

CHAPTER 9
PROGRAM REPORTING REQUIREMENTS
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CHAPTER 9

PROGRAM REPORTING REQUIREMENTS

1. PURPOSE. The purpose of this chapter is to establish procedures and guidelines to be followed when submitting statistical data for Multidisciplinary Accident Investigation Team (MAIT) Program reporting.

2. POLICY.

a. Notwithstanding any reporting provisions pursuant to a federal grant, the MAITs shall follow the reporting procedures outlined in this chapter.

b. The reporting period used by the MAIT Program will be based on the calendar year.

c. Reporting Requirements.

(1) The CHP 100M, MAIT Personnel Evaluation/Activity Summary (refer to Annex A), is to be used by MAIT personnel for daily activity reporting.

(2) Each Division MAIT shall submit all necessary data required for the CHP 559A, Quantitative Summary – MAIT Activity, (refer to Annex B) to Enforcement and Planning Division, Collision Investigation Unit (CIU), on a monthly basis, by the 15th day of the following month.

(3) The CIU shall compile the statistical information received monthly from each Division MAIT and submit a quarterly report through channels to Assistant Commissioner, Field (ACF), by the 15th day of the second month following the end of the quarter.

(4) After approval by ACF, the report shall be forwarded to each field Division commander.

(5) The CHP 100M and the CHP 559A are available to MAIT personnel in the CHP Intranet Forms Library.

3. REPORTING INSTRUCTIONS—CHP 100M, MAIT PERSONNEL EVALUATION/ACTIVITY SUMMARY.

- a. CHP 100M, Side 1. Multidisciplinary Accident Investigation Team personnel shall follow the reporting procedures outlined in Highway Patrol Manual 10.10, Performance Appraisal Manual.
- b. CHP 100M, Side 2. The CHP 100M, Side 2, will represent a numerical record of those areas of service which can be recorded quantitatively. These areas are consultations, court, presentations, and training/controlled testing. A consultation may be informational or instructional in nature.

(1) Consultations and Presentations.

- (a) CHP. The total number of consultations provided for CHP personnel.
- (b) Allied Agencies. The total number of consultations provided to allied agencies.
- (c) City/District Attorney. The total number of consultations provided to city or district attorneys.
- (d) Attorney General. The total number of consultations provided to attorneys or investigators of the Office of the Attorney General.
- (e) Caltrans. The total number of consultations provided to California Department of Transportation (Caltrans) personnel.
- (f) Other. The total number of consultations provided during the specified reporting period which do not fall into one of the aforementioned categories (e.g., general public, private company, or corporations).
- (g) Presentations. The total number of presentations given or received by MAIT personnel related to MAIT activities and not associated with investigation, court, consultation, or training activities (e.g., staff or Area presentations on the MAIT Program in general, presentations to public or private organizations).

(2) Court.

- (a) Depositions. The total number of depositions of MAIT personnel that were related to MAIT Program activities.
- (b) Civil Court. The total number of MAIT personnel appearances in a civil court that are related to MAIT Program activities.

(c) Criminal Court. The total number of MAIT personnel appearances in a criminal court that are related to MAIT Program activities.

(d) Civil Conferences. The total number of conferences held that were associated with a civil case involving MAIT Program participation.

(e) Criminal Conferences. The total number of conferences held that were associated with a criminal case involving MAIT Program participation.

(3) Training/Controlled Testing.

(a) Training Given. The total number of training sessions given by MAIT personnel pertaining to crash investigation techniques or procedures.

(b) MAIT Training Received. The total number of training sessions received by MAIT personnel that are relevant to the MAIT Program. Indicate the number of training sessions received during the specified training period.

(c) Departmental Training Received. Any departmental training session received by MAIT personnel that is not specific to the MAIT Program. Indicate the number of training sessions received during the specified training period.

(d) Controlled Tests Conducted. Record the total number of controlled tests conducted.

4. REPORTING INSTRUCTIONS—CHP 559A, QUANTITATIVE SUMMARY – MAIT ACTIVITY.

a. The quantitative summary is a numerical record of those areas of service which can be recorded quantitatively. These areas are investigations, consultations, court appearances, presentations, training, and controlled testing.

b. In each category, the number of occurrences for the reporting period is entered in column #1, this period/this year. In column #2, occurrences for the year-to-date are entered. In column #3, occurrences for the prior year-to-date are entered. The percent of change for the year-to-date is calculated using the following equation and entered in column #4. Percent Change Formula:

$$\% \text{ Change} = \frac{(\text{Current Year} - \text{Previous Year})}{\text{Previous Year}} \times 100$$

(1) Investigations.

- (a) Primary Investigations. The number of primary investigations assigned a MAIT case number within the time period specified.
- (b) Supplemental Investigations. The number of supplemental investigations assigned a MAIT case number within the time period specified. This includes any crash involving a departmental aircraft with a fatal or severe injury, or substantial damage, or when specifically requested by the Office of Air Operations to assist with an aircraft crash investigation.
- (c) Total Investigations. The total number of investigations assigned a MAIT case number within the time period specified.
- (d) CHP Requested. The total number of investigations assigned a MAIT case number generated from a CHP request.
- (e) Allied Agency Requested. The total number of investigations assigned a MAIT case number generated from an allied agency request.
- (f) Critical Incident Investigation Team Related. The total number of investigations relating to critical incidents.
- (g) Case Assistance to Other Division MAIT. The total number of instances wherein case work was performed to assist another Division MAIT.
- (h) Electronic Evidence Obtained. The total number of investigations assigned a MAIT case number that include an electronic data image. This should be counted by the total number of vehicles imaged, not by case.
- (i) Occurring on a State Highway. The total number of investigations assigned a MAIT case number which occurred on a state route or highway which would normally be marked State Highway Related on the CHP 555, Page 1, Traffic Crash Report.
- (j) Occurring on a County Road. The total number of investigations assigned a MAIT case number which occurred on a county road.
- (k) Occurring on a City Street. The total number of investigations assigned a MAIT case number which occurred on a city street.
- (l) Commercial Vehicle Involved. The total number of investigations assigned a MAIT case number which involved a vehicle of the type subject to regulation under California Vehicle Code Section 34500.

(m) Involved Party Fatalities. The total number of persons killed in cases MAIT investigated.

(n) Involved Parties With Injuries. The total number of persons injured in cases MAIT investigated.

(2) Consultations and Presentations.

(a) Consultations. A consultation is providing information concerning any phase of the MAIT Program, crash investigation techniques or procedures, or any specific investigation problem not involving a case that is assigned a MAIT case number. A consultation may be conducted in person, by telephone, through electronic media, or via the mail. A consultation may be informational or instructional in nature.

1 CHP. The total number of consultations provided for CHP personnel.

2 Allied Agencies. The total number of consultations provided to allied agencies.

3 City/District Attorney. The total number of consultations provided to city or district attorneys.

4 Attorney General. The total number of consultations provided to attorneys or investigators of the Office of the Attorney General.

5 Caltrans. The total number of consultations provided to Caltrans personnel.

6 Other. The total number of consultations provided during the specified reporting period which do not fall into one of the aforementioned categories (e.g., general public, private company, or corporations).

7 Total Consultations. The total number of consultations given by all MAIT personnel. This will include consultations given by both full-time and associate team members.

(b) Presentations. A presentation is given or received by MAIT personnel related to MAIT activities and not associated with investigation, court, consultation, or training activities (e.g., staff or Area presentations on the MAIT Program in general, presentations to public or private organizations).

1 Total Presentations. The total number of presentations given or received by MAIT personnel. This will include presentations given by both full-time and associate team members.

(3) Court.

(a) Depositions. The total number of depositions of MAIT personnel that were related to MAIT Program activities.

(b) Civil Court. The total number of MAIT personnel appearances in a civil court that were related to MAIT Program activities.

(c) Criminal Court. The total number of MAIT personnel appearances in a criminal court that were related to MAIT Program activities.

(d) Total Court Appearances. The total number of depositions, civil court, and criminal court appearances by all MAIT personnel in response to subpoenas associated with MAIT investigations, consultations, or requests for expert testimony in non-MAIT cases.

(e) Civil Conferences. The total number of conferences held that were associated with a civil case involving MAIT Program participation.

(f) Criminal Conferences. The total number of conferences held that were associated with a criminal case involving MAIT Program participation.

(4) Training/Controlled Testing.

(a) Training Given. Any training session given by MAIT personnel that is relevant to the MAIT Program. Indicate the number of training sessions given during the specified training period.

(b) MAIT Training Received. Any training session received by MAIT personnel that is relevant to the MAIT Program. Indicate the number of training sessions received during the specified training period.

(c) Departmental Training Received. Any departmental training session received by MAIT personnel that is not specific to the MAIT Program. Indicate the number of training sessions received during the specified training period.

(d) Controlled Tests Conducted. Record the total number of controlled tests conducted.

ANNEX A

CHP 100M, MAIT PERSONNEL EVALUATION/ACTIVITY SUMMARY, SIDE 1

STATE OF CALIFORNIA
 DEPARTMENT OF INDUSTRIAL HIGHWAY PATROL
 CHP 100M (Rev. 01-24) OPI 060 (MAIT use only)

MAIT PERSONNEL EVALUATION/ACTIVITY SUMMARY

EMPLOYEE NAME: _____ ID: _____ AREA: _____ SUPERVISOR: _____

MONTH/YEAR: _____ Side 1

CRITICAL TASK OBSERVED

1. Community Engagement
 Excellent
 Proficient
 Needs Improvement
 N/A

2. Policies and Procedures, Laws, Codes, and Regulations
 Excellent
 Proficient
 Needs Improvement

3. Judgment
 Excellent
 Proficient
 Needs Improvement

4. Professional Demeanor
 Excellent
 Proficient
 Needs Improvement

5. Verbal/Written Communications
 Excellent
 Proficient
 Needs Improvement

6. Operation of Departmental Vehicle/Equipment
 Excellent
 Proficient
 Needs Improvement

7. Emergency Incident/Traffic Management Techniques
 Excellent
 Proficient
 Needs Improvement
 N/A

8. Special Duty and Auxiliary Assignments
 Excellent
 Proficient
 Needs Improvement
 N/A

OFFICER'S COMMENTS:

Weapons Check/RDO

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUPERVISOR'S COMMENTS:

OCCUPATIONAL SAFETY TIP:

SUPERVISOR'S INITIALS (15 DAY)	DATE	SUPERVISOR'S INITIALS (FINAL)	DATE	ID	DATE
OFFICER'S SIGNATURE & DATE	FOO INITIALS	COMMANDER'S INITIALS			

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ANNEX A

CHP 100M, MAIT PERSONNEL EVALUATION/ACTIVITY SUMMARY, SIDE 2

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
CONSULTATIONS																																
CHP																																
Allied Agencies																																
City/District Attorney																																
Attorney General																																
Caltrans																																
Other																																
COURT																																
Depositions																																
Civil Court																																
Criminal Court																																
Civil Conferences																																
Criminal Conferences																																
PRESENTATIONS																																
Presentations																																
TRAINING/CONTROLLED TESTING																																
Training Given																																
MAIT Training Received																																
Departmental Training Received																																
Controlled Tests Conducted																																

Side 2

ANNEX B

CHP 559A, QUANTITATIVE SUMMARY – MAIT ACTIVITY

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL QUANTITATIVE SUMMARY – MAIT ACTIVITY CHP 559A (Rev. 0 -2) OPI 060 (MAIT use only)				
	YEAR	QUARTER (QTR)		
INVESTIGATIONS	CURRENT QUARTER	ACCRUED QUARTERS		
		THIS YEAR	PRIOR YEAR	%±
Primary Investigations				
Supplemental Investigations				
TOTAL INVESTIGATIONS				
CHP Requested				
Allied Agency Requested				
Critical Incident Investigation Team Related				
Case Assistance to Other Division MAIT				
Electronic Evidence Obtained				
Occurring on a State Highway				
Occurring on a County Road				
Occurring on a City Street				
Commercial Vehicle Involved				
Involved Party Fatalities				
Involved Parties with Injuries				
CONSULTATIONS				
CHP				
Allied Agency				
City/District Attorney				
Attorney General				
Caltrans				
Other				
TOTAL CONSULTATIONS				
COURT				
Depositions				
Civil Court				
Criminal Court				
TOTAL COURT APPEARANCES				
Civil Conferences				
Criminal Conferences				
PRESENTATIONS				
TOTAL PRESENTATIONS				
TRAINING/CONTROLLED TESTING				
Training Given				
MAIT Training Received				
Departmental Training Received				
Controlled Tests Conducted				

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