local Report Number and search.
2. The report will appear in a new window and "Approved". Double click the report, it will open. This will automatically check the "supplement" box on the crash report and bring the crash from the DPS server to allow changes to be made.
3. Make the necessary changes to the crash report. Below the original narrative add a brief description of the changes made. DO NOT delete the original narrative.
4. Validate the crash, submit it for approval, and notify your supervisor of the validated report so they can approve it.

E. Sergeant's Responsibility

1. The Sergeants will review crash investigations before the end of the tour, including any additional reports associated with the accident/Hit and Run and have the officer make any necessary corrections. If the supervisor is off-duty, the supervisor of the next relief will review the report. Sergeants will enter their PDA in the "Checked By Badge Id" Section under the Approval tag in OLEIS.
2. Sergeants will make sure that crash reports are turned in for review at the earliest practical moment during a tour of duty but no later than the end of the tour of duty.
3. OH-1 packets must be delivered to the counter position the following morning after completion. The Crash Reconstruction Unit will collect all OH-1 packets and distribute them as necessary.

### III. CRITERIA FOR REQUESTING CRASH RECONSTRUCTION UNIT INVESTIGATORS

Some traffic crashes are beyond the abilities and time constraints of the patrol officer. It is necessary on occasion to request special investigators, who have the specialized training and experience to conduct follow-up investigations of traffic crashes.

A. CRITERIA FOR REQUESTING CRU ASSISTANCE.

1. The field commander or the field supervisor has the primary responsibility for determining when CRU shall be called.
2. The following are types of crashes when the use of CRU would be appropriate:
  - a. Any fatal traffic crash (To include any suspected medical condition such as a heart attack, seizure Etc.).
  - b. Any serious injury crash when there is serious physical harm to any other person, not the "at fault" driver, and alcohol / drugs are suspected.

**(Defined by O.R.C. 2901.01 – Serious Physical Harm)**

"Serious physical harm to persons" means any of the following:

- Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment;
- Any physical harm that carries a substantial risk of death;
- Any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;
- Any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement;
- Any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain."



- c. A fatal or serious injury crash occurs involving an on-duty city employee, including Sub-contractors working on a City of Dayton work project. The fatal or serious injury pertains to any involved party, and not specifically to the on-duty government employee (e.g., DPD pursuit resulting in a crash causing injuries to any party.)
- d. A crash involving a city vehicle where the city driver may face serious traffic or criminal charges, or when the property damage may exceed \$10,000 and result in great civil liability for the city.
- e. Any crash which results in the spillage or leakage of a significant amount of a hazardous material which seriously threatens life or property.
- f. Any serious injury crash involving a possible roadway defect as a primary cause or contributing factor.
- g. Any crash where there is an indication that an involved vehicle has a manufacturing defect which was the primary cause or contributing factor.
- h. Any crash where there is a need for an in-depth speed analysis. This would be a non-active scene request.
- i. *Any crash involving governmental police/fire/ems vehicles that are being operated in an emergency mode when there is an injury or disabling damage.*
- j. When an officer encounters persons who appear to be under the influence but the means of their intoxication is not readily available, a DRE can help pinpoint the cause of impairment.

#### B. PROCEDURES FOR REQUESTING USE OF THE TEAM.

1. Active Scene Request. The investigating officer or on-duty supervisor will make an initial assessment of the need for CRU assistance. The request for CRU assistance should be initiated through the on-duty supervisor to the division commander or field commander. The commander shall notify the Regional Dispatch Center (RDC), and have them contact the appropriate CRU supervisor or designated alternate, who will contact the unit members and request that they respond to the crash or incident scene.
2. Non-active Scene Request. If the need for CRU assistance is identified during an investigation, or after an investigation has been completed, the procedure described in paragraph 2.a. above may be used.
  - a. The Dayton Police Department performs follow - up investigation services in support of ongoing or anticipated criminal (NOT CIVIL, except litigation involving the City of Dayton) prosecution.
  - b. All requests to have the CRU review City Vehicle crashes must be made in writing to the CRU Sergeant. This does not change the procedure for call-out of the Crash Reconstruction Unit. It only pertains to complete crash investigations where the opinion solicited from the CRU could become part of any disciplinary hearing. After reviewing such crashes, personnel will submit written reports of their findings to the Deputy Director and Assistant Chief of Police and maintain the confidentiality of the investigation.
3. Mutual Aid Request for CRU Assistance. All requests for CRU assistance from other agencies or prosecuting attorneys must be directed CRU Sergeant and after determining the following:
  - The request meets one of the criteria for requesting CRU assistance as described in paragraph 1.

**NOTE:** If the request cannot be handled by Division personnel and the request meets the criteria for requesting CRU assistance, the field commander or designated alternate shall refer the requesting agency to the appropriate CRU Sergeant.
4. CRU personnel may be reached during normal business hours through their respective Division headquarters.



5. After hours, the CRU Sergeant or designated alternate may be reached through the Regional Dispatch Center.

C. PROCEDURES WHILE AWAITING THE UNIT

1. The on scene supervisor is responsible for maintaining the scene, and preservation of evidence and witness statements. **Witnesses will remain on the scene until investigators have reviewed their statements.**
2. If alcohol and/or drugs of impairment are suspected, then the on-scene supervisor will ensure that a crew collects a blood, breath and/or urine sample for testing from the suspected driver. Due to time limitations, this needs to be done as soon as possible, prior to the arrival of the Crash Reconstruction Unit.
3. Upon arrival at the crash scene, Crash Reconstruction Unit shall take control of the scene and assume responsibility for the submission of the applicable reports. If a crash scene is cleared, and the victim's injury becomes life threatening later, the Crash Reconstruction Unit Sergeant will determine if there is a need for the Investigators to respond.

IV. NOTIFICATION OF NEXT-OF-KIN

A. Traffic Fatalities

Notification of a traffic fatality must be carried out promptly by a supervisor or their designee of the Dayton Police Department in a considerate professional manner. The Coroner's Office will be immediately contacted pursuant to O.R.C.313.12 and will accompany the supervisor or their designee to notify the next-of-kin.

B. Serious/ Life Threatening Injuries

Responding officers will make all reasonable efforts to notify next-of-kin in the event of serious/ life threatening injuries. Release of any information will be in accordance with General Order 1.09-1 - Media Policy. Circumstances surrounding each incident will dictate how a particular notification should be accomplished. Often assistance can be obtained from clergy, neighbors or other relatives.

C. Notification Within Montgomery County

The on-scene supervisor will either make the notification or designate an officer to make the notification. If the next-of-kin resides within Montgomery County, the notification should be made without delay. If the next-of-kin resides outside of the City of Dayton but within a reasonable distance, the officer will make the notification. Otherwise, dispatch will contact the appropriate department and have them make the notification. The Uniform Traffic Crash Report should contain a notation as to who was notified and the time that they were notified.

D. Notification Outside of Montgomery County

If the next-of-kin resides outside of Montgomery County, Teletype will send a LEADS message to the appropriate jurisdiction for the notification to be made or contact them by phone. The LEADS message will contain the name, address and phone number if known of the person to be notified, the name of the relative involved in the accident, a brief description of the incident, the name of the contact person and a phone number to call for further details. Verification of the notification will be requested and the Uniform Traffic Crash Report should contain a notation as to who was notified and the time that they were notified.

E. Notification Requests from Other Agencies

When other jurisdictions request a notification of next-of-kin, every attempt will be made to cooperate with the requesting agency so long as the location falls within the City of Dayton. If notification is not made, a message will be left indicating that the person should call the requesting agency. The requesting agency will then be notified of the results of the notification.



Appendix 1



**OHIO TRAFFIC CRASH REPORT  
DIAGRAM/NARRATIVE CONTINUATION**

OH-2

LOCAL REPORT NUMBER	REPORTING AGENCY: <b>DAYTON POLICE DEPARTMENT</b>	DATE OF CRASH M          D          Y
IN COUNTY OF MONTGOMERY	CRASH LOCATION:	

HIT AND RUN INFORMATION

Can the driver be positively identified?          Yes / No

**Suspect Information:**    Broadcast: Sheet: \_\_\_\_\_ Call: \_\_\_\_\_

Suspect's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone:# \_\_\_\_\_

DOB: \_\_\_\_\_ O.L/ ID Number# \_\_\_\_\_

Race \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Ht \_\_\_\_\_ Wt \_\_\_\_\_ Hair \_\_\_\_\_

Characteristics: \_\_\_\_\_

Clothing \_\_\_\_\_

Did the suspect stop or say anything? \_\_\_\_\_

**Suspect Vehicle Information:**    Broadcast: Sheet: \_\_\_\_\_ Call: \_\_\_\_\_

Owners Name: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone # \_\_\_\_\_

Vehicle Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

License \_\_\_\_\_ State \_\_\_\_\_ Damage \_\_\_\_\_

Vehicle Towed: Y / N Tow # \_\_\_\_\_ Evidence Collected?: \_\_\_\_\_

Follow up Investigation:

(CRU ONLY) OK TO SCAN	OFFICER'S SIGNATURE <b>X</b>	BADGE NO.
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