

BLOOMINGTON POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

DECLARING A "TRAFFIC COLLISION ALERT"

Reviewed by: Lt. Paul Williams	Effective Date: July 10, 1995
Authorized by: Asst. Chief Gary Sutherland	Revision Date: November 6, 2015

PURPOSE

The purpose of this SOP is to detail procedures for declaring a traffic collision alert and for terminating that alert when conditions have changed.

PROCEDURE

Whenever a call overload occurs due to an excessive number of vehicle collisions or other work overloads, the Patrol Division Shift Commander may declare a "**Traffic Collision Alert.**"

1. The Patrol Division Shift Commander will notify all on-duty personnel, Bloomington Communications Center, and all local news media, that an alert has been declared. If necessary, a reason for the alert can be provided. The Traffic Collision Alert Announcement is located at F://Police/Forms/Traffic Collision Alert/Traffic Collision Alert Announcement. The announcement should be emailed to local media, using the Police Media in the email program. Select "new message." In the "to" box of the new message type "Police." A small icon will appear to the left of the "to" box. Select this small icon and you will be presented with several choices. Choose "police media" and click the OK button. You can now complete the email. The announcement should be attached to the email, with the message "Please see attached document" in the email text box.

(Text of announcement, for reference)

"A Traffic Collision Alert has been declared within the City of Bloomington. During the alert, all motorists involved in a traffic crash – **in which no injuries occurred and all vehicles are drivable** – should exchange names, addresses, telephone numbers and insurance information. The drivers are required to report the traffic crash **together and in person** to the front desk of the Bloomington Police Department, 305 South East Street, **no more than five (5) business days** after the crash.

The Bloomington Police Department expresses concern for everyone involved in a traffic crash. Once weather conditions improve, the Police Department will announce the termination of the alert and resume normal business operations. We appreciate everyone's patience and cooperation."

2. Police personnel receiving requests during the alert for police response to a collision shall inquire if anyone is injured and if all the vehicles involved are drivable. If no officer is to be dispatched, the caller should be advised of the procedure outlined in the Traffic Collision Alert Announcement.
3. The Patrol Division Shift Commander will be responsible for terminating the alert as soon as conditions have improved sufficiently to warrant termination. Notification of termination shall be made to all on-duty personnel, the Bloomington Communications Center, and all local news media. The media should be notified using the Traffic Collision Alert Termination found at F://Police/Forms/Traffic Collision Alert/Traffic Collision Alert Termination. The same email process used for Traffic Collision Alert Announcements should be used for Traffic Collision Alert Terminations.

(Text of termination, for reference)

"A Traffic Collision Alert which had been declared within the City of Bloomington has been **TERMINATED**. Weather conditions have improved enough for the Police Department to resume normal business operations. Drivers who were involved in a traffic crash during the time of the alert are reminded to report the traffic crash **together and in person** to the front desk of the Bloomington Police Department, 305 South East Street, **and no more than five (5) business days** after the crash.

The Bloomington Police Department appreciates everyone's patience and cooperation during the alert."

4. All accident reports taken in this manner will have the words "**TRAFFIC COLLISION ALERT**" written on them, by station personnel, in the area normally used for property damage.
5. Reports will not be taken if the parties involved do not come to the station within five business days after the collision, (unless upon just cause) and the damage to any vehicle is less than \$1,500.00. If this happens, and the parties wish to make a report, they will be given a State of Illinois traffic crash report and an explanation of the report.
6. When a Traffic Collision Alert is declared, extra work is shifted to the Community Service Officers. Additionally, citizens are inconvenienced and investigation of the accident is made more difficult. Consequently, Traffic Collision Alerts should only be declared when absolutely necessary.