

CALIFORNIA HIGHWAY PATROL

GENERAL ORDER 110.7

REVISED MARCH 2012

POLICY - DAILY REPORTING OF TRAFFIC DEATHS

1. **PURPOSE**. The purpose of this General Order is to provide for consistent, accurate, and timely reporting of all traffic deaths that have occurred in California. This will enable a rapid count of motor vehicle deaths and verification of completeness of fatal collision reports received by Information Management Division (IMD), Support Services Section (SSS), Data Services Group, Mail Process and File Unit. This does not affect the Statewide Integrated Traffic Records System (SWITRS), the Management Information System (MIS), or the Area Information System (AIS).

2. **BACKGROUND**. Per Section 20008 of the California Vehicle Code, "on or before the fifth day of each month, every police department which received a report during the previous calendar month of an accident which it is responsible for investigating shall forward the report or a copy thereof to the main office of the Department of the California Highway Patrol at Sacramento." Information Management Division, SSS is the designated recipient of these reports.

3. **POLICY**. Information Management Division, SSS shall collect the provisional fatality information through direct contact with the 58 county coroners' offices on a weekly basis. Area and Division commands will no longer be required to provide daily fatality reporting using mask menu 89 in the MIS.

4. **GENERAL**.
 - a. During the week, SSS shall compile weekly statistics for provisional fatality reporting. These reports will include: counts of fatalities by month and by date of death from the Provisional Report of Fatality System; collisions and victims killed that have been entered into SWITRS by date of collision; and "year to date" fatality numbers.

 - b. Once a month, SSS shall distribute a report to Division offices, which shall be forwarded to subordinate Area offices. These reports will include negative discrepancy reports. Area commands shall use this report to reconcile their fatality information in their electronic systems (MIS and AIS). Furthermore, the fatality

information shall include fatalities occurring within their allied agency jurisdictions. Commands noting a discrepancy in the fatality information shall respond through their Division, outlining the nature of the discrepancy. Divisions shall consolidate the Area responses before sending it on to IMD, SSS.

c. Additionally, commands shall submit their fatal traffic collision reports or a preliminary fatal traffic collision report to IMD, SSS in a timely manner as specified in Highway Patrol Manual 110.5, Collision Investigation Manual, Chapter 10, Form Requirements and Procedures, Section 9, Transmittal Schedule. They shall also assist SSS with collecting fatal traffic collision reports from allied agencies in a timely manner when such assistance is requested.

OFFICE OF THE COMMISSIONER

OPI: 042