

| WEBER COUNTY SHERIFF'S OFFICE | | POLICY AND PROCEDURES | |
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| SUBJECT: Accident Investigation Follow-Up Activities | | CHAPTER/SECTION NO.: 45.28 | |
| EFFECTIVE DATE:10/7/03 | | REVIEW DATE: | |
| AMENDS/SUPERSEDES: See attached sheet | | APPROVED: <u>**See Master File</u> Sheriff | |
| STANDARD NUMBER: 61.2.4 | | | |

45.28 Procedure

45.28.1 Steps to be followed when conducting accident follow up investigations may include but are not limited to:

- A. Ensuring all preliminary and supplementary reports are completed.
- B. Comprehensive review of preliminary and supplementary reports for details of the accident.
- C. Examination of the accident scene.
- D. Collecting off-scene data including, but not limited to:
 - 1. Medical records.
 - 2. Physicians' reports.
 - 3. Blood tests.
 - 4. Driver physical handicaps.
 - 5. Vehicle mechanical inspections.
 - 6. Laboratory reports.
- E. Reviewing or Obtaining Witness Statements
 - 1. Signed witness reports at accident scenes.
 - 2. Interviews of witnesses who have left the scene, as soon as possible, by phone or in person.
 - 3. Re-interview of witnesses/victims/suspects/deputies

4. Signed statements should be obtained whenever possible.
 5. Office witness statement forms should be used when obtaining written statements.
- F. Accident Reconstruction, Expert and Technical Assistance
1. Reconstruction and skid analysis may be conducted on a case-by-case basis by the investigator or other deputies or personnel trained in these areas.
 2. Experts or Technical Assistance from outside the office may be utilized. They include but are not limited to:
 - a. Reconstruction experts.
 - b. Vehicle inspection teams.
 - c. Skid experts.
 - d. Traffic engineering.
 - e. State crime lab.
 - f. Photographic personnel.
 - g. Utah Highway Patrol
- G. Review of Evidence and Facts of the Case to determine causes of the accident, and criminal or traffic violations.
- H. Preparation of Formal Reports
1. State of Utah Traffic Collision Report,
 2. Supplement collision report forms,
 3. Case report supplemental forms for additional narrative.
- I. Submit final reports for supervisory review and/or prosecution.