

PROCEDURE – Road Traffic Collisions (Recording)

Number: H 0601

Date Published: 3 March 2020

Version 9 – March 2020

1.0 Summary of Changes

This procedure has been updated on its yearly review to include within section 3.5 information regarding collisions on police premises.

2.0 What this Procedure is about

This procedure details the action required for recording road traffic collisions.

The procedure covers all categories of road traffic collision from fatal to non-injury. When dealing with collisions involving police vehicles or officers on duty, reference should be made to D 2003 Procedure – Police Vehicle Incidents, Damage and Collisions.

Compliance with this procedure and any governing policy is mandatory.

3.0 Detail the Procedure

The requirement to make a record of a collision whether in the form of an incident on STORM and/ or Collision Recording and Sharing system (CRASH) depends on a number of factors such as the way the collision is reported and the type of collision involved. This process is summarised in Flowchart - RTC Recording.

Essex Police will record any of the following collisions involving:

- Injury or Fatality caused to any person whether deliberate or not including driver/ rider and involves any type of vehicle whether motorised or not including a ridden horse;
- No injury caused to a person but the collision falls within the definition of a reportable accident under section 170 Road Traffic Act 1988 and certain conditions apply.

Section 170 Road Traffic Act 1988 defines a reportable collision but be aware that many other types of injury collisions need to be recorded in line with the Department for Transport Instructions for the Completion of Road Accident Reports.

Road Traffic Collisions are categorised by CRASH dependent on the level of injury. The system is pre populated with the varying injuries and classifies this for the inputting officer as follows (these are further detailed in Appendix A):

- Fatal
- Very Serious Injury
- Moderately Serious Injury
- Less Serious Injury
- Slight Injury
- No Injury

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3.1 Serious Injury and Fatal Collisions

All serious injury and fatal collisions on a **highway or public place** must be recorded on CRASH.

3.2 Slight Injury Collisions on the Highway

All slight injury collisions **on a highway or which commence on the highway** and involve casualties off the highway are to be recorded on CRASH when reported within 30 days of the event. Collisions reported in excess of 30 days will be recorded on STORM only in line with **3.3.2.1 Details Required on STORM Incident**.

3.3 Slight Injury Collisions not on a highway and All Non-Injury Collisions

The Department for Transport makes no additional requirements upon the police to record collisions which occur off the highway or do not involve any injury. Essex Police will only record slight injury collisions off the highway or non-injury collisions where certain conditions apply.

3.3.1 Collisions to be recorded on CRASH

Collisions that occur in a public place but not a highway and non-injury collisions on a highway or public place are to be recorded on CRASH when reported within 30 days of the event and one or more of the following conditions apply:

- There is clear independent information to suggest that a road traffic offence has been committed and it is likely to lead to a criminal justice outcome for the offender such as a NDORS course, conditional offer of fixed penalty or court prosecution. Independent information to support this decision may include:
 - an independent witness;
 - PNC print in respect of document offences;
 - CCTV or other video footage.
- Details have not been exchanged prior to reporting to police and there are clear lines of enquiry e.g. information which would lead to identification of a driver or vehicle responsible;
- An **attending** officer decides that further enquiries are necessary after taking details at the scene.

3.3.2 Collisions to be recorded on STORM only

Collisions that do not satisfy the conditions in **3.3.1 Collisions to be Recorded on CRASH** should be recorded on STORM only including those reported where the driver has been unable to identify the owner of the property damaged (or animal injured) after taking reasonable steps to locate them.

These types of collision should be **resolved at the first point of contact** as no further action will be taken. The informant should be informed of the reason why there will be no further police action and be provided with a STORM incident number.

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3.3.2.1 Details Required on STORM Incident

Subject to the information available to the informant the following details will be included on a STORM incident:

- Précis of collision;
- Indexes of vehicles involved;
- Details of any driver involved;
- Details of any casualty and their injury;
- Does informant have any witness details? Yes or no response required only;
- Does the informant believe there is any CCTV available? If so where?
- Endorsed that no further action will be taken.

3.3.3 Non-Injury Collisions not to be recorded on STORM or CRASH

The National Standard for Incident Recording is clear that where there is no injury there is no requirement *'to record every damage only, no-blame, no-allegations, details-exchanged (as required by the law) RTC where there is no impact on the road network or requirement for police involvement.'*

In such circumstances where a STORM incident has not already been created appropriate advice should be given and no further record made.

3.4 Reports of Collisions in other Force Areas

Where a collision is reported in Essex that occurred in another force area it should be recorded in line with this procedure. This information will be passed to the owning Force to allow them to apply their own policy/ procedures. This will be achieved in the following way:

- STORM incident only created – The completed STORM incident should be emailed to the relevant Force Control Room;
- CRASH record created:
 - CRASH Force – Record to be transferred to the owning Force via CRASH;
 - Non-CRASH Force – Record to be created from CRASH in PDF and emailed to the relevant Force Control Room. The recording of these full details should be taken and forwarded by FCR via email to the relevant force so that they may take any necessary actions in line with their own policy.

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3.5 Collisions involving Police Vehicles or Police Premises

A CRASH report is required regardless of injury or location when any of the following are involved:

- Police vehicle;
- Privately owned vehicle being used by a police officer or police staff member on duty;
- Occurs on Essex Police premises.

Reference should be made to D 2003 Procedure – Police Vehicle Incidents, Damage and Collisions and H 0602 Procedure - Road Traffic Collisions (Investigations).

3.6 Reporting Methods for Collisions

Section 170 Road Traffic Act 1988 states that where drivers involved in reportable collisions have been unable to exchange details after stopping at the scene, they must report the collision;

“at a police station or to a constable, and must do so as soon as is reasonably practicable and, in any case, within twenty-four hours of the occurrence of the accident”.

Essex Police now demonstrate a more flexible approach to collision reporting to reflect the reduced number of front offices across the County and recent advancements in technology which allow many driving documents to be checked electronically. As such, collision reporting contrary to legislation will be accepted by telephone as if reported to a police station or constable in person.

Members of staff receiving reports in such a way must be satisfied that the informant is genuine and there are no concerns of fraud.

With the above in mind, drivers involved in reportable collisions now have the option to report collisions in the following ways:

- To police station front office;
- To a police officer;
- Over the telephone.

The initial recording of collisions when calls are received by the Force Control Room should follow the process on Flowchart - FCR Recording and when received by front office Flowchart - CCA Recording.

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4.0 Equality Impact Assessment

This procedure has been assessed with regard to an Equality Impact Assessment. As a result of this assessment it has been graded as having a low potential impact as the proposals in this procedure would have no potential or actual differential impact on grounds age, sex, disability, race, religion or belief, marriage and civil partnership, sexual orientation, gender reassignment and pregnancy and maternity.

5.0 Risk Assessment

There are no risks associated with this procedure.

6.0 Consultation

The following have been consulted during the formulation of this document:

- Roads Policing
- Force Control Room
- Force Incident & Crime Recording Registrar
- Unison
- Federation
- Health & Safety
- Equality of Service Manager
- PSD Superintendent
- Force Risk & Policy Advisor
- Strategic Change Team
- Equality and Diversity Co-ordinator

7.0 Monitoring and Review

The Head of Roads Policing, OPC is responsible for monitoring the practical implementation and effectiveness of this procedure.

The Head of Roads Policing, OPC will ensure a review of this procedure is undertaken every 12 months, or before should new legislation be published within the 12 month period.

8.0 Governing Force policy. Related Force policies or related procedures

- H 0600 Policy – Investigations – pending/draft
- H 0602 Procedure – Road Traffic Collisions (Investigations)
- D 2003 Procedure – Police Vehicle Incidents
- D 0500 Policy – Incident Command and Control
- B 0100 Policy – Recording of Incidents and Crime

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8.1 Data Security

Essex Police have measures in place to protect the security of your data in accordance with our Information Management Policy – W 1000 Policy – Information Management.

8.2 Retention & Disposal of Records

Essex Police will hold data in accordance with our Records Review, Retention & Disposal Policy – W 1012 Procedure/SOP - Records Review, Retention and Disposal

We will only hold data for as long as necessary for the purposes for which we collected. Victims/public should be reminded that Essex Police take the protection of personal data seriously as described in the privacy notice <https://www.essex.police.uk/hyg/fpnessex/privacy-notice/>.

9.0 Other source documents, e.g. legislation, Authorised Professional Practice (APP), Force forms, partnership agreements (if applicable)

- Authorised Professional Practice (APP) – Road Policing
- Department for Transport Instructions for the Completion of Road Accident Reports
- Section 170 Road Traffic Act 1988
- The National Standard for Incident Recording
- Appendix A – National Categorisation of Collision Severity
- Flowchart - RTC Recording
- Flowchart - FCR Recording
- Flowchart - CCA Recording