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18-037
02/26/18

Arrests / Citations for Traffic Collisions (Re-issue DB 14-130)

It is the policy of the San Francisco Police Department to investigate all traffic collisions involving injury or death. The investigating officer at the scene is responsible for determining the party at fault for the collision.

Officers shall adhere to the below policy when issuing citations and making arrests regarding traffic collisions:

- Officers who have completed the 40 hour POST-certified Basic Collision Investigation course shall arrest or issue a citation when the party at fault is responsible for the injury of ANOTHER. The officer shall issue a Notice to Appear to the party at fault for a violation of the vehicle code (Primary Collision Factor) when no criminal case will be pursued. Provide the Defendant's copy to the party at fault. In this case, the report and Notice to Appear shall be sent to CISU/Records.
- Collisions where a non-life threatening injury collision occurs and the reporting officer is unable to initially determine fault at the scene because further investigation is necessary (e.g. additional witnesses need to be interviewed or additional investigative steps are necessary, etc.), the primary officer shall make every reasonable effort to conduct the further investigation and obtain the additional information.

If the primary officer's continued investigation determines that there is reasonable cause to believe that a party involved is at fault for a violation of the vehicle code (Primary Collision Factor) and no criminal case will be pursued, such as a Hit & Run or DUI arrest, the officer SHALL fill out a Notice to Appear and write "MAILED" in the suspect signature box. **Do not put in a court date or check the "Where to Appear" box.** Forward the **original** Notice to Appear and a **copy** of the report, via Department mail, to the Citation Review officer at Traffic Company. The citation review officer is responsible for mailing the citation to the party determined to be at fault. **The original report shall be sent to CISU (Records).**

- Collisions resulting in serious injuries such as admission into the hospital, (not just a transport) and a TCIU investigator is not required: A copy of the collision report shall be forwarded to TCIU with a citation attached. Members of TCIU shall review the report(s) and determine if the citation should be mailed.
- Collisions involving fatal or life threatening injuries: The Traffic Collision Investigations Unit (TCIU) shall be called and shall respond to determine charges and/or issue a citation, as warranted.

- Collisions where a Sergeant/Inspector (SIT/Investigations) is assigned the case: The Sergeant/Inspector shall determine charges and/or issue a citation, as warranted.

If a criminal case is pursued but the District Attorney's Office declines prosecution, the assigned inspector shall be responsible for ensuring that a citation for the appropriate violation of the vehicle code (Primary Collision Factor) is issued and delivered to the party responsible for the **collision**.

Members assigned to the Airport Bureau shall follow San Mateo County protocols regarding issuing citations and making arrests at traffic collisions.

Related Policies:

DGO 2.06 Traffic Collisions Involving On-Duty Officers.

DB 16-114 Reporting & Procedures 14601/12500 CVC Enforcement.



WILLIAM SCOTT
Chief of Police

Per DB 17-080, sworn members are required to electronically acknowledge receipt and review of this Department Bulletin in HRMS.