FINAL REPORT

PROJECT FTE 91-08 TASK 5
PROJECT 1, PART III

Submitted to

Division of Traffic Safety
INDIANA DEPARTMENT OF
TRANSPORTATION
November, 1991

HIGHWAY EXTENSION AND RESEARCH PROJECT
• INDIANA COUNTIES AND CITIES •

CIVIL ENGINEERING BUILDING • PURDUE UNIVERSITY • WEST LAFAYETTE, INDIANA 47907

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Final Report

UNIFORM SYSTEM FOR ACCIDENT REPORTING

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PROJECT FTE 91–08 TASK 5, PROJECT 1, PART III

prepared by

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1.0 PROJECT OVERVIEW

This report presents the results of **Project FTE 91–08 Task 5, Project 1, Part III: Uniform System for Accident Reporting.** This project was conducted during the 3rd and 4th quarters of Fiscal Year 1991, for the **Indiana Department of Transportation (INDOT)** – Division of Traffic Safety, under a research grant awarded to the Highway Extension and Research Project for Indiana Counties and Cities (HERPICC) at Purdue University in March, 1991.

1.1 Problem Statement

The initial original problem statement for this project, as defined in the 1991 application for a Highway Safety Grant from the Division of Traffic Safety of the **INDOT**, was:

> *"Local highway departments should devote considerable resources to the evaluation of high–accident locations, and developing countermeasures to be used at these locations. Many local organizations have difficulty in identifying these locations, either because of inaccuracies in the accident location reporting, or because of a lack of communication between the highway agency and law–enforcing agencies investigating and reporting the accidents."*

There are five dimensions to this problem that add complexity to any potential solution:

(1) local agencies in charge of streets, roads and highways are responsible for developing adequate countermeasures to prevent future accidents at high–accident locations;

(2) however, to develop these countermeasures, local agencies in charge of streets, roads and highways require:

- timely and accurate information about types of accidents and their respective locations, and
- efficient methods for identifying high–accident locations based on this information;

(3) information on accidents and accident locations are primarily the responsibility of local law enforcement agencies;

(4) sometimes, information on accidents and accident locations collected by these agencies is missing, incomplete, or inaccurate; and finally,

(5) communication between local agencies in charge of streets, roads and highways and local law enforcement agencies is unfortunately deficient or non–existent.

1.2 General Project Objective

The major objective of this project was to develop a conceptual framework for a **Uniform System for Accident Reporting (USAR)** for the State of Indiana that, on a long–term basis, would enhance the communication between personnel of the local law enforcement agencies and the local agencies in charge of streets, roads and highways, at the county, city and town levels.

To achieve this objective, the investigation relied primarily on data collected from:

(1) a review of selected documents,

(2) direct interviews with personnel from **INDOT, Indiana State Police (ISP)** and the **Automotive Transportation Center (ATC)** at Purdue University, and

(3) the responses received from an extensive mailing of survey questionnaires to both local agencies in charge of streets, roads and highways and local law enforcement agencies.

1.3 Secondary Project Objectives

In addition to the conceptual framework for **USAR**, this project had three other secondary objectives:

(1) identifying the existing levels and the types of communication between these agencies, any current communication obstacles or problems, and suggestions on how to overcome these obstacles and problems;

(2) developing a conceptual definition for the system based on the findings from objective (1), including the identification of a possible hardware and software configuration;

(3) evaluating the possibility of linking **USAR** to the **Geographic Information System (GIS)** currently under development at the **INDOT.**

1.4 Project Methodology

The investigation was broken down into several tasks, as shown in Figure 1.1. The main efforts for data–collection were conducted from May to August, 1991. The data analysis and development of the framework were done in September and October, 1991. The principal specific activities within each task are listed next.

Task 1

- Meet in Indianapolis with officials from the Division of Traffic Safety to plan course of action, and clarify the research scope and objectives.

- Study the "*1990 Highway Safety Process Review of Indiana's Hazard Elimination Program*" to review findings relevant to the project, specifically those regarding the accident location system.
- Study the course materials of the "*1990 Traffic Accident Report Seminar for Local Law Enforcement*" to understand accident reports and procedures.
- Study the course materials of the "*Manual Traffic Records System Seminar*" to gain additional understanding of accident reports and procedures.
- Identify key people to contact from **INDOT** and Law Enforcement Agencies.

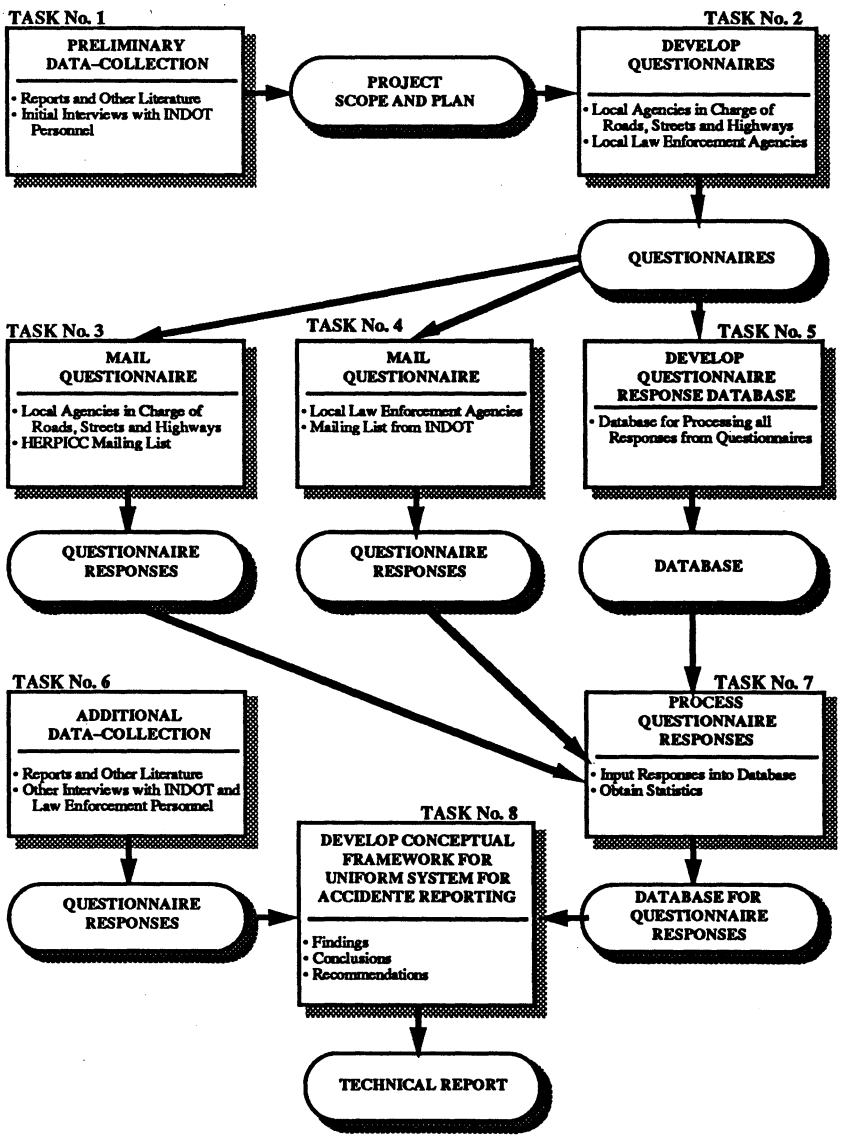


Figure 1.1 – Project Methodology

Task 2

- Develop a preliminary survey questionnaire.
- Meet in Indianapolis with officials from the Division of Traffic Safety to review the initial samples of the surveys and corresponding cover letters.
- Complete the final version of the Preliminary Survey for local agencies in charge of streets, roads and highways, and the Preliminary Survey for local law enforcement agencies.

Tasks 3 & 4

- Mail surveys to local agencies in charge of streets, roads and highways (207), using the mailing list from **HERPICC**, and surveys to local law enforcement agencies (661), using the mailing labels provided by the Division of Traffic Safety at **INDOT**.

Task 5

- Design and develop a database for processing the responses to the survey questionnaires mailed to local agencies in charge of streets, roads and highways, and to local law enforcement agencies.

Task 6

- Establish contacts, set appointments for personal interviews, and meet with the key person from the State Police in charge of the Accident Information System, and the key person from **INDOT** in charge of the development of **GIS**.
- Establish contacts, set appointments for additional interviews, and meet with other personnel from **INDOT** and Law Enforcement Agencies.

Task 7

- Process (i.e., input to the database) the survey responses received from local agencies in charge of streets, roads and highways, and the survey responses from local law enforcement agencies.
- Complete the analysis of the survey questionnaires received.

Task 8

- Develop the conceptual framework for a uniform system of accident reporting.
- Complete the final report on the findings of the investigation on a "***Uniform System of Accident Reporting*** " for the State of Indiana.

1.5 Organization of the Research Project Team

This investigation was conducted by Dr. Jorge Vanegas, Assistant Professor in the School of Civil Engineering and the Division of Construction Engineering and Management at Purdue University. He was assisted by a student research assistant, as needed.

2.0 PRINCIPAL FINDINGS OF THE INVESTIGATION

This section presents the principal findings of the investigation from the literature review, the interviews and the responses to the survey questionnaires.

2.1 Literature Review

Appendix A contains the list of the primary and most relevant references consulted for this investigation.

Traffic Records Systems

A review of the "*Manual Traffic Records System Seminar,*" developed by ATC, provided a starting point for the investigation, and good background material for a framework for a uniform system for accident reporting. This reference contains an overview of general guidelines to assist local law enforcement agencies develop and enhance their manual traffic records systems. The general goal of this seminar is to improve the quality of Indiana's traffic records at both the State and local levels. The emphasis is to provide these agencies with the necessary tools for developing their own local record systems to suit their individual needs, which addresses the high degree of fragmentation and jurisdictional divisions that exist in law enforcement in Indiana.

An important note is that: if, as a minimum, the guidelines presented in this seminar would be followed by all law enforcement agencies, the overall quality of traffic records in Indiana would improve substantially. The problem is that currently, there is a wide range in how these guidelines are applied, either by neglect, lack of understanding, or lack of appropriate resources (e.g., manpower, time and money) in the agencies involved.

Accident Reports

A review of the "*1990 Traffic Accident Report Seminar for Local Law Enforcement,*"developed by ATC, provided another starting point for the investigation, and additional background material for a framework for a uniform system for accident reporting. This reference contains an overview of the general guidelines to assist local law enforcement agencies improve the quality of their traffic accident reports. The goal of this seminar is also to improve the quality of Indiana's traffic records at both the

State and local levels. The emphasis is on the basic procedures required for filling out a traffic accident report using the official *Indiana Officer's Standard Accident Report* form (see Appendix B), highlighting the most common problems which occur, and suggesting methods to identify common errors before sending the report to the State.

In essence, Indiana already has a uniform procedure that needs to be followed in reporting an accident, and a standard form that needs to be filled out for each accident by all law enforcement officers in the State of Indiana. There is no room for modification or change of this procedure or this form without legislative action.

The same comment applies here: if, as a minimum, the guidelines presented in this seminar would be followed by all law enforcement officers, the overall quality of accident records in Indiana would improve substantially. The problem is that currently, there is a wide range in how these reports are filled, either by neglect, lack of understanding, or lack of sufficient time and information.

Accident Location System

Another reference consulted, the "*1990 Highway Safety Process Review of Indiana's Hazard Elimination Program,*" summarizes well the accident location system currently in place for the State. One of the findings of this report, that "*...the current accident location system is very labor intensive and can produce less than desirable accuracy...,*" was confirmed through the interviews held with **INDOT** and **ISP** personnel. Nothing substantial has happened in this area since this report, and the two potential solutions described in this report have not been implemented, although some work has started in the **GIS** area.

The process is in essence simple. As mentioned previously, the State has a uniform accident report form, approved by the Legislature. For all accidents over $750 investigated by a law enforcement officer, two reports must be completed and submitted to Central Office of the **ISP**. The first is the *Indiana Officer's Standard Accident Report* , which the local police agency of the officer must complete and submit. The second is form SR-21, *Operators Financial Responsibility*, which all motorists involved in the accident must complete and submit. In the event of a discrepancy, the *Indiana Officer's Standard Accident Report* takes precedence. For all accidents over $750 not investigated by a law enforcement officer, only the *Operators Financial Responsibility* must be completed and submitted by the motorists involved in the accident.

The *Indiana Officer's Standard Accident Report* contains a section exclusively dedicated to record the accident location. This section contains both general and specific information about the accident that would enable easy location. A properly done report should contain the name of the county, township, city/town or nearest city/town. It also note whether the accident was inside corporate limits, the type of

property where it happened, and/or distance and direction from corporate limits. It should show the name of the road/street where the accident occurred on, and also,the name of (or the distance and direction to), the closest intersecting road, cross street, mile marker or interchange where the accident happened.

When this report arrives to the **ISP**, coders assign predetermined six-digit pseudo numbers to describe the street the accident occurred on and the reference cross street according to the information contained in the report. All accidents, and the data elements about the accidents, are logged on computer tapes. This is done for all reported accidents in the State. The pseudo numbers system includes all roads in the State, and is continuously being updated by the Division of Records of **INDOT**. Currently, about 80 percent of the accidents that occur on the State maintained highway system are locatable.

However, a serious limitation of the current system is that retrieving data from these tapes, using the Easytrieve software program, involves a tedious and sometimes inaccurate procedure. For example, if one desires to obtain the information for an intersection, one must list the pseudo numbers for all street name combinations by which the intersection is known. In the case of US-40/West Street, it would be necessary to include the pseudo numbers for West Street/US–40, Washington Street/West Street, West Street/Washington Street, National Road/West Street, West Street/National Road. In addition, these same combinations would be necessary except that Dr. Martin Luther King Drive would be substituted for West Street. Therefore, 12 combinations of pseudo numbers are needed to describe this one intersection. The procedure for obtaining accident data for sections of roads can be just as tedious.

2.2 Interviews

The interviews conducted for this investigation reinforced many of the concepts described in Section 2.1. People interviewed included personnel from the **INDOT (GIS**, traffic safety, and records), the **ISP** (records), and Purdue University (**ATC**).

The main items discussed in the interviews were:

- structure and characteristics of law enforcement in Indiana
- structure and characteristics of agencies in charge of streets, roads and highways in Indiana
- current accident reporting process
- existing future plans in this area
- computer use in accident record keeping and identification of high–accident locations

Several important issues surfaced from the interviews that highlight the existing obstacles in attempting to implement a uniform system of accident reporting. These obstacles include:

(1) Law enforcement agencies are very fragmented, have strong jurisdictional differences, and they have different levels of autonomy and resources. Any attempt to institute uniformity state–wide for anything will be met with resistance, especially if it is an effort from INDOT and not the State Legislature, which would provide the only mechanism that could enforce such a system, with the inherent problems legislative actions create.

(2) The communication between local agencies in charge of streets, roads and highways and local law enforcement agencies is unfortunately deficient or non–existent. New incentives need to be created for this communication to improve.

(3) The current system for retrieving data from accident records is indeed cumbersome and not very accurate. Furthermore, there are wide differences on how and when the local law enforcement agencies report accidents, even if it is specified by law that this should be a timely task. Thus, there is always a backlog in processing accident records, and information is never current or easily accessible.

(4) Any attempts to computerize the process more, especially with law enforcement agencies, will have to overcome obstacles with the Division of Computer Services for the State of Indiana, and will require a substantial investment. (Note: This item was not investigated further since it falls beyond the scope of the investigation.)

(5) There appeared to be a lack of both awareness and coordinated efforts in the area of this investigation at INDOT. In the interviews, people from Records and GIS were surprised about the efforts of Traffic Safety to develop USAR. There seem to be overlaps and contradictions. For example, in GIS, accident location is a very low priority.

(6) Tight budgets, resource constraints, and overburdened personnel were other problems mentioned that would create resistance to any effort in instituting another administrative system for law enforcement officers.

2.3 Responses from the Survey Questionnaire

Two survey questionnaires were mailed. The first (see Appendix C) went to local law enforcement agencies (661), using the mailing labels provided by the Division of Traffic Safety at INDOT. The second (see Appendix D) went to local agencies in charge of streets, roads and highways (207), using the mailing list from HERPICC. This section presents the results of the analysis of the survey responses received.

General Results

Totals.– The breakdown of the total number of survey questionnaires mailed and responses received is:

Total Mailed	No. Responses	%
868 (all)	**194**	**22.3%** (of total possible)
661 (law enforcement agencies)——> (Law)	**147**	**22.2%** (of total possible in this group)
207 (local agencies in charge of streets, roads and highways)——> (Road)	**47**	**22.7%** (of total possible in this group)

The percentage of responses, with respect to the total possible, received for each group was very similar, and although it is not high, it is a good return compared to similar survey efforts.

Breakdown By Jurisdiction.– The breakdown of the total number of responses received (194), by jurisdiction is:

County		City		Town	
69 (35.6% of total received)		**58** (29.9% of total received)		**61** (31.5% of total received)	
37 (19.1% – Law)	**32** (16.5% – Road)	**42** (21.6% – Law)	**16** (8.2% – Road)	**61** (31.5% – Road)	**0** (0% – Road)

Note: ~3% of the responses did not specify a jurisdiction.

Specifically, within the total number of responses received from local law enforcement agencies (147), the breakdown by jurisdiction is:

County	City	Town
37 (25.2% of total received in this group)	**42** (28.6% of total received in this group)	**61** (41.5% of total received in this group)

Specifically, within the total number of responses received from local agencies in charge of streets, roads and highways (47), the breakdown by jurisdiction is:

County	City	Town
32 (68.1% of total received in this group)	16 (34.0% of total received in this group)	0 (0% of total received in this group)

An interesting result is that the percentage of responses from local agencies in charge of streets, roads and highways was the highest at a county level, while for law enforcement agencies the situation was reversed.

Breakdown By Support of USAR.– The breakdown of the total number of responses received (194), regarding the agency's current position on its support of the possible development and implementation of a **Uniform System of Accident Reporting** for the State of Indiana, which would enhance the communication between local law enforcement agencies and the local agencies in charge of streets, roads and highways regarding accidents and accident locations, and ultimately result in improved and safer street, road, and highway designs, is:

In Favor		Undecided		Opposed	
99 (51.0% of total received)		82 (42.3% of total received)		3 (0.02% of total received)	
72 (37.1% – Law)	27 (13.9% – Road)	65 (33.5% – Law)	17 (8.8% – Road)	2 (0.01% – Law)	1 (0.005% – Road)

Note: ~7% of the responses did not provide an answer to this question.

Specifically, within the total number of responses received from local law enforcement agencies (147), the breakdown by support of **USAR** is:

In Favor	Undecided	Opposed
72 (49.0% of total received in this group)	65 (44.2% of total received in this group)	2 (0.01% of total received in this group)

Specifically, within the total number of responses received from local agencies in charge of streets, roads and highways (47), the breakdown by support of **USAR** is:

In Favor	Undecided	Opposed
27 (**57.4%** of total received in this group)	**17** (**36.2%** of total received in this group)	**1** (**0.02%** of total received in this group)

An interesting result from an analysis of these figures is that there does not appear to be an opposition to the development of **USAR** within each group, but at the same time, there is not an overwhelming support either. The number of undecided agencies remains large.

Breakdown By Willingness to Assist in the Research Effort for USAR.– The breakdown of the total number of responses received (194), regarding the agency's current position on its willingness to participate and/or collaborate in a research project currently being conducted by Purdue University and funded by the **INDOT** Division of Traffic Safety, which focuses on the development of a conceptual framework for a **Uniform System of Accident Reporting** for the State of Indiana, is:

Yes		Maybe		No	
73 (**37.6%** of total received)		**94** (**48.4%** of total received)		**20** (**10.3%** of total received)	
53 (27.3% – Law)	**20** (10.3% – Road)	**74** (38.1% – Law)	**20** (10.3% – Road)	**15** (7.7% – Law)	**5** (2.5% – Road)

Note: ~4% of the responses did not provide an answer to this question.

Specifically, within the total number of responses received from local law enforcement agencies (147), the breakdown by willingness to assist in the research effort for **USAR** is:

Yes	Maybe	No
53 (**36.1%** of total received in this group)	**74** (**50.3%** of total received in this group)	**15** (**10.2%** of total received in this group)

Specifically, within the total number of responses received from local agencies in charge of streets, roads and highways (47), the breakdown by willingness to assist in the research effort for **USAR** is:

Yes	Maybe	No
20 (**42.6%** of total received in this group)	**20** (**42.6%** of total received in this group)	**5** (**10.6%** of total received in this group)

Another interesting result from an analysis of these figures is that there appears to be a similar amount of refusal in both types of agencies to assist in the development of **USAR**. Similarly, there is not an overwhelming support either, and the number of undecided agencies is also high.

Breakdown by Both Support and Willingness.– Presented in a different way, and based on the responses from local law enforcement agencies:

- 38 are in favor of **USAR**, and are willing to help in the research effort
- 26 are in favor of **USAR**, and maybe will help in the research effort
- 7 are in favor of **USAR**, but will not help
- 13 are undecided about **USAR**, but are willing to help in the research effort
- 46 are undecided about **USAR**, but maybe will help in the research effort
- 6 are undecided about **USAR**, and will not help
- 2 are opposed to **USAR**, but maybe will help in the research effort

Similarly, based on the responses from local agencies in charge of streets, roads and highways:

- 17 are in favor of **USAR**, and are willing to help in the research effort
- 9 are in favor of **USAR**, and maybe will help in the research effort
- 3 are undecided about **USAR**, but are willing to help in the research effort
- 9 are undecided about **USAR**, but maybe will help in the research effort
- 3 are undecided about **USAR**, and will not help
- 1 is opposed to **USAR**, but maybe will help in the research effort

These figures do not provide any really important insights, except to reinforce the fact that there does not appear to be an overwhelming interest in supporting or collaborating with the development of

USAR. This, combined with the low level of response to the survey questionnaire in general, might indicate a need to re–evaluate the current concept on how to approach the development of a Uniform System for Accident Reporting for the State of Indiana.

For further data on the position of both agencies regarding **USAR**, please consult Appendix G. This appendix contains excerpts from all responses received from both agencies on this issue.

Specific Results for Local Law Enforcement Agencies

One of the questions for local law enforcement agencies focused on identifying whether anyone from the agency attended any of the **Traffic Accident Report Seminars for Local Law Enforcement** offered by the Indiana Department of Transportation Division of Traffic Safety and the Purdue University Automotive Transportation Center. The breakdown of the responses is:

Yes	No
41 (**27.9%** of total received in this group)	**101** (**68.7%** of total received in this group)

Note: ~4% of the responses did not provide an answer to this question.

Of those agencies that answered no, the breakdown by awareness of these seminars is:

Yes (Aware)	No (Not Aware)
10 (**9.9%** of total No's)	**82** (**81.2%** of total No's)

Note: ~9% of the responses did not provide an answer to this question.

A question of special interest focused on identifying which of these procedures are computerized, and if any, which are the basic hardware & software used. Appendix E contains excerpts from all the affirmative responses to this question. The breakdown is:

Yes	No
31 (**21.0%** of total received in this group)	**109** (**74.1%** of total received in this group)

Note: ~5% of the responses did not provide an answer to this question.

Another question of special interest focused on identifying any type of formal communication with the local agencies in charge of streets, roads and highways regarding traffic accidents and/or

traffic accident locations, and how this communication occurs. Appendix E contains excerpts from all the affirmative responses to this question. The breakdown is:

Yes	No
63 (42.9% of total received in this group)	76 (51.7% of total received in this group)

Note: ~5% of the responses did not provide an answer to this question.

Finally, Appendix E contains excerpts from all responses to the specific questions for local law enforcement agencies, Questions 5 & 6. These questions focused on identifying:

- the Accident Report Form the agencies currently use for reporting accidents
- the procedures the agencies follow in reporting accidents

There is a very wide range of answers to these questions, and it was not possible to develop an appropriate or meaningful classification system; this is why the responses are reported exactly as received. However, one issue stands out: despite the fact that there is a uniform procedure in place for accident reporting, primarily the use of the *Indiana Officer's Standard Accident Report* form (see Appendix B), there is very little uniformity elsewhere. Each agency proceeds according to individual needs.

Specific Results for Local Agencies in Charge of Streets, Roads and Highways

One of the questions for local agencies in charge of streets, roads and highways focused on identifying whether anyone from the agency attended any of the **Traffic Accident Report Seminars for Local Law Enforcement** offered by the Indiana Department of Transportation Division of Traffic Safety and the Purdue University Automotive Transportation Center. The breakdown of the responses is:

Yes	No
3 (6.4% of total received in this group)	43 (91.2% of total received in this group)

Note: ~2% of the responses did not provide an answer to this question.

Of those agencies that answered no, the breakdown by awareness of these seminars is:

Yes (Aware)	No (Not Aware)
2 (9.9% of total No's)	34 (79.0% of total No's)

Note: ~11% of the responses did not provide an answer to this question.

One of the main questions focused on identifying whether the agencies receive any reports or information regarding traffic accidents and/or traffic accident locations from local law enforcement agencies. Appendix E contains excerpts from all the affirmative responses (i.e., regularly and sometimes) to this question. The breakdown is:

Regularly	Sometimes	Never
10 (21.3% of total received in this group)	22 (46.8% of total received in this group)	15 (31.9% of total received in this group)

Another question of special interest focused on identifying any type of formal communication with the local agencies in charge of streets, roads and highways regarding traffic accidents and/or traffic accident locations, and how this communication occurs. Appendix E contains excerpts from all the affirmative responses to this question. The breakdown is:

Yes	No
16 (34.0% of total received in this group)	31 (66.0% of total received in this group)

The final questions focused on identifying which procedures do the agencies follow after receiving any information or reports regarding accidents, and which of these procedures are computerized, if any, including the basic hardware & software used. Appendix E contains excerpts from all the responses to these questions. On computer use, the breakdown is:

Yes	No
7 (14.9% of total received in this group)	33 (70.2% of total received in this group)

Note: ~15% of the responses did not provide an answer to this question

3.0 A FRAMEWORK FOR A UNIFORM SYSTEM FOR ACCIDENT REPORTING

A conceptual framework for a **Uniform System for Accident Reporting** for the State of Indiana needs to define several distinct, yet closely inter–related, areas:

(1) Complete definition of the information collected on accidents, and the different purposes for which this information will be used. For Indiana, this is already defined in the *Indiana Officer's Standard Accident Report* form (see Appendix B), although there is still room for improvement.

(2) A reliable, accurate and simple–to–use system for easily and accurately identifying accident locations, primarily to be used by the local law enforcement agencies. This is a primary area of concern. First, the current reliance on the subjective interpretation by the officer on where an accident actually happened (due to the different names of streets and intersections, or poorly referenced roads, streets or highways), and to a lack of tools for effective identification of on–the–spot location of the accident causes inconsistencies and mistakes. Second, the system of pseudo numbers makes meaningful data retrieval cumbersome and many times inaccurate. Furthermore, the pseudo numbering system is far removed from the officers who actually fill out the accident reports, and does not have a foundation on any geographical location or positioning system.

(3) New and efficient mechanisms for completing the *Indiana Officer's Standard Accident Report* form. Despite the seminars offered in this area, there are still many problems with the way these reports are currently being completed: by hand (with the corresponding deficiencies in hand writing, spelling, etc.), and many times, especially when there are time pressures on the officers investigating an accident, after–the–fact.

(4) New and efficient methods of communication of data collected on an accident between the local law enforcement agencies and the Indiana State Police. This is currently a one–way process that is done manually. The reports are sent to the ISP in hard–copy and then converted into an electronic format. This duplication of efforts is unnecessary, given the wide range of available computer technologies to automate this process. Also, it should be a two–way communication.

(5) New and efficient methods of communication of data collected on an accident from the local law enforcement agencies to the local agencies in charge of streets, roads and highways. This is currently a process that exists only between certain agencies, not a uniform process across the State. The same accident data (or relevant portions) which are sent to the ISP could be sent to these agencies.

These five areas form the basis of a uniform system for accident reporting. However, collection of data on accidents by agencies in charge of streets, roads and highways is meaningless unless these data are used for additional purposes, such as identification, analysis and correction of high–accident locations. An example of such a system is the High Accident Location (HAL) system developed by the Missouri Highway and Transportation Department, referenced in Appendix A.

Thus, the framework needs to expand to include three additional areas:

(1) New and efficient methods for identifying high–accident locations to be used by local agencies in charge of streets, roads and highways, based on accident data received from local law enforcement agencies. The result is a set of locations identified by the number of accidents, their severity and the rate at which they occur. This will allow to focus efforts on those areas that require immediate correction.

(2) New and efficient methods for analyzing high–accident locations to be used by local agencies in charge of streets, roads and highways. These analyses are important because they pinpoint the reasons why an accident happened, an important pre–requisite for the development of proper countermeasures or improvements. The result is a range of possible countermeasures to the causes of accidents.

(3) New and efficient systems or methodologies for selecting adequate countermeasures to prevent future accidents at high–accident locations. This process is primarily an economic analysis that will determine which is the best countermeasure for a given situation if it falls within the scope of what local agencies in charge of streets, roads and highways can do.

4.0 CONCLUSIONS AND RECOMMENDATIONS

The complete definition of the specific components of the framework for **USAR** described in Section 3 was determined to be beyond the scope of this phase of the investigation. Specification of hardware and software is premature at this point in time. Similarly, to link this framework with the **GIS** effort at **INDOT** is also premature. The investigation uncovered two key issues that need to be resolved before any attempt is done to develop **USAR** in more detail.

First, the overall problem of improving the quality of accident data is not a problem of hardware and software. Rather, it is a problem of the fragmented administrative structure for both local law enforcement agencies and local agencies in charge of streets, roads and highways. Even with the limited mechanisms in place today, a substantial improvement in the quality of accident records can be achieved in the State if two situations are corrected:

(1) the existing procedures for completing accident reports by law enforcement officers are applied consistently across all law enforcement agencies, and

(2) the level of communication between local law enforcement agencies and local agencies in charge of streets, roads and highways is formalized and improved.

The challenge becomes: How can these two simple measures be implemented and enforced? Because the answer to this question cuts across so many agencies with separate jurisdictions and levels of autonomy, a new approach that involves every party interested (e.g., a possible multi–agency task force) needs to be developed; it cannot be an **INDOT** endeavor alone.

Second, a complete implementation of the framework will require substantial resources and a strong commitment and collaboration from all parties involved. Each of the areas defined in Section 3 is a complete research project on its own. These studies can be phased sequentially, or conducted in parallel:

(1) Definition of the information collected on accidents, and the different purposes for which this information will be used.

(2) Development of a new system for easily and accurately identifying accident locations, e.g., **GIS**.

(3) Development of new mechanisms for completing the *Indiana Officer's Standard Accident Report* form, e.g., using portable electronic notebooks.

(4) Development of new methods of communication of data collected on an accident between the local law enforcement agencies and the Indiana State Police, e.g., computer–based.

(5) Development of new methods of communication of data collected on an accident from the local law enforcement agencies to the local agencies in charge of streets, roads and highways, e.g., computer–based.

(6) Development of new methods for identifying and analyzing and high–accident locations.

(7) Development of new systems or methodologies for selecting adequate countermeasures to prevent future accidents at high–accident locations.

Finally, two other issues that merit further study are:

- systematic application of computer technologies in the operations of both local law enforcement agencies and local agencies in charge of streets, roads and highways.
- continuing education and training for personnel in both local law enforcement agencies and local agencies in charge of streets, roads and highways.

APPENDIX A: BIBLIOGRAPHY

"*1990 Highway Safety Process Review of Indiana's Hazard Elimination Program,*" report prepared by the Federal Highway Administration in cooperation with the Indiana Department of Transportation, September 1990.

"*1990 Traffic Accident Report Seminar for Local Law Enforcement,*" seminar prepared for the Indiana Department of Transportation, Division of Traffic Safety, by the Automotive Transportation Center, Institute for Interdisciplinary Studies, Purdue University, 1990.

"*Manual Traffic Records System Seminar,*" seminar prepared for the Indiana Department of Transportation, Division of Traffic Safety, by the Automotive Transportation Center, Institute for Interdisciplinary Studies, Purdue University, 1986.

"*Manual on Identification, Analysis and Correction of High–Accident Locations,*" 2nd Edition, Technology Transfer Assistance Program, Missouri Highway and Transportation Department, 1990.

APPENDIX B: INDIANA OFFICER'S STANDARD ACCIDENT REPORT

State Form 23558R2/Stock 302

INDIANA OFFICER'S STANDARD ACCIDENT REPORT

State Form 23558R2/Stock 302

Mail to: Indiana State Police, Accident Records Section
100 North Senate Avenue, Indianapolis, IN 46204

OFFICE USE ONLY

Accident I.D. No.

1. Prim. / V1 / V1 / V2 / V2

LOCATION

Date of Accident (MONTH / DAY / YEAR)	Day of Week	Actual Local Time ☐ AM ☐ PM	No. Motor Vehicles	No. Injured	No. Dead	No. Trailers

County		Township		City/Town or Nearest City/Town	

Inside Corporate Limits? ☐ Yes ☐ No Property? ☐ Private ☐ DNR ☐ Other Distance and Direction From Corporate Limits: _____ Miles North _____ Miles South _____ Miles East _____ Miles West

Road Accident Occurred On		Intersecting Road/Mile Marker/Interchange	

If not at Intersection, number of feet from	Direction	Nearest Intersecting Road/Mile Marker/Interchange	

2. V1 / V2

3. V1 / V1 / V1 / V2 / V2 / V2

DRIVER 1

Driver's Name (Last, First, MI)				

Address (Street, City, State, Zip)				

Apparent Phys. Stat (enter no.)	Sex	Date of Birth (MONTH / DAY / YEAR)	Arrested? ☐ Yes ☐ No

Driver's License No.	Lic. Type	Lic. St.	Restr.

DRIVER 2

Driver's Name (Last, First, MI)				

Address (Street, City, State, Zip)				

Apparent Phys. Stat (enter no.)	Sex	Date of Birth (MONTH / DAY / YEAR)	Arrested? ☐ Yes ☐ No

Driver's License No.	Lic. Type	Lic. St	Restr.

4. V1 / V1 / V2 / V2

VEHICLE 1

Color	Veh. Yr.	Make	Model Name

Veh. Type (enter no.)	Lic. Yr.	License No.	Lic. State

Veh. Use (enter no.)	Speed Limit	Fuel Tax No.

Direction of Travel	No. Occupants	Fire? ☐ Yes ☐ No	No. Axles	Transporting Hazardous Mat. ☐ Yes ☐ No

Towed To	Towed By

Registered Owner's Name (Last, First, MI)

Address (Street, City, State, Zip)

VEHICLE 2

Color	Veh. Yr.	Make	Model Name

Veh. Type (enter no.)	Lic. Yr.	License No.	Lic. State

Veh. Use (enter no.)	Speed Limit	Fuel Tax No.

Direction of Travel	No. Occupants	Fire? ☐ Yes ☐ No	No. Axles	Transporting Hazardous Mat. ☐ Yes ☐ No

Towed To	Towed By

Registered Owner's Name (Last, First, MI)

Address (Street, City, State, Zip)

5. V1 / V2

6.

TRAILER 1

Registered Owner's Name (Last, First, MI)

Address (Street, City, State, Zip)

License No.	Make	Year	Lic. St.	Lic. Yr.

TRAILER 2

Registered Owner's Name (Last, First, MI)

Address (Street, City, State, Zip)

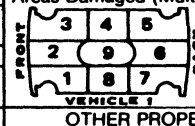
License No.	Make	Year	Lic St	Lic Yr

DAMAGE

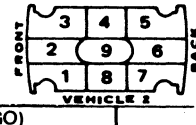
INITIAL IMPACT V1	INITIAL IMPACT V2

DAMAGE EST V1	DAMAGE EST V2

Areas Damaged (Multiples)



10 - Undercarriage
11 - Trailer
12 - None



OTHER PROPERTY (INCLUDE CARGO)		
Name of Object	OWNER'S NAME AND ADDRESS	Damage Est (use chart)

PEDESTRIAN

Direction	Street/Highway	Arrested? ☐ Yes ☐ No	Apparent Phys Stat (enter no.)

What was pedestrian doing before accident? Enter No

1. Not in roadway
2. Standing in roadway
3. Playing in roadway
4. Pushing or working on vehicle
5. Other working in roadway
6. Walking in roadway with traffic
7. Walking in roadway against traffic
8. Getting on or off vehicle
9. Getting on or off school bus
10. Crossing or entering not at intersection
11. Crossing or entering at intersection
12. Other*

Pedestrian Traffic Control?* ☐ Yes ☐ No

16.	17.	18.	18A.	19.	20.	21.	22.	23.	24.	25.	26.	27.	28.	29.
					DRIVER OF VEHICLE 1 (as listed above)									
					DRIVER OF VEHICLE 2 (as listed above)									

APPENDIX C:

PRELIMINARY SURVEY FOR LOCAL LAW ENFORCEMENT AGENCIES

June 20, 1991

To: Local Law Enforcement Agencies Personnel

Ref.: Uniform System of Accident Reporting Project

To Whom It May Concern:

A Purdue University Highway Extension and Research Project for Indiana Counties and Cities (HERPICC) research team is conducting Project FTE 91–08 Task 5 Project 1 Part III, "Uniform System of Accident Reporting" for the Division of Traffic Safety of the Indiana Department of Transportation. The major objective of this project is to develop a conceptual framework to enhance the communication between personnel of the local law enforcement agencies and the local agencies in charge of streets, roads and highways, for accident reporting, at the county, city and town levels. This framework will provide valuable feedback from accidents to design engineers in a systematic and uniform way, and will open the possibility of linking these reports to the Geographic Information System (GIS) currently under development at the Indiana DOT.

An early task is to obtain typical profiles of current practices by determining the existing levels and the types of communication between agencies. We would also like to gain some insight regarding any possible current communication obstacles or problems, and at the same time, any suggestions you may have on how to overcome them. A survey form is enclosed for the purpose of eliciting such information.

In addition to completing a survey form for yourself, we are asking for your help in identifying others in your organization who would be good candidates for completing the survey forms. Accordingly, please feel free to copy the form as needed.

Your cooperation in completing this survey and asking other members of your staff to complete these forms will be extremely beneficial in accomplishing the goals of this project. If you have any questions, please contact me (317) 494-2239.

Sincerely Yours,

Jorge A. Vanegas, Ph. D.
Assistant Professor of Civil Engineering

Enclosure

UNIFORM SYSTEM OF ACCIDENT REPORTING

PRELIMINARY SURVEY FOR LOCAL LAW ENFORCEMENT AGENCIES

The objective of this preliminary survey is to identify the existing levels and the types of communication between personnel of the local law enforcement agencies and the local agencies in charge of streets, roads and highways regarding accident reporting, at the county, city and town levels. Please answer the following questions by checking the appropriate box or by filling in the blanks. **Please use additional sheets if necessary.**

1. Agency Jurisdiction: ☐ County ☐ City ☐ Town

2. Agency Name & Address: _____

_____

_____

3. Contact Name: _____

title/position: _____

telephone: _____

fax: _____

4. In the past , has anyone from your agency attended any of the **Traffic Accident Report Seminars for Local Law Enforcement** offered by the Indiana Department of Transportation Division of Traffic Safety and the Purdue University Automotive Transportation Center?

☐ Yes ☐ No

If no, has your agency been aware of these seminars? ☐ Yes ☐ No

5. What **Accident Report Form** is your agency currently using for reporting accidents? (please attach a blank copy)

_____

6. Please describe briefly, either in a narrative or using a flow chart, the procedures your agency follows in reporting accidents. Be as specific as you can.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

7. Are any of these procedures computerized? ☐ Yes ☐ No

If yes, which? _____

_____

Please describe how (i.e., hardware & software)? _____

_____

8. Does your agency have any type of formal communication with the local agencies in charge of streets, roads and highways regarding traffic accidents and/or traffic accident locations?

❒ Yes ❒ No

If yes, what type of communication? _____

_____

Please describe how does it occur? _____

_____

9. How would you describe your agency's current position regarding the possible development and implementation of a **Uniform System of Accident Reporting** for the State of Indiana, which would enhance the communication between local law enforcement agencies and the local agencies in charge of streets, roads and highways regarding accidents and accident locations, and ultimately result in improved and safer street, road, and highway designs?

❒ In Favor ❒ Undecided, need more information ❒ Opposed

Please describe why? _____

_____

10. Would your agency be willing to participate and/or collaborate in a research project currently being conducted by Purdue University and funded by the Indiana Department of Transportation Division of Traffic Safety , which focuses on the development of a conceptual framework for a **Uniform System of Accident Reporting** for the State of Indiana?

❒ Yes ❒ Maybe, need more information ❒ No

If yes, please check which of the following types of participation would your agency consider: (check all that apply):

❒ Answering written questionnaire(s)

❒ Responding to telephone interview(s) at a convenient time

❒ Responding to personal interview(s) at a convenient time and location

❒ Attending special workshop(s) or meeting(s) at a convenient time and location

❒ Participating in a Task Force

❒ Participating as a member of an Advisory Board

❒ Other: _____

_____

THANK YOU FOR YOUR COOPERATION; PLEASE RETURN THE COMPLETED SURVEY

TO:

Highway Extension and Research Project for
Indiana Counties and Cities (HERPICC)
Attn.: Dr. Jorge A. Vanegas
School of Civil Engineering
Purdue University
West Lafayette, IN 47907

OR, IF YOU PREFER, FAX THE COMPLETED SURVEY TO:

(317) 496–1176

APPENDIX D:

PRELIMINARY SURVEY FOR AGENCIES IN CHARGE OF STREETS, ROADS AND HIGHWAYS

June 20, 1991

To: Street, Road and Highway Local Agencies Personnel

Ref.: Uniform System of Accident Reporting Project

To Whom It May Concern:

A Purdue University Highway Extension and Research Project for Indiana Counties and Cities (HERPICC) research team is conducting Project FTE 91–08 Task 5 Project 1 Part III, "Uniform System of Accident Reporting" for the Division of Traffic Safety of the Indiana Department of Transportation. The major objective of this project is to develop a conceptual framework to enhance the communication between personnel of the local law enforcement agencies and the local agencies in charge of streets, roads and highways, for accident reporting, at the county, city and town levels. This framework will provide valuable feedback from accidents to design engineers in a systematic and uniform way, and will open the possibility of linking these reports to the Geographic Information System (GIS) currently under development at the Indiana DOT.

An early task is to obtain typical profiles of current practices by determining the existing levels and the types of communication between agencies. We would also like to gain some insight regarding any possible current communication obstacles or problems, and at the same time, any suggestions you may have on how to overcome them. A survey form is enclosed for the purpose of eliciting such information.

In addition to completing a survey form for yourself, we are asking for your help in identifying others in your organization who would be good candidates for completing the survey forms. Accordingly, please feel free to copy the form as needed.

Your cooperation in completing this survey and asking other members of your staff to complete these forms will be extremely beneficial in accomplishing the goals of this project. If you have any questions, please contact me (317) 494-2239.

Sincerely Yours,

Jorge A. Vanegas, Ph. D.
Assistant Professor of Civil Engineering

Enclosure

UNIFORM SYSTEM OF ACCIDENT REPORTING

PRELIMINARY SURVEY FOR AGENCIES IN CHARGE OF STREETS, ROADS AND HIGHWAYS

The objective of this preliminary survey is to identify the existing levels and the types of communication between personnel of the local law enforcement agencies and the local agencies in charge of streets, roads and highways regarding accident reporting, at the county, city and town levels. Please answer the following questions by checking the appropriate box or by filling in the blanks. **Please use additional sheets if necessary.**

1. Agency Jurisdiction: ☐ County ☐ City ☐ Town

2. Agency Name & Address: _____

_____

_____

3. Contact Name: _____

title/position: _____

telephone: _____

fax: _____

4. In the past , has anyone from your agency attended any of the **Traffic Accident Report Seminars for Local Law Enforcement** offered by the Indiana Department of Transportation Division of Traffic Safety and the Purdue University Automotive Transportation Center?

☐ Yes ☐ No

If no, has your agency been aware of these seminars? ☐ Yes ☐ No

5. Does your agency receive any reports or information regarding traffic accidents and/or traffic accident locations from local law enforcement agencies?

☐ Regularly ☐ Sometimes ☐ Never

If regularly or sometimes, what types of information or reports are they?

(please attach a copy of a sample report) _____

_____

_____

6. Does your agency have any type of formal communication with the local law enforcement agencies regarding traffic accidents and/or traffic accident locations?

☐ Yes ☐ No

If yes, what type of communication? _____

_____

_____

Please describe how does it occur? _____

_____

_____

7. Please describe briefly, either in a narrative or using a flow chart, the procedures your agency follows after receiving any information or reports regarding accidents. Be as specific as you can.

_____

_____

_____

8. Are any of these procedures computerized? ☐ Yes ☐ No

If yes, which? _____

_____

Please describe how (i.e., hardware & software)? _____

_____

9. How would you describe your agency's current position regarding the possible development and implementation of a **Uniform System of Accident Reporting** for the State of Indiana, which would enhance the communication between local law enforcement agencies and the local agencies in charge of streets, roads and highways regarding accidents and accident locations, and ultimately result in improved and safer street, road, and highway designs?

☐ In Favor ☐ Undecided, need more information ☐ Opposed

Please describe why? _____

_____

_____

_____

10. Would your agency be willing to participate and/or collaborate in a research project currently being conducted by Purdue University and funded by the Indiana Department of Transportation Division of Traffic Safety , which focuses on the development of a conceptual framework for a **Uniform System of Accident Reporting** for the State of Indiana?

☐ Yes ☐ Maybe, need more information ☐ No

If yes, please check which of the following types of participation would your agency consider: (check all that apply):

☐ Answering written questionnaire(s)

☐ Responding to telephone interview(s) at a convenient time

☐ Responding to personal interview(s) at a convenient time and location

☐ Attending special workshop(s) or meeting(s) at a convenient time and location

☐ Participating in a Task Force

☐ Participating as a member of an Advisory Board

☐ Other: _____

_____

THANK YOU FOR YOUR COOPERATION; PLEASE RETURN THE COMPLETED SURVEY

TO:

Highway Extension and Research Project for
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Attn.: Dr. Jorge A. Vanegas
School of Civil Engineering
Purdue University
West Lafayette, IN 47907

OR, IF YOU PREFER, FAX THE COMPLETED SURVEY TO:

(317) 496–1176

APPENDIX E:

EXCERPTS FROM RESPONSES TO SELECTED QUESTIONS IN THE PRELIMINARY SURVEY FROM LOCAL LAW ENFORCEMENT AGENCIES

The main response received to question 5 was:

- Indiana Officer's Standard Accident Report (State Form 23558R2/Stock 302)

Other responses received to question 5 were:

- Indiana Officer's Standard Accident Report, and Goshen Police Department: Accident- Drivers Indiana Indiana Officer's Standard Accident Report, and Indiana University Northwest Vehicle Accident Report
- Indiana Officer's Standard Accident Report, Police and Safety Department Case Report, Supplementary Indiana Operator's Accident Report (SR-21)
- Standard Form 10-413
- Anything over $750 damage we have local PD do the report. Taylor University Campus Safety State of Indiana Accident Report and our own under $750 report.
- Department Complaint Report
- Exchange Form

The responses received to question 6 were:

- All accidents are handled by the appropriate local agency having jurisdiction over the involved area of occurrence. Our department does not handle any accident involved cases. Thank You.
- Copy of above report is given to Indiana state police-Bloomington district 33
- When a report of an accident is received an officer will respond to investigate. All accident reports are maintained at the Carroll County Sheriff's Department. If the accident was personal injury or property damage more than $750, then the accident report is forwarded to ISP in Indianapolis. The drivers are then also required to file a report with the ISP.
- Accident dispatched to officer. Officer works accident. Officer turns in completed report to secretary. Secretary checks for errors. Copy made for our department. Original is sent to ISP.
- From the call of an accident to our dispatch center, it then is given to the deputy. The deputy, after working an accident, will fill out the state form and a yellow form. The yellow form will go to the motorist, and the state form will go to the state. We keep a copy of the state form for the insurance company. All accidents are given to our local paper, and all personal injury accidents are put on a general form, by the deputy, and given to the dispatch, to give to the news personal.
- We file a report. We send a copy to the state.
- The officer forwards a hand written copy of the attached report, to our records division. The records division then types the report onto a second form that includes the accident diagram provided by the officer. minimal information is then entered into our in-house computer network for statistical purposes only.
- A call is received by our department and officer is dispatched. An officer goes to scene works accident and exchanges information. Officer then returns to station and writes up report. Report is entered into computer and copy of report is send to state.
- Department file, Copy to Putnam county Sheriff department, copy to ISP.
- Report is taken at the scene, then redone in office if needed. Copy sent down state as required and copy filed.
- We respond to investigate all reported accidents. All reports are then reviewed for accuracy. Reports are then placed in out records division and then forwarded to the state. All accidents are then entered into our computer system.
- Use standard state form on all accidents.
- All accidents reported involving personal injury or fatalities are investigated by either an accident reconstructionist or technical investigators. All police personnel investigate accidents $300 or more in damage. The accidents are placed in our UNIX system with drivers, causation factors, and other information. Copies are kept on file for 2 years, past

and the present files. Anything over two years is recalled from the state police accident section. Indianapolis Department of Transportation has access to those files for their information on street or road defects etc.

- Receive notification, evaluate, investigate, document, provide copy to ISP traffic section, Indianapolis
- Whatever is necessary.
- Accident called into our local dispatch, officer dispatched, completes the accident form. Copy made for our files, the original copy is sent to ISP, Accident records section, Indianapolis. All accidents are checked by our department and a report form made out irregardless. If the total damage falls under the state guidelines, a copy is made for our files only.
- The standard form is completed by the investigating officer and submitted for review by a supervisor. After review, the report is copied, and the copy is filed locally with the original being sent to the ISP Accident Records.
- Original held on file. Copy sent to ISP.
- Our accidents are investigated by sworn Police Officers at all times. The criteria our officers use comes from the State of Indiana Officers Standard Accident Report Instruction Manual. Most accidents except for the most serious are completed before the officers completes his or her turn of duty for that day.
- After the accident report is completed, it is forwarded to Accident Records section in Indianapolis. At the District we keep an accident records file and a pin map on all fatalities.
- We investigate all accidents within the city. We make a daily bulletin for internal use and file the report by location, and sent the Indiana State Police and the Bureau of Motor Vehicles a copy.
- Police officers investigate accidents, the forms are filled out and original is filed at Department. Copy is sent to State.
- Officers are dispatched to all reports of accidents in our jurisdiction. Completed reports are turned by the end of the officer's shift (8 hr. shifts) . Reports are approved by the patrol shift supervisor and then forwarded to the records division. Reports are entered into our in-house computer system then filed by location and case number. See attached policy order for accidents reported at our police station.
- Initial Report taken, followup investigation if needed (statements, photos, etc), accident report filed. If accident scene is a common place, referred to City Traffic Commission for stop signs, etc.
- Officers take the accident report on scene and then forward these reports to the department records bureau. The reports are then forwarded to the state.
- Once the accident forms are filled out by the officer a copy is made and sent to the Indiana State Police for their files. A copy of the accident form and an SR-21 State form is given to each driver (when necessary) for their completion and submission to Indiana State Police for insurance purposes.
- 1) Officer completes accident report after investigation. 2) Report is given to shift commander for review. 3) Report is then given to Records Division to be entered into computer and processed (forwarded to ISP). 4) Accident is given to Deputy Chief Traffic Division for review before being forwarded to ISP or released to drivers. 5) Location Data is entered into a data base by Deputy Chief. 6) Accident location placed on a pin map. 7) Accident filed by location. 8)_Approval given by Deputy Chief to forward accident to ISP. 9) Accident filed in Records Division by case number.
- On all injury accidents the South Bend Police Department is called in as the university is in their jurisdiction. Our department presently takes all minor accidents with a dollar value of $700 or more. We send report copies to the ISP Accident Records Section in Indianapolis when our department handles the accident investigation.
- 1) We investigate all vehicular accidents reported. 2) We make no arrests of any victims of the accident unless alcohol related-unless we witness the accident. 3) We furnish copies of the report to anyone requesting. 4)We request assistance from Indiana State Police on lab work if need be. 5)We retain a copy of all reports in our file
- We respond to any property damage accident we are aware of including private property. If the damage is great enough we do a state report. If the damage is great enough we send report into state, otherwise we just make it local report only. We also enter accidents on the computer.
- Any accident on IWU property is in the city limits of Marion and the Marion Police Department cover these accidents. Any other accidents they would not cover would be investigated by our department members. There are

fourteen patrol officers from the Grant County Sheriff's Department that work security at IWU. Any accidents or traffic problems are taken care of with the Marion Police Department and the Marion Street Department.

- Report made on standard ISP form and mailed to ISP.
- Upon the completion of an accident investigation an Indiana Officer's Standard Accident form is completed. Upon completion a copy is forwarded to the Indiana State Police Records Section, and a copy is placed in the department files.
- Follow the state form.
- Any reports over $500 are sent to the State Police.
- After our officers complete their reports, the original copy is filed in our records department and a copy is sent to the state.
- 1) Officer investigates accident and completes report. 2) Report is mailed to ISP, Indianapolis. 3) Copy of report placed on file at PD.
- Damage under $750 no report made, information put on a complaint. Damage over $750, PI accidents and all Hit and Run accidents are recorded on a accident report. All accidents sent to the state are reviewed, and logged in our records system.
- When we have an accident we call state and locals to investigate. An internal investigation (why were you where you were) follows-unrelated.
- Officer to traffic office to ISP and to Terre Haute City Police.
- A state accident report form is completed by the officer on the scene, and then a copy is sent to the Indiana State Police State Office Building, 100 North Senate Avenue, Indianapolis. If the accident occurs on a city street and there is determined a problem then our Street Department and City Engineer are notified. No contact is made with the State Highway Department except in very rare cases.
- When our agency is called, our department takes the report, we send one to the Indiana State Police and we retain one copy.
- Officer's investigation of accident. Completes accident report. Files copy with Batesville Police Department and Indiana State Police Records.
- 1) Officer's assigned to accident will complete attached form and take photos if needed. 2)Accident form completed must be submitted to the post within 3 days. 3) Due at Accident Records Section in 10 days (original) 4) (Xerox) Copy retained at the post for 2 years. 5)Accident record section-microfilmed within 30 days.
- Officers are notified by radio of an accident, he arrives at the scene, investigates the accident, completes his report which is then turned into his supervisor (Sgt/Lt) for review. After review, supervisor initials report which is then turned into our records section where it is put in records. They then make three (3) copies, two (2) of which stay in records, the original comes to Traffic Division for review and is sent to the State of Indiana, the fourth (4) copy is sent to City of South Bend Engineering for review for any engineering faults, and correction of any engineering faults. Also, upon review of the accident by Traffic Bureau we would determine if traffic enforcement is needed in a specific area to reduce accidents that may be occuring because of a certain type of traffic violation.
- Fill out Indiana Officer's Standard Accident Report form. Provide drivers with Indiana Operator's Accident Report form. Also fill in some information if needed. After completing Indiana Officer's Accident Report, send to Indiana State Police.. Also send copy of accident report to insurance agency if requested.
- 1) One copy to Indiana State Police. 2) One copy for office. 3) Copies to insurance companies or victims at their request.
- Officers respond as dispatched and determine if the accident requires a state report or only an exchange of information. The appropriate form is filled out and turned into records. Certain info is recorded for our files and a copy of each state report is made for future reference. The original is sent to ISP.
- A copy of all Accident Reports where the damage exceeds $750 is forwarded to the Indiana State Police Accident Records Section. A copy of all accident reports are also filed in our Records Department.
- Go to scene. Obtain Information. Send copy to ISP.

- Up to $500 property damage no report to state, local only. Up to 200 no report of any kind. Property damage above change names. All personal injury accidents- report to state and one on file. Pictures taken on all accidents- where state report or personal injury may be or might be needed.
- If vehicle accidents occur- the standard accident report forms are used. If non-vehicle accidents occur-a standard misc. report is used.
- 1) Accident report form from officer. 2) Reviewed by accident Sergeant. 3)Sent to Indiana State Police.
- Standard accident report form is used. Sometimes pictures are taken. The form is copied and sent to ISP Accident Records. In the event of serious personal injury or fatality the ISP or Hancock County Sheriff's Department reconstructionist is called to assist.
- Same as Indiana State Police.
- We fill the accident report out, and give the drivers an Indiana State Police Form and give a copy to the driver for insurance company, we inform the driver that the insurance company may fill out the forms for them, if not the driver may have to fill them out. The marshall's office will send a copy to the Indiana State Police Department to the Accident Division, and the department keeps a copy.
- Any accident with damage over $700 an accident report is made out and a copy is sent to Indiana State Police Accident Reports Office. Any accident with $700 or less a report is made out and kept on file at the Dugger Police Department.
- Within our department, the most frequently used reporting method would be using two reference points to place a straight line. All points of impact, vehicle labels, and any other measurements are measured directly to the reference line perpendicularly. The two reference points are permanent objects such as utility poles or bridges.
- We work the accident-using the attached form, copies are made for the insurance companies which might require copies. The original copy is sent to the records section (accident) of the Indiana State Police and a copy is maintained in the Marshall's office.
- As per statute, any accident with apparent damage in excess of $750 total- copy to state and maintain a copy on file.
- Property damage and personal injury reports have to be completed within 24 hours. Damage involving death must have initial report turned in within 24 hours.
- Reports are taken regardless of amount of damage then turned into Marshall's office where they are checked for accuracy. Reports are then copied and the originals are forwarded to the state in provided envelopes.
- From accident scene to officer submitting written report to check for typing- one copy filed on copy mailed to Indiana State Police Accident Records Section. If local town property destroyed or damaged the copy furnished to town hall for their information, Retained copy available for insurance companies or for driver's information.
- Officer responds to scene. Officer completes standard report form. Copy of report send to state police. Copy retained by department.
- All accidents reported to our department, in our jurisdiction, that meet the statutory requirements are investigated. The officer assigned the accident completes the report in 24 hours and turns the report into the Traffic Division Supervisor (Lt. Lamar) for corrections or approval. The reports are then sent to the Indiana State Police with copies retained by our department. Lt. Lamar completes a monthly and yearly study reference locations and causes for any increased enforcement on a certain area or suggests to the proper agency if he feels a study needs to be completed on traffic flow and or other problems.
- All accidents of $750 or more, PI, PD, fatalities, all go to the Indiana State Police.
- Simple: We do a State Accident Report From, forward a copy to the State Police and forward a copy to the Delaware County Planning Commission. We then keep a copy on file with this department.
- The investigating officer is required to fill out the Indiana Officer's Standard Accident Report form. Copies are made and kept on file in this office, and the original is sent to Indiana State Police in Indianapolis.
- Officers respond to accident locations, both private property and public property (at times on station reports are taken). The individual officers investigate the accidents and use the above report forms (more serious accidents are handled with additional witness statements, supplemental reports, evidence collection, photography, etc..) Reports are turned in to supervisors for approval and then forwarded to our department's records section where they are

maintained both in our inhouse computer file and manually. Copies are sent to the Indiana State Police Accident Records Section in Indianapolis. Copies are also given to the individuals involved in the accidents as well as their insurance companies.

- Investigate accident, fill out report.
- 1) Receive report from Crawfordsville Police Department. 2) Respond to accident and determine if it is a personal injury or just property damage. 3) Take pictures and gather driver information. 4) Fill out state report SR-21 with all information and draw diagram on back of accident. 5) Give reports to drivers to take to insurance company. 6)Complete SR-21 and send to state police post. 7) Keep copy for my files.
- Send standard report to State Police
- Report is taken at scene by dispatch officer, report filled with office, copy forwarded to Indiana State Police. If death or serious injury, we call either Madison County Police or Indiana State Police for scene investigation.
- Main document is filed with Marion County Sheriff's Department. A copy is kept on file with WCPD. Marion County sends copy to state police.
- All property damage accidents with damage of $500 or more and all personal injury accidents are reported to the Indiana State Police Accident Records Section in Indianapolis. All other accidents are kept on file in the Police Department Office.
- All "reportable" accidents (personal injury, death, damage in excess of $750) are done on a SR-21 and forwarded to the Indiana State Police. Non-reportable investigations are written on our case report forms. We provide copies to insurance companies upon request,
- Using the Indiana Officer's Standard Accident Report, our department sends a copy to ISP and keeps the original in our files. If an insurance company requests a copy, they are sent a copy.
- Any property damage to Taylor University is reported to the Maintenance Department and the Business Office (concerning motor pool vehicles,etc...) Major accidents are covered by the Upland Police Department whom we work closely with.
- Investigate accident, do report, copy report, mail to state, file our copies with department/insurance companies.
- I fill out the state form, submit it to the Hancock County Sheriff's Department and they submit it to the state.
- 1) Report made at time of accident-complete or incomplete. 2) Follow up investigation if warranted. 3) Completed report reviewed by superior officer. 4) Mailed to ISP Accident Records Section within 48 hours of completed investigation.
- The Indiana Officer's Standard Accident Report is filled out. The accident report is then copied, maintaining a copy at the McCordsville Police Department, and the original form is sent to the Indiana State Police Accident Records Section.
- All reports are forwarded to Indiana State Police within 72 hours. On occasion we have written to the Indiana Department of Highways in reference to problem areas and have sent some statistical information or copies of accident reports related to that area. Most of the information is relayed through the town manager and he handles it.
- Make report, Send copy to State Police, file a copy, and that's it.
- Officer makes accident report involving anything over $250 dollars, if less, we will make a local only, for Department use only.
- When we get the initial call we ask the location and if anyone is hurt if they need an ambulance. We get our unit enroute. If they are not available or if it is a serious accident we also call in the state police. Next we call the ambulance, rescue squad, fire department. When a unit arrives then they advise if need anymore help and if they need a wrecker.
- Officer works accident and types report. Report then goes to the sheriff for review, and head dispatcher mails copy to state within 24 hours of completion.
- Most PI or PD's are covered by district officers. He has 24 hours to turn in report. Records division transfers to Indianapolis. Fatalities are covered by an accident team with a reconstructionist.
- Investigate the accident-file a report at our office-send a copy to Indianapolis-if fatal notify ISP.

- Accident report made out by our officers and copy mailed to Indiana State Police within 48 hours.
- If a person requests a report no matter how much damage or if the damage appears to be over $500.
- When a report of an accident is received, an officer is dispatched to investigate. He fills out an Indiana Officer's Standard Accident Report form, and draws a case number for our files. The original form is sent to the state and a copy is kept for our files.
- Notified-respond-work the scene-support investigation at other locations when necessary-back to office to complete the formal report for the state.
- Via Local Policing Agency.
- Local agencies in charge of streets, roads, and highways are contacted by telephone.
- We send the original copy of the accident by mail to the state.
- We mail the state form to ISP Headquarters every two weeks after the officer submits his report.
- After investigations, the original is sent to state police records, one copy is retained by the investigating officer, and the third copy is kept for department records.
- 1) Fill out accident report. 2) One copy to Insurance company, one copy to state police, one copy for file
- See attached operating procedure.
- None.
- Standard form is completed and sent to Indianapolis.
- 1) Dispatch receives call. 2)Notifies officer. 3) Officer investigates accident. 4)Officer completes accident form then gives to dispatcher. 5) Dispatcher enters information into computer. 6) Copy of report is then sent to state office building.
- After accident report is turned in by the officer, a copy is copied and sent to the ISP. NOTE: The Indiana Standard Accident Report is POORLY organized. It needs to be redone. VERY POOR.
- 1) Officer completes report. 2) Clerk files and records on computer. 3) Copy sent to state.
- Officer takes accident report on street, before he is finished with accident, he calls on radio for an accident number. Accident gets turned in and logged, in the radio room. Records types 3x5 cards on drivers, owner of property damaged, injured people. Two copies of each accident is made. One goes down state to ISP, Indianapolis, other goes to County Engineer's Office. Accidents are filed away numerically.
- Receive Report of accident. Dispatch Officer. Officer completes Standard Accident Report. Accident Report mailed to Indiana State Police (Copy kept for files).
- Our officers complete accident report and then they are typed. Each accident is assigned a number. The number, location, township, and specific type i.e. property damage, personal injury, or fatal is entered into our in-house computer, a Macintosh LC. We also enter information into our large mainframe computer. I hope this was the information requested, I was not quite sure as to what was being asked.
- The officer is dispatched to the accident. Officer fills out the accident report. If the accident report is not filled out correctly it is returned to the author to be corrected. Once the report has been corrected and initialled by Sergeant Dennis the report is filled. When the report is filed, index cards are made for our card file. These cards give information as to the date, who is involved, how they are involved, and which officer worked the accident. Also the location of the accident is on the cards. Once the accident report has been filed, a copy of the report is forwarded to the Indiana State Police.
- As a multi-jurisdictional agency, we normally have a local police department write the accident report. We never write a report involving one of our passenger trains because of a possible "conflict of interest." When we do complete an accident report, we mail a copy to the ISP Accident Records Section. CICTD owns and operates the Chicago South Shore and South Bend Railroad Passenger Service. We run 242 passenger trains a week and will have 3.5 million riders in 1991. Our department functions much like any other transit police unit.
- When an officer arrives at the scene of an accident, no matter the location or damage amount, he begins filling out the state form 23558R2. At the same time, the dispatcher begins entering information into the incident file of out in-house computer. This information entered into the computer allows easy access and cross-reference of all

incidents handled by the police department. When the officer has determined the amount of damage, if over $750, he will give each driver a state form SR-21 (Operator accident report form), and a PPD6 (Driver information form) which is exchanged by the drivers. The officer then files his report with the Plainfield Police Record Division who enters the information into the accident file of the in-house computer and sends a copy of the accident to the state. Both the computer information and original report are kept on station. If the amount of damage is less than $750, the officer's report is filed in records and does not get forwarded to the state. Forms PPD6 and SR-21 are therefore, not issued.

- After an officer has been assigned to work an accident and the investigation is complete, he has three (3) days to submit the report to the district. The accident report is then reviewed, (checked for completeness, accuracy and errors) before a copy is send to the Indiana State Police Accident Records Section or made available to other individuals needing a copy of the report. Copies of reports taken in the past three (3) years are kept at and are available at the district. All others are available at our Accident Records Section at the State Office Building in Indianapolis. Indiana State Police, Accident Records Section, Indiana Government Center North, 100 North Senate Avenue, Indianapolis, Indiana 46204-2259 317-232-8286
- No to $200 damage: Exchange or information form, Yellow State form to drivers. $201 to $499 damage: Exchange of information form, Yellow State form to drivers, State Accident Report (Department use only). $500 and up damage, injury, or death: Exchange of information form, Yellow State form to drivers, Accident Report for department records and original send to State.
- Accident is called in: 1) We dispatch an investigator who makes the report. 2) Investigator turns report in to hit and run section. 3) Hit and run numbers and checks reports also makes copies. 4) Copies are sent to records which then enters the report into the computer, also copies are sold by records to accident participants, and sent to Bureau of Motor Vehicles.
- The accident report is submitted to the Records Division of the department. A case number is assigned and the information is entered in a computer, main frame, and a copy of the accident report is made and retained. The original of the form is submitted to the Accident Reporting Division Department of the Indiana State Police, Room 316, 100 Senate Avenue, Indianapolis, Indiana 46204. The computerized information is delivered to the Board of Public Works, Engineering Department and the Evansville Urban Transportation Study of the City of Evansville. The information is also delivered to the City of Evansville Board of Public Safety. The agencies receiving this information get it on a quarterly basis.
- See attached Flowchart.
- Clarks Hill population has less than 800 people, no major roads, no traffic lights, so very few accidents happen in town. The ones that have I and my Deputy, the Clarks Hill Police Department, both use and go step by step through the attached blank form attached. We've both been through the Marshall's academy and were schooled on the form we use. Through the Indiana Town Marshalls Association have attended classes to stay up on the forms. We have so few it takes a review every time an accident does happen.
- My officers fill out the accident report (given to you). They then fill out a yellow form issued by the state and if two or more are involved, information is exchanged between drivers. The officer's reports are then turned in to me and a copy and a number assigned to that report and a copy sent to the State Police as required. A copy is kept on file in our records. If the accident is less than $750 damage or if the vehicles have been moved before the officer arrives, no report is made and this is logged on their daily report.
- 1) All accidents involving personal injury reported to us at the time of the accident, or reported to us at a later date, are reported on an Indiana Officer's Standard Accident Form (IOSAF). In addition, these are also documented in a Purdue Police Report (PPR). 2) All hit and run accidents involving personal injury or not, reported timely or not are reported on an IOSAF and PPR. 3) Property damage accidents that, in the officer's opinion, will result in repairs of $750 or more are reported on an IOSAF and PPR. However, this is not done if the parties have left the scene and attempt to report the accident to us later, ie later in the day, later day of week. In cases such as these, our department makes no report of any kind. 4) Property damage accidents under $750 are reported only in brief on the front of the IOSAF. This form is then simply filed at the department. All copies of above forms are filed at the Police Department Headquarters. Copies of the IOSAF's in 1), 2), 3) are sent to the Indiana State Police. All reports which involve a University owned vehicle are sent to University Insurance/Risk Management Personnel.
- Accidents documented at park level, signed off by park law enforcement Ranger, next by park Superintendent, copies forwarded to Spencer County, Indiana sheriff's office, copies forwarded to Midwest Region Office Omaha, Nebraska (National Park Service), copy forwarded to Indiana State Police -Jasper, Indiana Post.

- 1. Respond to accident - Report call ; 2. Investigate accident - Including interviews and photos; 3. Document on standard accident report form or local complaint form for minor accidents; 4. Original reports sent to ISP at end of month; 5. Duplicate copies held in file in our office.
- The officer completes the report using the above form; and if needed a 8 1/2 x 11 diagram(s), a measurements sheet, witness statements and case report. The report is forwarded to central records where it is matched with the daily log sheet taken from the dispatch log and assigned a department accident number. A copy is filled in the central records file, a copy is sent to the county department of transportation, or the state highway dept. The original is sent to the Indiana state police accident records section. If needed, copies are sent to the hit & run officer, public utilities or other involved agencies. Statistics are entered into a digital "DEC" main frame computer for in house use.
- Officer collects data at scene, takes 12 photos for files; returns and completes form 23558R2, which then is turned in to Dept.'s Main Office. Secretary enters data on front of report into mainframe computer system. Paper report is filed, crossreferenced to photo negative file. Copy of Form 23558R2 is sent to the Indiana State Police central records once a month. Telephone reporting to County Highway Dept. occurs as necessary to deal with problems noticed by officer on the scene; reporting occurs at the time or as swiftly as possible thereafter. If problem occurs on a state or city road or street, then the proper agency for that jurisdiction is notified the same way. They keep whatever records they deem needed. In the past, we have reviewed accident reports (usually by work-study students, who are working on a project) to compile site-and-frequency reports.
- Officer goes to scene of accident, fills out report, turns into records department, records department sends copy to Indiana State Police at Indianapolis.
- 1. Accidents are reported to police by citizen complainants. 2. Accidents are investigated at the scene by road patrol units. If serious injury or death a county reconstructionist is called in. 3. If damage is estimated over $750., state police are given a report copy. 4. From our files problem areas are located. 5. If a change in traffic control is needed the street dept. is notified or in the case of public highways the state highway dept. is notified, and a traffic survey of the area is performed. 6. A plan of action is submitted to the city council for a vote. 7. New ordinances are initiated, and enforced.
- Officer investigates, fills out report as per state law, i.e. (750.00 or more property damage or personal injury), report is kept on file at Parke Co. Sheriffs Dept. and copy sent from there to Indiana State Police.
- Reported to Sullivan County Sheriff and State Accident Division
- Date, time, location, county, persons involved, other vehicles involved, injuries, diagram, insurance, arrests,witnesses, other officers involved
- As a department, our officers make out a report on every accident they are sent to regardless of the amount of damage. As for filing with the State Police Accident Records Section, we follow the IC Code. That requires reports to be made if death, injury, or total property damage accident of $750. or more occurs. Property damage accidents of $500. or more only.
- Report sent to Indiana State Police, Indianapolis
- All accidents after reported are turned over to a street officer and a standard accident report is filled out and filed at the police station. Copies are given out to the persons involved or insurance companies. Reports are not filed elsewhere.
- Officer takes report on scene and is then turned over to the town marshal for filing and follow up on further investigation. Marshal sends original copy to state. Copies are made for clerks file and copy made for PD file.
- On scene information recorded, driver information exchanged, hard copy retained in records section for a period of 5 years, then microfilmed, report is entered into a Prime EXL 325-260 computer system operation on CISCO-TIES and software program, the copy of the report is forwarded to the Indiana State Police.
- Respond to scene, take the report, report is filed in local police files and entered in computer, software, for storage purposes, copy made and sent to Indiana State Police, paper copies are kept on file for 5 years, compute copies are kept indefinitely.
- As required by state law, our department requires our officers to take written reports of an accident. The original remains in file at our office, and a copy is sent to the Indiana State Police.

The responses received to question 7 were:

Use	Procedures	Hardware & Software
Yes		An out-dated televideo file server utilizing MS-DOS, Novell, and custom made programs in Dataflex.
Yes	Driver and vehicle information entered and citation if any.	IBM 36 Chief's software.
Yes		Digital Hardware US West Public Safety Group Records Management Software
Yes		UNIX system
Yes	Our department is computerized. All records are on computer.	Sperry 5000/30 MINI Computer with UNIX operating system CISCO/TIES Software programs.
Yes	Data entry of accident report information.	Hardware-Mitsubichi MP386, 6 Televideo Terminals, Software- CISCO (Caps, Citations, Ties, IQ) SCO Xenix Operating system.
Yes	All accident information, names, location, time, date, etc is entered into our Date Base Computer System and kept on file.	Hardware-Data Base system with back up of all information on Mag/Streaming Tapes for storage.
Yes	Basic Name information entered into IBM System 36 Chiefs Software Program. Location Data entered into System 36 Data Base.	IBM System with Chiefs Software and System 36 Data Base.
Yes	Taking and entering information.	UNISYS 5000, POSSE- CISCO TIES Software.
Yes	Records	Nutshell, Q&A.
Yes	All pertinent information off of accident report is entered into our system, Names, addresses, Vehicles, etc. Engineering computerizes faults of accidents.	one (1) copy of the accident report is sent to our data entry system for input into our N.C.R. equipment.
Yes	Certain information is captured to produce reports linking location, nature, injured, etc for further evaluation by engineering department.	DBASE III data files.
Yes	Basic location, time, date, and location.	GOLDSTAR 640k memory, 00256 Extended 128k Shadow RAM PC/FILE
Yes	Some records are kept in our computer system, specifically accident locations, injuries, date and time, event number, hit and run, weather conditions, diagram information, etc.	We user a network computer system, utilizing the CISCO Police Package as a data base for accident report information.
Yes	Recordist enters each accident by date, but can be cross-referenced by name or location.	
Yes	Name, location, date, time, officer.	PC Computer, PFS File Software.
Yes	Number Two.	UNISYS hardware. Kix (K-Nile) software.
Yes		On our Mac we simply created a database for our accident file.
Yes	The original call of the accident is placed in the incident file and the accident report is entered into the accident file.	Hardware- AT&T 6386 WGS w/8 terminals. Software-Spillman Data System.

Yes	Please contact our Accident Records Section for this Information.	
Yes	We list all accidents on computer for location and type. Shortly we will expand our data entry to list most factors.	We were using Wang for accident logs we have recently installed CISCO software/UNISYS hardware package.
Yes	All of them.	Digital Records Police Package.
Yes	Portions of Technical Investigation. Information from reports entered into Department in-house computer.	IBM Compatible computer, several accident investigation programs. (database)
Yes	Key information and/or summaries of the IOSAF and PPR are put on computer at the Police Department Headquarters.	COMPAQ PESKPRO 386s/20 computer, MULTIMATE 3.3 series software.
Yes	Accident number, date, day, time, # injured---killed, type accident, location, primary cause, type collision, h&r, vehicle type & make, officer, names of involved ,age, sex, injury, phys. stat. type license, how involved	DEC Mainframe
Yes	Basic record-keeping of the information on the front of the report (no narratives or diagrams). PC Reconstruction project pending.	Hardware: Wyse. Software: Alerts: we hope to change to the Ties Software if we can get the money.
Yes	Location, names	IBM
Yes	We file all information in our computer and file a hand copy of the reports also.	Unisys with Medi-Byte K-IX software.
Yes	All information is entered into the computer system.	PRIME EXL-325-260 CISCO software
Yes	Report is filed in local police files and entered in computer, software for storage purposes, compute copies are kept indefinitely	Software - small office computer with printer

The responses received to question 8 were:

Exist	Type of Communication	Procedures
Yes	Phone and radio.	
Yes	We have direct radio communication with the Carroll county highway department. We contact the state highway department through another police agency for their district.	
Yes	Verbal.	If officer thinks a hazard exists the officer contacts the highway-street department.
Yes	I meet or call the head of our county highway department to keep him updated on problem areas. He in turn keeps the sheriff department informed on road closings, and areas they are on.	Telephone and in person.
Yes	Radio system.	Call comes into dispatch, dispatch gives to officers.
Yes	Marshall is Street Superintendent.	

Yes	Chief of police, City engineer, Street commissioner belong to board of public works.	Weekly meeting.
Yes	Traffic safety officer.	
Yes	T.X. or computer.	
Yes	Records when needed.	Department of Public Works (Seymour) keeps a record of all accidents and their locations within Seymour.
Yes	Personal and telephonically.	Problem intersections that become apparent through accidents statistics, patrol officer recommendation or citizen complaints verified thru survey.
Yes	Street department for assistance with signs and debris removal.	Radio or personal contact.
Yes	In person.	As necessary or we meet with city street departments weekly.
Yes	By mail.	Letter to Julie Anderson, manager Citizens Relation Section 2360 City County Building. Letter is forwarded to Planning Service Section for study.
Yes	We have regular communication with the agencies we might need to coordinate with for traffic problems.	By initial phone call or radio traffic.
Yes	Via radio and telephone to the District Headquarters.	
Yes	We have our own traffic section within the Police Department.	
Yes		
Yes	Give full access to accident report files and information compiled by computer reports and annual report.	
Yes	Informal-Telephone as needed.	As needed
Yes	Accident reports are forwarded to the City Engineer's office.	
Yes	A copy of all accident forms filled out are sent to the Indiana State Police Accident Department. We also send copies of accident reports to our Engineering/Street Department for the City when requested.	All copies are picked up once a month by ISP. Copies sent upon request to City Street Department.
Yes	When an accident occurs that involves damage to a sign, signal, or other public property; an emergency report is completed. The jurisdiction is then contacted with that information logged on the report.	
Yes	We have a local police channel on our radio's or call direct.	Our officers are instructed to call local authorities on all injuries, Hit and Run or accidents just off campus property.
Yes	Verbal.	
Yes	The captain of the PD acts as Traffic Commissioner and we provide information to engineers either local or state, and various highway departments.	

Yes	All accident forms are sent to the state.	Through both Grant County Sheriff's Department and the Marion Street Department.
Yes	Verbal communication, written by memo or officer's reports	FAX, written memos, letters and officer's reports, along with the accident reports.
Yes	Verbal.	Open our mouths and the words come out.
Yes	Telephone, radio, and mail.	Direct or through Carroll County Sheriff's Department.
Yes	Street and Water Departments	Emergency Traffic.
Yes	A report of accidents is sent to street department supervisor.	Weekly report to street department.
Yes	Telephone to state. Radio to town and county.	
Yes	Police department takes care of all reports.	Town people contact us.
Yes	We're a small town and we have direct communication with the Town Board that's over the streets.	
Yes	Verbal.	Small town, I see the Street Superintendent every morning.
Yes	Phone numbers to local state highway department and local sheriff's department.	
Yes	Monthly meeting with county and town board members.	Ant time any major accident occurs, immediate action is proposed to keep this problem from reoccuring causing more injury.
Yes	Telephone calls and/ or letters.	When there is a need, I either call the agency or write a letter explaining my problem.
Yes	Direct contact with local street department, county communications with county and state highway department.	If we need county or state highway department a phone call is placed to that agency relating our message or news.
Yes	Monthly meeting with the street department.	Round table.
Yes	Verbal.	Monthly meetings with head of all town departments.
Yes	Written and verbal.	Either take a copy to town hall for the Street Department or write all information out and have the department supervisor pick it up. Or call by telephone.
Yes	Talk in person if there is any problems.	
Yes	Monthly meetings with the town street superintendent. Contact with state and county agencies as needed.	Usually verbal on small problems. If a study or major change is thought to be needed, a meeting is set up to investigate the problem with the engineers.
Yes	Verbal with town council.	Through monthly town council meetings and police department.
Yes	Mail-Telephone-Delaware County Planning Commission	We mail them reports, they call us if we don't.
Yes	Communications are verbal, both the police department and the Superintendent of Public Works are located in the same building.	When a road/street problem arises, the Superintendent of Public Works is notified verbally and handles the situation.

Yes	Our department generates reports for our local Director of the Street Department, on specific accident locations, date and time, type of accident, etc when there are questions raised about signage, signals, etc.	Most of this communication comes from requests from the Street Department as traffic engineering is their responsibility.
Yes	During Bi-monthly Town Council meetings, each department provides the council with a report. The police chief and the public works supervisor communicate directly on emergency situations. The state highway is not involved.	Oral and written reports are presented, and if the police chief, public works supervisor, or council feel an area needs special attention, the police department starts an investigation and returns with a recommendation.
Yes	We inform the street department and city engineering concerning accident related problems to traffic problems.	When accidents are reported, the city engineer gets a copy to study problems relating to lights, signs, roadway, etc. Officers report other problems and we forward this to the agency responsible.
Yes	As described on a daily, weekly, and quarterly basis.	Personnel of both the EUTS and BPW receive selected ,and specific copies of accident investigations as requested and required.
Yes	Mainly just local streets and county roads. Local street problems are brought to the attention of the Street Superintendent if immediate action is needed. Problems with county roads that are brought to our attention are given to the Sheriff Department.	
Yes	Memorandum of Understanding	Developed, approved and reviewed and reapproved on a five year cycle with county Sheriffs office.
Yes	Verbal, Written	If there is a problem that we think can help to aleviate, we contact them
Yes	Radio and telephone	We notify state or county highway immediately for sign replacement, damage to road surface, slick or unsafe surfaces, traffic signal problems.
Yes	They pick up their copies once a week. They supply a quarterly report of the 10 Most dangerous intersections.	Manual
Yes	Our traffic officer will advise street superintendent of traffic problems that are brought to his attention by the public or other officers.	By citizens phoning our traffic department or by officers on routine patrol or by investigating accidents in specific locations.
Yes	If I have a problem I bring it up with the town board who in turn makes decisions on how to correct the problem.	
Yes	Written, verbal	After serious accident occurs
Yes	Preprinted forms to make the street department aware of any hazards. Just hazards are reported not accidents.	
Yes	Radio contact with city, county and state	Receive a call on an accident the county is notified by radio if accident is in the county or if the accident is on the state highway the county calls the state.
Yes	Traffic supervisor is a police officer and member of the city and county traffic commission which review traffic problems monthly.	Each commission is constructed of police, engineering personnel, as well as non-governmental representatives

APPENDIX F:

EXCERPTS FROM RESPONSES TO SELECTED QUESTIONS IN THE PRELIMINARY SURVEY FROM AGENCIES IN CHARGE OF STREETS, ROADS AND HIGHWAYS

The responses received to question 5 were:

Receive	Type of Information
Regularly	We receive copies of Uniform Indiana Traffic accidents when there has been damage to any county property or right of way. We receive reports when a fatality occurs on county roads.
Regularly	Standard report forms.
Regularly	We call up the sheriff's department daily to find out any accidents to signs and bridges.
Regularly	Copy of state accident report form.
Regularly	The records division of the Sheriff's department sends any accident report that shows damage to county owned property.
Regularly	Police reports.
Regularly	Copies of all accident reports prepared by Allen County Sheriff's Department.
Regularly	Indiana Officer's Standard Accident Report
Regularly	Damage to sign, lights or other times listed in accident report.
Regularly	Accident reports
Sometimes	Reports are made to us when a sign has been knocked down or accident was caused by sign being obstructed from view or was missing at the time of accident. (Attch Sample Report)
Sometimes	Verbal.
Sometimes	Those involving city equipment only.
Sometimes	
Sometimes	Anytime right of way or signs are damaged or if vegetation could possibly obstruct visibility or signs.
Sometimes	Signage problems or vision problems.
Sometimes	Contact is made by phone but usually only when damage to county property is involved.
Sometimes	Traffic accident reports.
Sometimes	
Sometimes	By phone,
Sometimes	Occasionally if county property is damaged.
Sometimes	Only when county property has been damaged-or signing problems-ie brush or weeds-reflection-placement.
Sometimes	Telephone call-reporting.
Sometimes	Once in a great while they may call and tell us something was damaged.
Sometimes	I irregularly go over accident reports looking for data such as accident patterns, types, and design related comments.
Sometimes	No written reports, only verbal information, if there is any road damage or cleanup to perform.
Sometimes	Word of mouth, newspapers, phone calls - we then obtain a copy of the accident report.
Sometimes	We can get copies of accident report if we request them.
Sometimes	County highway worker went to police department and make copies accident report.

Sometimes	Just reported by phone from sheriff's department if wreck was caused by weeds or a sign down or anything else highway department could correct.
Sometimes	It is a yearly summary of traffic accidents within the county, station, general location and causes.
Sometimes	Report giving names and location of accident and description of damaged items.

The responses received to question 6 were:

Exist	Type of Communication	Procedures
Yes	Verbal, radio and written forms. (Only when accident concerns our signs or lights.)	Verbal communication at the time of the incident (when possible) plus written form, radio communication when possible. Calls come to the office and are relayed to Traffic Superintendant.
Yes	Verbal.	Telephone or person to person after accident.
Yes	Same as number 5.	
Yes	Verbal.	Staff meeings.
Yes	They report problems they see on the bridges or road system.	Verbal.
Yes	Phone and Radio.	
Yes	Sheriff officers advise myself and we talk about these accidents, review the scene and determine if we can do anything to prevent further accidents.	Usually contact by telephone, then in person.
Yes	Verbal.	Sheriff, deputies, and state police will call if they observe a dangerous situation, whether an accident has occured or not.
Yes	We request traffic accident reports from the sheriffs department but only if we ask do we get reports.	
Yes	We call them daily on accidents and signs.	
Yes	Request information by phone or letter.	
Yes	Radio, police reports.	
Yes	We are called out by Sheriff's department when they determine that: 1)Chance of county liability & 2) Engineering drawings are needed for accident locations.	Pager - telephone-written requests.
Yes	The local law enforcement agencies have representatives in the Tippicanoe Technical Highway Committee.	Technical Highway Committee meets every third Wednesday of each month to discuss various types of transportation projects within the county.
Yes	Once a month we have safety and traffic meetings at City Hall with police, fire, engineers and street commission.	Our councilman chairs this meeting, dangerous points brought up also citizen participation.
Yes	The Sheriff's Dept. contacts me by pager. Then I have radio contact from that point on.	

The responses received to question 7 were:

- When we receive a report that a sign has been knocked down or is obstructed from view we, as soon as possible, put sign back up or remove whatever is obstructing it's visibility. If we cannot trim the tree or bush due to it's location (on private property or need for professional trimmer) we send a letter to the Tree Board, they then are responsible for

notifying the property owner of the hazard. This is to be done with a registered letter and gives the property owner limited time to correct the condition.

- Problem noted, problem fixed if possible.
- All signs or right of way repairs done by our department are documented in out office for future reference (Action taken, Time, Date, etc.)
- City-County and State police investigate accidents, any physical problems are relayed to mayor and council for formal approval. Street department corrects problems as needed.
- The county supervisor checks and corrects the problem.
- Accident involving damage is reported. Damage is inspected by engineer or superintendent. Accident report is sometimes requested. Action is taken to repair damage or correct a situation. Claims are sometimes filed to collect damages.
- Highway Supervisor and his assistant reviews the report with the officer and then we review the accident scene with the officer. If improvements can be made we then make repairs and make note of same.
- County engineer records and compiles accident locations from reports. Cumulative record is used to support improvements at the location. Missing or needed signs and guardrails, pothole patch, or other repairs are reported immediately upon notification to the appropriate crews for action.
- The cooperation with the sheriffs department is very poor as they consider it and unnecessary chore. I have just begun to work on a traffic report system and I am very interested in improving the cooperation from the law enforcement agencies.
- We get an accident report from the sheriff's department and see who was involved and check the insurance company. We then make out an invoice for the amount of damage done and send to the insurance company for collection.
- Field investigations-measurements of photos-accident reports/history. Check communication logs for reports of defects.
- Police calls about stop signs or bridge culverts being hit by cars. We put them at once.
- Depends on the specific situation.
- We only receive reports on damage. When we receive the report, we repair or replace as needed. If accident was the result of road condition or signing, the problem is assessed and corrected.
- Report to main office received (Form of phone call). Complaint form filled out and given to District Area of Report. Supervisor of crew checks on location. Report back to main office. Copy of written complaint notice returned to main office as of correction action taken if needed. Call to law enforcement agency as to action taken.
- I look at traffic accidents that are published in the local paper to know if anything was damaged or if accidents frequently occur at certain areas. If we need accident reports for a certain area, we have to go to the sheriff;'s office and manually sort them ourselves.
- Our law enforcement agency sometimes notifies the highway department in a timely manner when an accident involves a bridge. An immediate inspection is then made to determine disposition of the structure (road closure, immediate repairs, etc).
- We usually go to the site and check for any road damage and also try to determine a possible cause for the accident (ie road condition).
- Reviewed by office manager for accidents involving county highway property.
- Repair signs, guardrails, etc. as required.
- Obtain a copy of the accident report: investigate accident location for signage, road conditions; complete report, take pictures and file report.
- We keep accident information that might effect the county in a lawsuit. also file reports concerning damage to county property such as guard rail, signs and bridges. There is a file for damages, a file for existing lawsuits and a file for possible lawsuits.

- I go to the sheriff's office and page through the reports they have on file. They will give me copies if I request them. State police reports are not readily available.
- Accidents as reported in newspaper or otherwise, are investigated on an individual basis and, if an area has frequent accidents, site receives priority treatment for improvement work.
- As soon as it is reported, we notify superintendent and the problem is corrected as soon as possible if it is something we can correct.
- The information we presently receive is not specific enough for our department to act upon. However, we are currently developing a Master Thoroughfare Plan for the county. As part of the plan, we hope to store all accident information, as well as other traffic engineering data, into a computer database. These records will be regularly updated with the help of the Hendrick County Sheriff's Department.
- We plot the location of the accidents on a city map and locate the worse intersections. The next step is to target those ten worse intersections for street improvement projects.
- Accident reports: 1) Claims for damage to county equipment 2) File by location 3) Collision diagrams 4) Accident frequency.
- Repairing damage after inspection and billing for repair or replacement. Mostly utility items and signs.
- After we obtained the Indiana Officer's Standard Accident Report from various law enforcement agencies every month, we then coded the reports information into our own database. During the Spring of each year, we will write an annual report based on the accident database. This report will be used as a source of information in determining how to improve the existing road network.
- We estimate damage to any public property and it is turned in to our police department which they in turn post on the insured accident report. Sometimes our County Prosecutor gets involved.
- After I am notified of an accident I go to that location take pictures,notes and talk to officers about the accident. The next day I pick up the report from the Sheriff's Dept. I then start a file.

The responses received to question 8 were:

Use	Procedures	Hardware & Software
Yes	Police department has a computer for their reports.	
Yes	The invoices are computerized.	
Yes	Word processing.	
Yes	Law suit information	We have our own programmers who design our software.
Yes	Accident information at the police department.	
Yes	Traffic accident reports.	Dbase, Aspha4 (software) Zenith 286 (Hardware)
Yes		

APPENDIX G:

EXCERPTS FROM RESPONSES FROM BOTH AGENCIES REGARDING THEIR POSITION ON A UNIFORM SYSTEM FOR ACCIDENT REPORTING

The responses received to question 9 were:

- Already have computer.
- Safety.
- We are a small town with old established streets and little or no new streets. Present conditions are addressed with a close working relationship with local law officials.
- I get reports from sheriff, but not state police. Could use this information. Only problem is reports are not always accurate as to accident location and police are not always accurate in their assessment of the factors causing the accidents.
- It is very necessary to determine the need for improvements in the highway road system.
- Would like to have information available from police on floppy disk (NOT 9-track tape). Provided to all counties- and IN-DOT (traffic) without charge because state police is funded from highways funds (gas tax...)
- To provide better defense to tort claims.
- Previous involvement in city which had a good accident record system, analyzed patterns annually. Can see benefits.
- To serve public better/improve relations with law enforcement agencies.
- Would local law enforcement cooperate?
- We need this information on a more timely and manageable fashion. Decisions affecting highway priorities should always account for accident data.
- It would help to make adjustments to roads that have a history of accidents, to reduce or eliminate the hazards.
- Would like to be able to quickly track accidents involving county property and be able to track hazardous locations for federal funding and better allocation of local funds.
- Reduce liability and improve safety factor.
- We could see trends developing for various intersections from the accident information. we could also do planning for possible changes in road and intersection design. we could plan traffic counts and turning movement information in advance of citizen complaints. Advance preparedness for budget needs and etc.
- Need simpler data exchange.
- Just have no information.
- This type of system would make it much simpler to obtain traffic accident data. The information could then be analyzed for high accident areas and the causes of same. We could then take appropriate action to reduce our tort liability.
- Public safety.
- We have three major state highways running through our city and don't always receive state troopers accident reports.
- We are already to our knowledge in a State wide uniform reporting procedure. However, we never receive any feedback regarding our county.
- Any type of communication between any agencies, would greatly benefit all persons involved. We need better lines of communications.
- This would be helpful.
- I believe this information is already available through the state police accident section repository!! I was on the committee for the design of the present uniform accident report, required by law for accident reporting by all agencies. Gleaning information from these reports is easy upon request.
- To facilitate the needed flow of information.
- I thought Indiana had a Uniform System of Accident Reporting.

- I feel we should all pursue safety, however past experience has shown a political request on highway improvement - i.e. State Senator or Representative, gets much better action than a law enforcement agency request.
- We have a great deal of success with our present system, in fact we have other departments copy it. Without having more information on possible changes, would be very reluctant to make any changes. However, one of the changes we would like to implement is a computer system.
- I feel we already have in place good communication of information regarding accident information to our city engineer's office for safer road, and road designs.
- Not sure the purpose or reason- if needed above and beyond the current type system.
- Anything that helps us modernize and get more efficiency out of the system would be greatly appreciated.
- Any agency would be in favor of reducing accidents caused by roadside/locations or obtaining information regarding accidents.
- To provide more consistency.
- I believe it would best serve the needs of the public and state.
- Can result in fewer accidents if changes are made.
- Anything to improve traffic safety.
- That is being done at this time and there is daily communication between these departments and IWU.
- Local communication is very good between local city departments.
- Changes that result in better reporting and improved safety, our department would always have a positive attitude.
- It is necessary for a police agency to communicate well with its engineering people to help alleviate traffic accidents. The City of South Bend, Police and Engineering have daily communications on problems that may be occuring, have occured, etc. Accident reports are reviewed daily by both and problems discussed if we find something that is out of the ordinary that is causing accidents and a possible solution to the problem.
- Sounds like another means for someone to access tax dollars instead of getting a job the public usually recognizes unsafe road situations and gets results by exerting political pressure much faster and more cost effectively than any communication system designed to work between agencies.
- Not exactly sure what this would entail. Need more information.
- Uniformity makes things easier.
- Feedback of information to local government agencies.
- It took us about five (5) years to get a dangerous situation rectified at the intersection of SR67 and SR13. There are other areas that need attention.
- If you can come up with a better form I would use it.
- Once a system is installed that is a standard to work by (which is a difficult chore to make everyone happy) it will be acceptable to computerize the system. This will make everything easier for everyone, will be faster, and will eliminate many mistakes.
- Not sure what you're looking for and why you feel it needs to be changed.
- Communication between this department and town street department is excellent but better communication is needed for communication with county and state highway department for their roads that run through the county.
- Would be interested to learn how this information would be handled for town streets and alleys.
- We have a good working relationship with city street department. May improve state relationship.
- We understand the money situation in this state as far as any changes are requested. Communication is usually good among agencies as a problem is investigated, but after that the police agencies are usually the last to know what and how the problems are going to be solved.
- Don't really know enough about what you are referring to!

- Our department is deeply concerned with accident reduction. Anything that would enhance accident reduction and traffic flow would be welcomed by our agency.
- It would be more uniform and would help agencies keep more accurate records. All police departments could train together.
- Have had no luck with the State Highway Department when wanting special control signs on each end of town. Also need caution signal light at SR-75 intersection in town.
- Would allow for changes in road styles, speed, marking and hopefully improve overall safety on road.
- Police Department are covered up with paperwork. We don't need more.
- New State Road 3 opened in our area last fall. After numerous accidents at the intersection of SR 3 and SR 8, a request for a stoplight was made. We finally received a stoplight in June!
- The more uniform the less confusing it is for all agencies involved. As long as the uniform system is not made too complicated, I'm in favor.
- There are areas that local law enforcement fell that pose a possible hazard. There should be a uniform way of reporting these facts to the authorities that deal with highway and roadways.
- We have run into several obstacles in getting needed changes on our roadways. I feel that this would be beneficial in getting over obstacles and response time would be quicker.
- However, I have had a good deal of cooperation with the state highway and county highway departments when requesting additional road signs or markings at certain locations.
- I believe the present system is uniform.
- Anything that can be established to enhance the communication between these agencies would benefit all concerned. The public that uses the streets and highways would benefit most by having safer roads in which to travel.
- This would alert those departments of signs needing to be replaced or bad roads in need of repair.
- Would probably be beneficial, but need to know more information.
- Police agencies seem to feel they do not have to answer to anyone only upon their decision. Many losses that could be reimbursed are lost because of the lack of reports.
- Documentation of unsafe highway locations would be made much easier.
- What exactly will this do and how will it benefit us?
- For the same reason described above. Any time improvement can be done as long as it is an improvement and not a detriment. To my knowledge, the purpose of investigating traffic accidents is to improve traffic control (i.e. Improving bad intersections, roadways) and determining the cause of accidents.
- Reduce accidents, reduce injuries, save lives.
- Plainfield is located 6 miles west of Indianapolis and its roadways are heavily travelled. US 40 and 267 are the highest accident roadways in Hendricks County and any program that potentially will reduce accidents will be of benefit to the entire town.
- Indiana currently has a uniform system for reporting accidents. The dissemination of information and statistics to local agencies though doesn't occur to my knowledge without their requesting it. Any system that would help to provide a safer environment on our State highways would be encouraged.
- Standard forms and operating procedures are easier to work with.
- It is my understanding that the accident reports being used is a state report. If not, I'm confused because of the seminar I attended I was given that impression. We do feel that if it can be improved, let's do it.
- It makes good sense if another bureaucratic level is not built in.
- If I am correct in my understanding of this question. I feel there should be a more defined definition of the procedure. I would not want to devote my time to something if it will seem trivial or fall on deaf ears at a higher level. I would also like to be aware of any progress on a problem that has been reported.

- We are dispatched through Tippecanoe County Police and I like to think we are gaining their respect and even though communications could be better, it's rough being a Full time Marshall with part time hours. TCPD handles calls when we are not here-so there is cases at both ends that don't get fed to departments.
- If more information was fed to the State, more concern on the roads would be considered more investigations would be given, intersections, roads, curves, etc..
- We have run into difficulties fitting the campus environment into the Standard Accident Report Form, though it does meet all of the needs of other agencies. As such, we are not sure how our peculiar circumstances on a campus might "fit into" a Uniform System of Accident Reporting for the State of Indiana.
- To improve the existing road network.
- Anything that improves communication, statistics, and improves safety is worthwhile
- We have a uniform reporting system now, maybe I just don't understand the question. Requests for changes seem to involve such lengthy bureaucratic studies that they seem futile.
- We would be worried about funding
- We thought the Form 23558R2 was the uniform system. If a broader system is considered,d we would like it appreciated that currently, our overall administrative load is too much, and relief is not in sight. The same can be said for our other County departments. We're open to suggestions for de facto uniform communications, but are leery about anything which would be imposed by statute or regulation, due to the liability issues.
- We are in favor of anything to make our community and others in the state safer, however, unless funding is made available to street departments to make safer streets it seems unlikely that a new reporting system will do any good.
- I am also a deputy sheriff and feel that there needs to be more and quicker action by the dept. of transportation to assist in accident prevention, even in temporary situations such as increase traffic activity due to fairs and festivals.
- This is a one-man operation here all we have is State Road 48. All radio traffic goes through the Sullivan County Sheriff Dispatcher who has a computer.
- Standardize reporting system
- I believe if more care in the design and up keep of the roadways could help reduce the number of accidents. We have reported several accidents in one area and suggested solutions but they usually go unheard by state and local road departments.
- Local governments need more input on highways in the city limits. Business change and traffic flow can increase and cause a problem at an intersection that might not have been a problem a few months ago. The state needs to have a better system to communicate with local government for the safety aspect of our streets for preventive measures.
- Our jurisdiction contains major state and US highways. The statistical information gathered from such reporting would enhance traffic safety in our own community and would allow us input in determining any proposed changes in the transportation system.
- Communications between the above named agencies is sorely lacking. Anything would be an improvement over present existing conditions.
- Because I believe we have good communication in Valparaiso and Roster County at this time.