



DEPARTMENT NOTICE

20-092
06/01/20

Notification Criteria & Responsibilities for Traffic Collisions

The purpose of this notice is to identify notification responsibilities for Officers and for Sergeants responding to traffic collisions. Officers are routinely assigned the first response and initial investigation of traffic collisions. Collision investigators from the Traffic Company, the Traffic Collision Investigation Unit (TCIU) and other CCSF departments are activated based on the severity and unique circumstances of each traffic collision.

Timely notification of collisions which result in serious injury, a fatality and/or have potential media interest is necessary. A serious injury is, "A serious impairment of physical condition, including but not limited to loss of consciousness, concussion, bone fracture, protracted loss or impairment of function of any bodily member or organ, a wound requiring extensive suturing, and serious disfigurement."

Additional collision types requiring DOC notification include collisions involving:

1. Any CCSF Department vehicle (MUNI, DPW, Rec and Park, etc.)
2. Driver operating a vehicle for a Transportation Network Company (Uber, Lyft).
3. A ride share vehicle, bicycle or micro mobility device (Scoot, Lyft, etc.)
4. A privately operated/chartered tour bus, commuter bus, school bus or "party bus."
5. A vehicle striking a structure (residence, commercial building etc.)

When any of these factors are identified, Officers are responsible for collecting the required information and making the notification to the Department Operation Center (DOC). Sergeants shall ensure this DOC notification is made. Sergeants are to advise their Lieutenant, who shall notify the District Captain where the collision occurred, in order to facilitate the Captain's reporting responsibilities to Command Staff, government representatives and community stakeholders.

The information required (if available) for the notification includes:

Incident number, Date, Time & Location.

Collision Type (i.e., Vehicle and Pedestrian, Vehicle and Scooter).

Gender, age, city of residence of involved parties.

Extent of injury category: nonlife threatening or life threatening.

Direction of travel of involved parties.

Identification of responding units.

Identification of investigative responsibility (i.e., Traffic Company, TCIU, district station).

A preliminary synopsis of the collision facts.


WILLIAM SCOTT
Chief of Police

Per DB 19-156, sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org.