

DIRECTIONS FOR COMPLETING THE UNIFORM TRAFFIC COLLISION REPORT (UTCR)

Directive: 4.3

At the top of the form the appropriate blocks should be marked, checked or "Xed". One of the collision severity blocks must be marked if the accident is reportable, ie. \$500 or more property damage (PD), someone is injured (PI), or someone is killed (Fatality). If the accident is a hit and run or occurs on private property, it should be indicated at the top of the report.

NON-REPORTABLE - This block should be marked anytime the UTCR is used to record information from an accident which does not qualify as reportable under Title 21. (damage less than \$500)

The yellow highlighted areas on the UTCR must be completed for these non-reportable accidents. This is the minimal information needed to describe who, what, where and when.

LATE REPORT - Marked if reported to the police after the vehicle(s) have left the scene of an accident.

HAZ/MAT - This block is marked anytime a vehicle is carrying hazardous materials which require placarding, ie. gasoline tank truck, oil trucks, explosives, etc.

COMM. VEH. - This block is marked anytime a vehicle involved is;

- 1) A truck or commercial vehicle having at least 6 tires in contact with the roadway.
- 2) A vehicle displaying or required to display a hazardous material placard.
- 3) A commercial vehicle having a registered or combination registered weight of 10,000 lbs or more. Any vehicle which is found to weigh 10,001 lbs or more or has a gross vehicle weight rating of 10,000 lbs from the manufacturer.

- 4) A bus which transports or has 16 seats to transport 15 passengers and a driver.

NOTE: If this block is checked the Commercial Vehicle Supplement Report should always accompany the UTCR.

At the top right of the UTCR, two lines are provided for the agency and its complaint number. The bottom line should indicate "Wilmington" or "WPD. The top line indicates the complaint number assigned to the investigation.

BLOCKS

- 1) Complaint number - Record the case number. (This is vertically positioned for ease of filing.)
- 2) DSP HQ number - LEAVE BLANK
- 3) Month-Date-Year - This should be recorded with the standard six digit method, ie. 03/02/94. In the case of hit and run accidents where the exact date can not be determined a span of time should be recorded, ie. 03/01-02/94.
- 4) Day - Use the standard two character designator for the day the collision occurred, ie. MO=Monday, TU=Tuesday, WE=Wednesday, TH=Thursday, FR=Friday, SA=Saturday and SU=Sunday. In the case where the exact day can not be determined as in the above hit and run a span of time should be recorded, ie MO/TU.
- 5) Time occurred - Use military time, ie. 2135 = 9:35 PM. If the exact time can not be determined use a span of time, ie 2135/2200.
- 6) Notified - Use military time. This is the time the Communications Center received the call.
- 7) Time arrived - Use military time. This is the time you arrived on the complaint.
- 8) Grid number - LEAVE BLANK
- 9) Sector - Record the district where the incident occurred.
- 10) Number & Name of Street or Highway - This should indicate the name of the street and its intersecting street, if it is an intersection accident. If it is a

non-intersection accident this should indicate the name of the street and its "hundred" block. In addition, if the named street is also a State Route, the route number should be indicated.

- 11) Non-intersection - If the accident is a non-intersection accident as indicated in block 10, the distance from the nearest cross street and the street name should be indicated in this block. If block 10 indicates an intersection accident this should be left blank.

*** CODES ***

Many of the following blocks will simply require a code number. These codes are either located adjacent to the block in question, or at the lower right-hand corner of the UTCR, or at the bottom of the Injury Information Report (IIR).

Seven code numbers, listed under GENERAL, are to be used throughout the report in any BLOCK (not space) where it would be applicable. Use Yes (1), No (2), Unknown (3), N/A (4), Pending (5), None (6), or Other (7).

NOTE: When Other (7) is used in a block, further explanation must be given in the first lines of the narrative. This is accomplished by putting the block number in the code column and then explaining the "Other" condition.

BLOCKS 12 THRU 15 ARE THE CONDITIONS THAT EXIST AT THE TIME OF THE COLLISION.

- 12) Light condition - Use codes located in Block 12 at the lower right of the report.
- 13) Weather condition - Use codes located in the Block 13 at the lower right of the report.
- 14) Surface condition - Use codes located in the Block 14 at the lower right of the report.

- 15) Traffic control - Use codes located in Block 15 at the lower right of the report. Indicate in the Functioning Proper Box either 1 (yes) or 2 (no). If no explain in narrative.
- 16) Primary Contributing Circumstance - Use the codes to the right of the box to indicate what you feel was the primary contributing circumstance to the collision. Careless and inattentive driving have been omitted, as they are catch-all categories, and not specific enough. However, there are times when these violations are appropriate and may be listed as the primary contributing circumstance by putting code 7 (Other) in the block and list the violation in the second line of the narrative.
- 17) Collision Involved - Refer to block 17 at the lower right of the report for the appropriate code. If the accident involves a Fixed Object or Other Object, this block must be continued to the narrative and the Object described and the ownership listed.
- 18) On roadway - Use the General Code 1 (yes) or 2 (no).
- 19) Emergency Response - Use General Code 1 (yes) or 2 (no) to indicate whether this accident involved a vehicle while in pursuit or on an emergency response. This section includes police vehicles, fire apparatus, and ambulances.
- 20) Location of City or Town - This will always be Wilmington.
- 21) Cty. - This will always be "N"
- 22) Code - This will always be "63"
- 23) Milepoint - LEAVE BLANK

Blocks 24 thru 53 are the same for each vehicle involved in the collision. However, when continuing a block to the narrative, use a DASH and the vehicle number to show which block is being continued, ie. 47-2 would be what you use in the code column to record information on the trailer owner information for vehicle #2.

NOTE - When a legally parked vehicle is involved in the collision, "Legally Parked" should be written in the driver information area.

If a pedestrian or pedalcyclist is involved in the collision, his/her information will be included in the driver's information area, and the word "pedestrian" or "Pedalcyclist" should be written across the vehicle information area.

NOTE - M/V#1 should always be the striking vehicle. It should also be noted that the striking vehicle is not necessarily the vehicle at fault.

- 24) Name-Record last name, first name, and middle initial.
- 25) Street Address - Number and name of street, PO Box etc.
- 26) City - Record the city or town.
- 27) State - Use the standard U.S. Post Office two character abbreviations, ie. Delaware = DE
- 28) Zip - Record the five digit zip code.
- 29) Phone - Record the home phone number. In the case of hit & run accidents also record a work number.
- 30) Drivers License Number - Record the driver's operators license number.
- 31) State - Use the standard Post Office two character state designator.
- 32) DOB - Record the operator's date of birth, using the standard Month-Date-Year six designator.
- 33) Age - Record the operator's age.
- 34) Sex - Circle the M (male) or F (female).
- 35) Sobriety - Use the applicable code from the Sobriety Block at the lower right of the report.
- 36) Tested - Use the General code 1 (yes) or 2 (no).
- 37) Type - If tested, indicate the type of test given by using the codes supplied in the second part of the Sobriety Block at the lower right of the report. After placing the code in the appropriate block, record the BAC in the place provided. If the BAC is unknown because it has not yet been tested, write "UNK".

Record the intoxilyzer number, the blood test kit number etc. in the space provided.

If not tested, indicate 4 (n/a) in the block.

- 38) Vehicle year - Indicate the vehicle model year. You may use the last two digits.
- 39) Vehicle make - Record the proper name of the vehicle or an accepted abbreviation, ie. Pontiac, Chevrolet, Cadillac can be written as Pont, Chev, Cadi.
- 40) Model - Indicate which model of the vehicle made, ie. LaMans, Corvette, Chevette etc. As in the above accepted abbreviations may be used.
- 41) Body style - Refer to Block 41 at the lower right of the report for the appropriate code.
- 42) Registration No. - Record the license plate number.
- 43) State - Use the two character state designator for the issuing state.
- 44) Color - Record the color(s) of the vehicle. If two-tone record the roof color first.
- 45) Damage - Estimate the property damage the vehicle incurred.
- 46) Trailers - If the vehicle is towing a trailer(s), indicate the number of trailers by circling the appropriate number. If none, circle the zero.
- 47) Vehicle/Tractor owner - Record the last name, first name and middle initial of the registered owner of the vehicle. If the vehicle is a tractor/trailer combination, the trailer information should be recorded in the narrative.
- 48) Street - Record the street address, the city and the state of the registered owner.
- 49) Insurance company - list the name of the insurance company and the policy number.
- 50) Charge/Section number - Name the charge and record the section number if the operator is charged. If there are multiple charges, record the most serious/dangerous.

moving violation in this block, then continue to the narrative and list the remaining charges.

- 51) Arrest no. - Record the complete Uniform Traffic Arrest number.
- 52) Towed by/to - If the vehicle has been towed, indicate who towed it and where it was towed. If the vehicle was driven away indicate so in this space.
- 53) Damage diagram - Circle the area(s) on the vehicle where the damage was incurred. If no damage, indicate the point of impact.

SCHEMATIC DIAGRAM

There are ten pre-drawn numbered accident situations and one block. This block, 11, allows the Officer to draw his/her own schematic diagram, ie. for pedestrians, bicycles, or any situation in which the ten listed schematics do not apply. In every report, the investigating Officer should pick the applicable accident situation and place the appropriate vehicle numbers in the circle and indicate the direction of north in the lower right corner.

NOTE: The arrows on the circles indicate the front of the vehicle, NOT NECESSARILY THE DIRECTION OF TRAVEL.

For simple two vehicle, one vehicle - one object, or other simple collisions, officers are only required to complete this schematic diagram, and do not have to make a formal drawing on the back of the UTCR. However, if an investigating officer feels that a formal diagram is required it can be placed on the second page of the UTCR.

Detailed accident diagrams ARE REQUIRED to be completed for all personal injury and fatal accidents. These diagrams should be drawn in the space provided on the back of the UTCR. If an investigating officer feels a need to use an attachment for complicated collisions, it should be labeled as the last page of the report, and the words "See attached drawing" in the place where the diagram is usually placed. If the only information on the back of the UTCR is "See attached drawing", this should not be counted as a page.

THE ACCIDENT DIAGRAM

Draw a diagram that corresponds to the outline of the street

or highway at the place of the accident. The diagram should contain, but is not limited to;

- Indicate north by drawing a short arrow in the circle provided.
- Show the direction from which each vehicle, pedestrian, or animal was approaching before the collision.
- Indicate the point or area of impact, showing the position of the vehicle(s), pedestrian or animal at the time of impact.
- Indicate the final resting place of the vehicle(s), pedestrian or animal after impact.
- Be sure to number each vehicle in accordance with the numbers assigned on the front page.
- For non-collision type accidents show the path of the vehicle from the time of the loss of control to its final resting place.
- Indicate if a vehicle has turned over, and if possible the number of times.
- Show any fixed objects, road defect(s), or any other factor involved
- All surrounding physical objects of importance such as warning signs, stop signs, traffic signals, billboards, etc. The location of landmarks, house numbers, pole numbers, etc. that can further identify the location may also be used.
- The street name(s) on which the accident occurred should be indicated. If investigating a non-intersection accident the street name along with the nearest cross street should be indicated.
- The proper direction of one-way streets should be indicated.

Due to the wide range of factors involved in accident investigation the above should serve as a guide. This does not serve to limit what an officer should put in the accident diagram. Anything the officer feels should be placed in the diagram and is not listed above, should be included.

NARRATIVE

- 55) The first line, the partially shaded line, should be used to list any witness information such as name, address and phone number. Their statements should be stated later in the narrative. Witness should be listed as "W-1", "W-2" etc.

The narrative should contain certain information which is often referred to as the "critical paragraph". This is the information that MUST be included in all reports. It does not, however, prevent the investigating officer from adding any other information that he/she feels would more completely describe the event(s).

- a) Establish the vehicles and their direction of travel, ie. M/V#1 was traveling south on Union Street in the left hand lane. M/V#2 was traveling east on Lancaster Ave.
- b) How and why the vehicles struck one another, or pedestrian, or fixed object. IE. M/V#1 entered the intersection against the red traffic signal. M/V#2 entered the intersection with the green traffic signal. The front bumper and fender of M/V#1 struck the driver side rear quarter panel of M/V#2.
- c) Any subsequent or secondary events after impact, ie. M/V#2, after impact spun counter-clock wise approximately 180 degrees until it came to rest against the southeast curb. M/V#1 continued south on Union Street until it came to a stop in the Unit block of South Union Street.

After the "critical paragraph" the Officer should include any witness statements and/or his conclusion, if applicable. Officers should keep in mind that the narrative, like the diagram, should include any information that he/she feels is pertinent to the accident.

- 56) Investigating Officer, Rank, ID number - Record the First name, M.I., Last name, Rank, Platoon, and payroll number.
- 57) Supervisor's Approval/Date - The supervisor should record his/her initials and date of approval in

this block. This need only be done once, on the first page, if it is a multiple page report.

- 58) Reviewer - This block is for the final reviewer to initial. The same as above on multiple page reports.
- 59) Page number - Page 1 is pre-numbered, always indicate in the second space provided, the total number of pages in the report, ie. PAGE 1 of 3. If the back of the UTCR is used for additional vehicles or a diagram this should be listed a page 2. Since a diagram is required on all personal injury accidents, the Injury Information Report (IIR) will be numbered as page 3, however, if a detailed drawing is attached and the back of the UTCR indicates no other information other than "See attached drawing" the IIR will be labeled page 2.

DIRECTIONS FOR COMPLETING THE UNIFORM TRAFFIC COLLISION REPORT INJURY INFORMATION (IIR) FORM OR MORE COMMONLY KNOWN AS THE ACCIDENT CONTINUATION FORM.

The IIR and the back of the IIR may be utilized as either a continuation sheet or as a supplement report. Its function is designed by either checking block 60 for Continuation or block 80 for supplement.

At the top of the IIR, mark the appropriate block for continuation or supplement report. If it is a continuation report, fill in the Troop/Department space, block 1, and the horizontal space provided for the complaint number.

If it is a supplement report, also fill in the information requested for the Initial Report Date, Operator #1 and Operator #2.

BLOCKS

- 60) Continuation - Check this block if this is a PI collision and you are completing the injury information and/or continuing your narrative.
- 61) Name - Fill in last name, first name and MI.
- 62) Address - Fill in Street name, address number, city & State.

- 63) Phone - Record phone number.
- 64) Injuries - Describe injuries sustained by victim.
- 65) Examined by Dr. - Indicate the name of the attending physician.
- 66) Removed by - Refer to block 66 at the bottom of the report for the appropriate code.
- 67) Removed to - Indicate where the injured person was taken.
- 68) T&R/T&A - Circle T&R if the victim was treated and released. Circle T&A if the victim was treated and admitted to the hospital. If non-applicable, write N/A across the blocks.
- 69) Sex - Circle M or F.
- 70) Age - Record the age of the victim.
- 71) Veh# - Indicate which vehicle number the injured was riding in. NOTE: If a pedestrian or pedalcyclist, fill in blocks 69, 70, 74, 75, & 76. The other blocks are N/A and a line should be drawn through them.
- 72) No. in vehicle - Record the number of people that were in the vehicle at the time of the collision.
- 73) Seat no. - Indicate the seat position occupied by the injured person by referring to the vehicle diagram in block 73 at the bottom left of the IIR. Numbers 1, 2 and 3 indicate front seat positions in all vehicles. Numbers 4, 5, and 6 are to be used for the rear seat of all 4 or 6 passenger vehicles. Numbers 7, 8, and 9 should be used for 9 passenger station wagons and certain van-type vehicles. If a child or passenger were riding on someone's lap, you use the appropriate number and add 10, ie: a mother in the passenger side front seat is holding a child on her lap - the mother is shown as 3 and the child is shown as 13. Any occupant riding in the back of a truck will have the number of 20. Any person riding on the outside of a vehicle will have the number of 10.
- 74) Status - Refer to block 74 at the bottom of the report for the appropriate code.

- 75) First aid - Refer to block 75 at the bottom of the report for the appropriate code.
- 76) Injury class - Refer to block 76 at the bottom of the report for the appropriate code.
- 77) Eject - Refer to block 77 at the bottom of the report for the appropriate code.
- 78-1) Restraint - Refer to block 78 at the bottom of the report for the appropriate code. (codes 82-90 are for cars and codes 91-92 are for motorcycles). If a vehicle is not equipped with seat belts the General Code 6 (none) should be used.
- 78-2) Restraint proper - If able to determine by observation or interview, use General code 1 for yes or 2 for no to describe if restraint used was properly used, ie. shoulder harness tucked under the arm, child restraint seat not hooked under the tether strap, motorcycle helmet not strapped, etc.
- 78-3) Passive restraint - Refer to block 78, codes 93-96 the bottom of the report for appropriate code. If a vehicle is equipped with an airbag, use 93 if it was deployed or 94 if it did not deploy. If a vehicle is equipped with automatic restraints, use 95 if the injured party was utilizing the restraints or 96 if the automatic restraints was defeated in some manner, ie. the injured party sat on the restraint, partially removed the restraint, etc.
- Use the General code 6 (none) if the vehicle was not equipped with passive restraints.
- 79) Posted speed limit - Record the speed limits for the vehicle(s) involved. NOTE - Not all city speed limits are 25 mph.
- 80) Supplement - check this block if the report is being used as a supplement report. Fill in the initial report date, the operators' names, the agency name and the complaint number so the supplement can be easily matched with the original.
- 81) Pedestrian involved - Insert the proper code in the blocks at the lower right of the IIR. Use General Codes 4 (N/A) if the accident did not involve a pedestrian.