Guidelines for Developing an Injury and Damage Reduction Program in Municipal Police Departments

147935

Guidelines for Developing an Injury and Damage Reduction Program in Municipal Police Departments

April 1973

147935

A manual of recommended methods for managing and operating an injury and damage reduction program.

The manual is based on a project financed under Institute Grant No. NI 70-058 and conducted by the

NATIONAL SAFETY COUNCIL
Chicago, Illinois

The fact that the National Institute of Law Enforcement and Criminal Justice furnished financial support to the activities described in this publication does not necessarily indicate the concurrence of the Institute in the statements or conclusions contained herein.

UNITED STATES DEPARTMENT OF JUSTICE
Law Enforcement Assistance Administration
National Institute of Law Enforcement and Criminal Justice

For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402
Price $2.10, domestic postpaid; $1.75, GPO Bookstore
Stock No. 2700-00177

PROJECT STAFF

THOMAS W. PLANEK, *Director*

RICHARD C. FOWLER
GERALD J. DRIESSEN
DARINA WARD
THOMAS CHLAPECKA

PROJECT POLICE AVISORY COMMITTEE

Sgt. KENNETH ANKER,
New York Police Department

Col. WILLIAM E. ARMSTRONG,
Baltimore Police Department

Sgt. NEIL BOOT,
Chicago Police Department

Mr. EUGENE DZIKIEWICZ,
The Traffic Institute,
Northwestern University

Mr. EDWARD J. EMOND,
Armour & Co.

Capt. JACK FAHLSTEDT,
Grand Rapids Police Department

Chief KENNETH E. FOX,
Miami Police Department

Sgt. WALTER T. HAYES,
Chicago Police Department

Mr. VERNE K. HIPSKIND,
Dallas Police Department

Insp. VERNON L. HOY,
Los Angeles Police Department

Mr. GERALD HUGHES,
Philadelphia Police Department

Sgt. FRANK JONES,
Seattle Police Department

Lt. JAMES MARTIN,
Detroit Police Department

Chief THOMAS L. O'NEILL,
Denver Police Department

Mr. JOHN E. PAGNARD,
City of Columbus, Ohio Department
of Industrial Relations

Mr. FREDERICK W. SCHMIDT,
Government of the District
of Columbia

Mr. RONALD H. SOSTKOWSKI,
International Association
of Chiefs of Police

Sgt. GERALD E. TAYLOR,
Seattle Police Department

PREFACE

This manual presents methods, procedures, and programs for planning, organizing, managing, and operating an injury and damage reduction (IDR) function in a municipal police department. A recommended IDR records system is presented and described as are complete programs for training and inspection. The need to develop well planned approaches to IDR is emphasized as well as the necessity to build evaluative procedures into IDR programs. Although the manual is designed for the use of municipal police departments, many of its recommended methods and procedures are applicable to State police departments.

The recommendations and guidelines of the manual are based on a project conducted by the National Safety Council, Chicago, Ill., and financed by grant no. NI 70–058 awarded by the National Institute of Law Enforcement and Criminal Justice. The scope of the project was extremely broad, touching on areas that have not been examined in depth by others. Data were gathered from a variety of sources using survey, site visit, and literature review methods. The cooperation of municipal police departments throughout the country was enlisted, and available accident injury and damage data were collected. Site visits made to 10 departments and general survey questionnaires completed by 118 departments provided data on injury and damage reduction programing. Supplemental data on injury and damage events were also collected, and literature covering police and industrial safety activity was reviewed.

The findings and recommendations of the study are contained in the final report, The Development of an Injury and Damage Reduction Function for Municipal Police, submitted by the National Safety Council to the National Institute of Law Enforcement and Criminal Justice. The final report is on file in the Law Enforcement Assistance Administration library and also is for sale by the National Technical Information Service, Springfield, Va. 22151.

TABLE OF CONTENTS

List of Figures

List of Tables

I. INTRODUCTION

A. Objectives

The ultimate objective of the recommended methods and programs presented in this manual is the reduction of injury and damage within municipal police departments. The formulation of these recommendations for establishing an injury and damage reduction (IDR) function as countermeasures to control injury and damage problems is primarily guided by, and based on, the broad study conducted by the National Safety Council. The purpose of the study was to define the on-duty injury and property damage control problems among municipal police departments; recommend countermeasures to reduce these problems; and present a management support structure for the operation of an IDR function. Specifically, work was undertaken to achieve the following objectives:

1. A definition of on-duty police injury and property damage experience on a nationwide basis in two major areas: (a) motor fleet—during routine and emergency operation, and (b) personnel—involving the various elements of patrol and investigative operation.

2. The production of an organized body of countermeasures in the form of training, equipment, and procedural recommendations, intended to reduce the frequency and severity of municipal police injury and property damage events.

3. A recommended internal organizational and management structure to support an injury and damage reduction program.

4. A system of reporting, recording, analysis and internal communication that will enable departments to: (a) define their personnel injury and property damage problems, (b) assess the effectiveness of countermeasure efforts, and (c) provide for comparability of recordkeeping among municipal police departments throughout the Nation.

The results of the study are embodied in the recommended methods and programs of this manual. The philosophy underlying these recommendations is that injury and property damage events result from a series of contributory factors that can be isolated through analysis. Once isolated, these "causal" chains can be interrupted at appropriate points by changes in procedures, training, or equipment.

The recommendations constitute the best judgments of the project staff members and the police advisers who served on the evaluation committee; however, the feasibility of all recommended methods and programs of the manual must be determined by the individual department. Such factors as cost of implementation, effect on the community, acceptance by personnel and, most importantly, effectiveness in reducing police injuries and property damage events should be considered in final decisions to implement any of the recommendations.

B. Clarification of Terms

1. Nonintentional and Intentional Injury and Property Damage. Injury and property damage can result from accidents that traditionally are thought to involve nonintentional acts on the part of the victim or other individuals who may have contributed to the occurrence. Due to the unique nature of police work, incidents that involve intentional acts on the part of individuals who inflict injury or property damage must also be examined. It should be recognized from the outset that the occupational injury reporting standard (American National Standards Institute, Z–16), though it accounts for fatalities and injuries produced accidentally and intentionally, does not provide a clear distinction between these circumstances.

So that the distinction between "accidental" and "intentional" injury and damage is clear, the following threefold classification system will be used when discussing *recommended* injury and damage reduction planning and action:

(*a*) *Accident:* Denotes the unintentional occurrence of injury and damage resulting from a combination of man-machine-environment circumstances, e.g. back injuries, slips, falls, strains, and most vehicle accidents. Although such injury or damage at times occurs in the act of confronting or pursuing an offender, there is no intent on the part of that person to injure the police officer or damage department property.

(*b*) *Assault:* Denotes the occurrence of injury and damage resulting from the intentional action of an offender or an accomplice to inflict injury or damage in the course of a direct confrontation with police during summons, field interrogation, arrest, search, transportation, or crowd control activities.

(*c*) *Ambush:* Denotes the occurrence of injury and damage resulting from the action on the part of persons intending to inflict injury or damage to personnel or property while police are carrying out nonconfrontive routine activities such as patrol and investigation.

2. Injury and damage reduction. Throughout this manual the words "injury and damage reduction" (IDR) will be used synonymously with the word "safety," which is used more commonly to describe occupational or industrial programs. It is felt that this terminology more aptly describes the intent of programs designed for police who are often called upon to perform under "unsafe" conditions and in hazardous circumstances over which they have little control.

The term, "injury and damage reduction," is also intended to convey a clearer understanding of the purpose of the safety function. Pope and Nicolai observe that management too often misunderstands the meaning of the word "safety;" while the word "accident" seems to be confused with "injury." [1] Lack of clarity about these terms obscures one of the true objectives of the IDR function, namely the location and definition of operational errors involving "incomplete decision-making, faulty judgments, administrative miscalculations, and just plain stupidity."

3. IDR function. The injury and damage reduction function is broad in scope, covering a number of program areas. In police departments, it focuses primarily on programs to prevent and mitigate personnel injuries and property damage. As a result, both personnel or occupational and motor fleet IDR programs must be considered. Throughout this manual the word "function" will subsume both types of "programs." It is intended that such reference will help to alter the common tendency of management to equate the "safety program" with a single activity be it motor fleet accident prevention or on-the-job injury prevention.

4. Reduction versus control. The word "reduction" rather than "control" is used to specify the safety function to emphasize the distinction between "breakthrough" and "control" management described by Juran [2] and exemplified in system safety. As the word implies, "breakthrough" management sets improvement of performance as its goal rather than maintenance or "control" of a certain level of performance. It also involves the use of specific techniques to identify and eliminate chronic obstacles to better performance.

NOTES

[1] Pope, W. and Nicolai, E. "In case of accident, call the computer." *Personnel Management Publications,* 23 Washington, D.C.: U.S. Department of the Interior, 1970.

[2] Juran, J. M., *Managerial Breakthrough.* New York: McGraw-Hill, 1964.

II. ORGANIZATION AND MANAGEMENT OF THE IDR FUNCTION IN MUNICIPAL POLICE DEPARTMENTS

A. Importance in Organization

Any serious effort to reduce injury and damage in a department must have sufficient organizational status and manpower to create the necessary changes within the department to reduce injuries to personnel and damage to vehicles. Organizational status involves two main characteristics: Placement within the department's structure and level in the chain of command. The IDR function also must be *integrated* so that injury and damage data analysis and program activity is directed centrally and operates with the *total participation* of every unit.

To provide the coordination required to fulfill the IDR objective in the context of maintaining efficient police operation, it is recommended that the IDR function be constituted on an organizational level equal to or above that of personnel, training, and community services as described by Wilson [6] and others.[1,2] Where appropriate, other programs could be included *under* the IDR function. Examples of possible inclusions are fire prevention, health and physical fitness and employee compensation.

The organization chart (fig. 2–1, below) represents an acceptable positioning of the IDR function within the administrative services bureau in large departments. In smaller departments it may be necessary to establish the IDR function so that it reports directly to the Chief or his immediate deputy, as in figure 2–2, page 4.

Whatever its position, the IDR function must have a strong connection with line management. As Herbert emphasizes, "The effectiveness of safety is lessened, if the safety man does not report directly to line management, especially at the top level." [3] He goes on to say, "Safety has little stature when it reports to staff people who have not had field line supervisory experience."

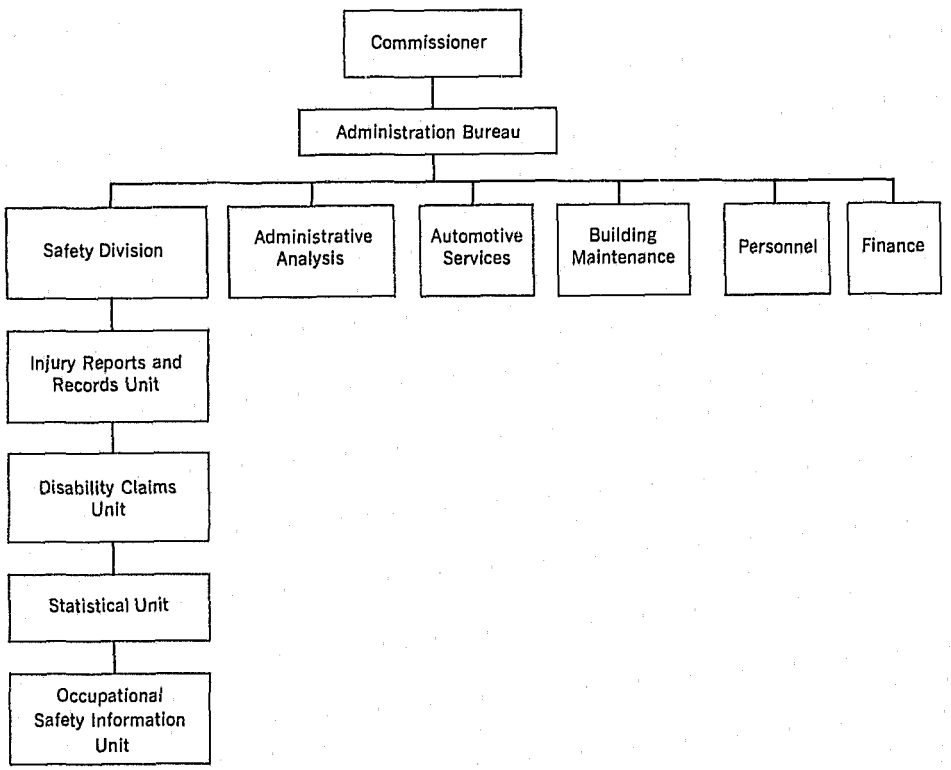


FIGURE 2–1.—IDR organization in a large department.

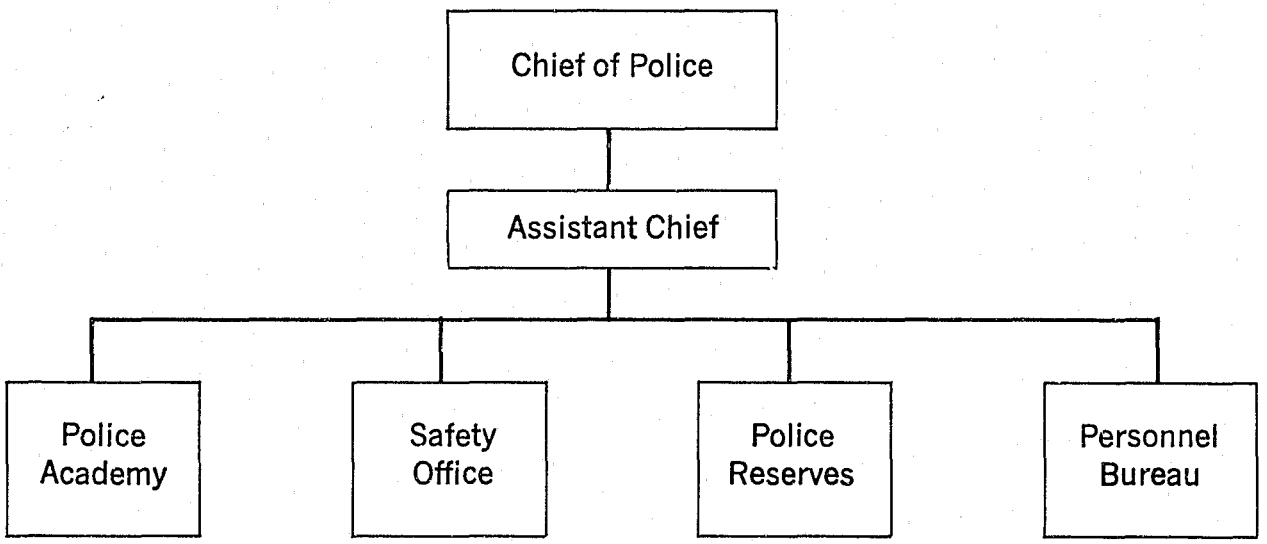


FIGURE 2-2.—IDR organization in a small department.

This opinion is reechoed throughout industrial safety literature.

An immediate consequence of this recommendation is the creation of another specialized unit in the police department. Can this be justified? Wilson presents a number of factors that determine specialization decisions.[6]

1. **Quality of Personnel and Need for Special Skill.** The American Society of Safety Engineers has identified the following basic functions as part of the professional safety position:

(*a*) Identification and appraisal of accident loss-producing conditions and practices and evaluation of the severity of the accident problem.

(*b*) Development of accident prevention and loss control methods, procedures, and programs.

(*c*) Communication of accident and loss control information to those directly involved.

(*d*) Measurement and evaluation of the effectiveness of accident and loss control systems and the modifications needed to achieve optimum results.

To fill these roles, specialization beyond what is normally given in police training programs is needed. Appendix A page 49 describes these qualifications more fully.

2. **Importance of the Job.** The demand for injury and damage reduction within police departments on the part of mayors, city councils, and police officials is increasing. The waste of both money and manpower resulting from accident and nonaccident events has been documented in the full report on which this manual has been based.

3. **Need for Maintaining Skill.** The continuing evaluation of the safety field, as witnessed by the National Highway Safety Acts and the recent passage of the Occupational Safety and Health Act, necessitates constant updating of knowledge to assist management decisions. Concurrently, the developments in other scientific areas, such as human factors engineering and industrial hygiene, can add greatly to decisions that improve operational efficiency. The monitoring of these areas must be complemented by an understanding of standards and codes governing the maintenance of police facilities and the purchase of protective and other types of police equipment.

4. **Need for Planning and Control.** A total IDR function requires continual monitoring of the injury and damage trend. Analysis of injury and damage data to produce recommendations for training, equipment improvement, or procedural adjustments should be continual also, as should consultation with other units to obtain formal and informal feedback about the effectiveness of recommended IDR countermeasures.

The supporting evidence for specialized IDR function ultimately must be given in the form of cost/effectiveness data. It is recommended strongly that such analysis be undertaken using an appropriate technique. One such method is break-even cost benefit analysis as described by Recht.[5]

B. Integration of Function

The IDR function should operate out of a single office to provide the necessary focal point for the following crucial activities:

1. **Collection and Analysis of Accident Injury, Cost and Manpower Loss Data.** Figure 2–3, page 5, shows the general flow of the primary injury and damage reports into the IDR operation. Compilation of these reports over time is necessary if a complete profile of department injury and property damage (ID) experi-

ence is to be developed. As has been emphasized, the chief weakness of current practice is the inability of most departments to gather pertinent ID data together for proper analysis.

2. Assignment of Personnel To Plan, Recommend and Coordinate IDR Programs. Assignment of personnel to expedite countermeasure programs should be dictated by the magnitude or criticality of defined injury and damage problems. Centralization of data allows for the establishment of priorities from which commitments of manpower and time should flow.

3. Controlled Evaluation of the Effectiveness of IDR Programs. A common problem in complex agencies is the failure to introduce IDR programs in a manner that allows for controlled before/after evaluation of effect. Centralized programing of IDR efforts will facilitate control over the type of IDR program introduced, as well as the mode of introduction, so that department personnel can be exposed to a program in a fashion that permits scientific evaluation. Centralization also lessens the chance that other IDR programs are confounding the effects of the one being studied.

Other gains in administration, such as proficiency and consistency in the recording of information, and the increased opportunity for formal and informal discussion of the mutual problems in generating and promoting IDR programs, are also apparent in an integrated function. Further, there is less opportunity for other non-safety-related activities to interfere with the fulfillment of the IDR mission.

C. Total Participation

Apart from the specific contents of industrial and fleet-safety programs and the need for strong management support that will be discussed in depth, one general characteristic stands out as being the most valuable to an effective safety function. Safety programming is most likely to be successful when the effort is total. In a total effort, communication is specific and participation is gained on all management levels so staff and line personnel contribute to the goals of the IDR activity according to their function in the organization.

The concept of total participation of management and employees is expanded in system safety to cover the "life" cycle of man-machine-environment subsystems as they interact to achieve the mission of the total system. In system safety, planners, designers, builders, operating and maintenance engineers all contribute to the "fail-safe" quality of the system.

The principle of "totality of effort" is complemented by two other IDR management-related practices described by Johnson [4]: staff support for safety should be integrated in one major unit, rather than scattered in several places, and the staff safety unit, to be capable of independent review, should report to top management without impeding layers of organization.

In this context, Johnson states that: "As safety programs take on a greater systems and operational flavor, the location of safety units should not characterize safety as an industrial relations, personnel, health, medical, or insurance problem."

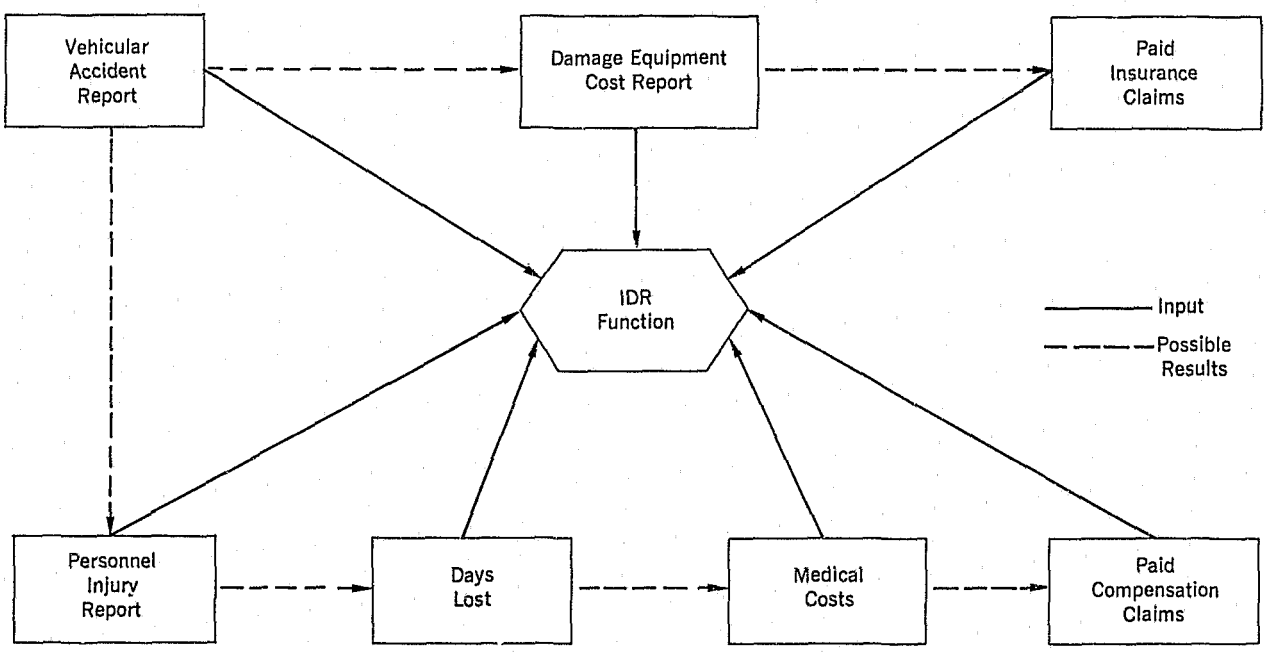


FIGURE 2-3.—General diagram of injury and damage report to central IDR function.

The IDR function within the police department requires the active participation of all units in four primary areas:

- Task hazard analysis of field operations that involve hazards judged to be critical.
- IDR training and observation of all personnel according to a predetermined plan and schedule.
- Inspection of facilities and equipment according to a predetermined plan and schedule.
- Investigation and reporting of all injury and damage events.

Coordination of efforts with specific units is also required on the basis of their contribution to the total IDR mission. The recommended participation unit by unit is as follows

1. Planning and Research

(*a*) Assist in the design and conduct special investigations of the circumstances of injury and damage particularly as related to changes in procedure, changes in operating method and changes in operating plans.

(*b*) Consult with IDR function in formulating policies, procedures and equipment or vehicle specifications.

2. Inspection

(*a*) Insure that assigned employee observations and facility and equipment inspections are undertaken.

(*b*) Insure that IDR procedures are followed.

(*c*) Consult with the IDR function in reviewing and updating the daily activity report, the incident report, and the use-of-force form and other forms to provide necessary hazard exposure data.

3. Personnel

(*a*) Include factors associated with personal safety as defined by the IDR function in the employee selection process.

(*b*) Include the factors of personal safety and, in the case of supervisors, the injury and damage experience of subordinates in employee evaluations for promotion.

4. Training

(*a*) Include explicitly in all appropriate training material the results of operation hazard analyses.

(*b*) Produce training bulletins and other rollcall and in-service training materials that contain new or improved countermeasures for neutralizing or eliminating critical hazards.

(*c*) Consult with IDR function when updating, changing, or creating new materials for recruit or in-service training.

5. Records and Communications

(*a*) Supply needed hazard exposure data for general and in-depth analyses of departmental injury and damage experience.

(*b*) Maintain personnel injury and damage reports for a period of time (usually 3 years).

6. Data Processing

(*a*) Assist the IDR function in the design of injury and damage report forms for ADP purposes.

(*b*) Assist the IDR function in establishing a computerized recordkeeping system that will incorporate the elements essential to the sophisticated analysis of injury and damage experience, including type and circumstances of injury and damage, various cost categories and days lost.

7. Police Garage

(*a*) Assist the IDR function in obtaining vehicle defect data.

(*b*) Review and update vehicle checklists used by officers and mechanics, with the assistance of the IDR function, to reflect mechanical failures most frequently associated with accidents.

(*c*) Consult with the IDR function in producing specifications for new vehicles.

(*d*) Consult with the IDR function in the development of checkout and check-in procedures that will fix responsibility for parking lot damage.

(*e*) Consult with the IDR function in the planning and layout of parking facilities.

8. Building Maintenance

(*a*) Prepare, review, and periodically update inspection procedures and checklists to include environmental hazards reflected in injury and damage reports.

(*b*) Make periodical hazard inspection of all facilities with the assistance of IDR personnel.

9. Purchasing

Consult with the IDR function before purchasing new or replacement equipment to obtain the most recent safety specifications.

10. Medical

(*a*) Supply to the IDR function the costs of medical services and compensation claims for departmental injuries.

(*b*) Consult with the IDR function in the formulation of physical fitness programs or studies involving back injuries and employee fatigue, as well as the relation of overweight, heart disease, diabetes, and other physical problems to injury occurrence.

Since internal organization and function structure varies from department to department, the above categorization of IDR-related activities may not apply to every operation; however, the specifics of total participation revolve around the functions listed.

NOTES

[1] Eastman, G. D. (Ed.), *Municipal police administration.* Washington, D.C.: International City Management Association, 1969.

[2] Gourley, G. D., *Effective municipal police organization.* New York: Glenco Press of MacMillan Co., 1970.

[3] Herbert, J. H., economics of a sound safety program. A reprint from *The Oil and Gas Journal,* 1960.

[4] Johnson, W. G., MORT—The management oversight risk tree. Apr. 27, 1971, Contract No. AT–(04–3)–821, U.S. Atomic Energy Commission.

[5] Recht, J. L., How to do a cost/benefit analysis of motor vehicle accident countermeasures. Chicago: National Safety Council, 1966.

[6] Wilson, O. W., *Police planning.* (2d ed.) Springfield, Ill.: Charles C Thomas, 1957.

III. IDR PLANNING IN MUNICIPAL POLICE DEPARTMENTS

The IDR function operates in an administrative capacity equivalent to a staff function in industry. It is concerned with continual control of injury to department personnel and damage to equipment and breakthrough in reducing injury and damage by directly attacking specific problems with selected IDR countermeasures or programs.

In control management, the IDR function supplies general guidelines and programs for the selection, training, observation, and promotion of personnel as related to injury and damage reduction. It also seeks to control the quality and maintenance of equipment in a continuous manner. The IDR function operates indirectly to maintain a given level of department safety, as shown on the left side of figure 3–1, page 8. The overall effectiveness of such activity is difficult to asses in IDR terms; however, it provides the management structure for more decisive IDR programs. In attacking injury and damage problems within the department directly, the IDR function operates as shown on the right side of figure 3–1.

The mode of operation for both control and breakthrough problem definitions, based on analysis of ID data, involves selection of program recommendations and evaluation of results when the program is executed.

A. Problem definition

Two distinct types of information are required if the ID problem is to be defined intelligently. The first type consists of data covering the incidence (frequency, severity, and cost) of injury and damage cases according to selected categories (e.g., vehicular damage accidents, vehicular injuries, and nonvehicular injuries). The second type of information concerns exposure to those events or activities containing the hazards that produce the injury and damage cases as categorized (e.g., number of miles driven and number of hours worked.)

The IDR function must receive both incidence and exposure information if it is to achieve its objectives of control and breakthrough. The efficiency of IDR planning will depend largely on the ability of the IDR director to obtain more refined incidence and exposure information. Refinement, in this case, consists of partitioning both types of information to produce a profile of injury and damage experience that: (a) is more easily understood by management, (b) offers the possibility of selecting well-defined priorities for IDR programing, and (c) gives specific clues as to the direction and content of program activity.

Process I in figure 3–2, page 10, depicts the most common and, with few exceptions, the most advanced current practice in defining ID problems. Summaries are prepared using personnel injury frequency rates, based on number of man hours worked; and vehicle accident rates, based on number of miles driven. Less frequently summarized are damage costs and days lost due to injury. Other general categorizations, such as injury by part of body, type of driver actions, and manner of collision are also prepared in some police departments. Although IDR recommendations can be made using such data, it is very difficult to do so. The summarized data do not give distinct description of the incidence and exposure subelements within the total problem. For example, knowing a department's motor fleet auto accident rate is 55 per 1 million miles driven, really does not tell the IDR director what to recommend nor does it provide directions for recommendations. The lack of a more refined definition of the ID problem also forestalls the assignment of priority to any recommendations that may be forthcoming. Even so, most police departments are planning IDR programs on the basis of this kind of statistical input, or less.

B. Control Analysis

Proper analysis for control management of the IDR function requires a level of input equal to that presented in process II. Injury and damage reports should be revised to reflect more accurately the nature of police problems.

Within the three categories of accident, assault, and ambush, other subcategories can be defined to produce a sharper profile of the police injury and damage problem. Some of these subcategories will be provided by the recommended injury and damage reports in section VII, page 35. The number and types of subcategories used in defining areas of concern must be limited so that the frequency of ID events in any single grouping remains sufficiently large to provide an adequate number of cases for study, yet not so large that educated speculation about contributory circumstances is not possible. For example, the incidence of pursuit ID events may be so small that it cannot be studied meaningfully. These cases then should be combined with

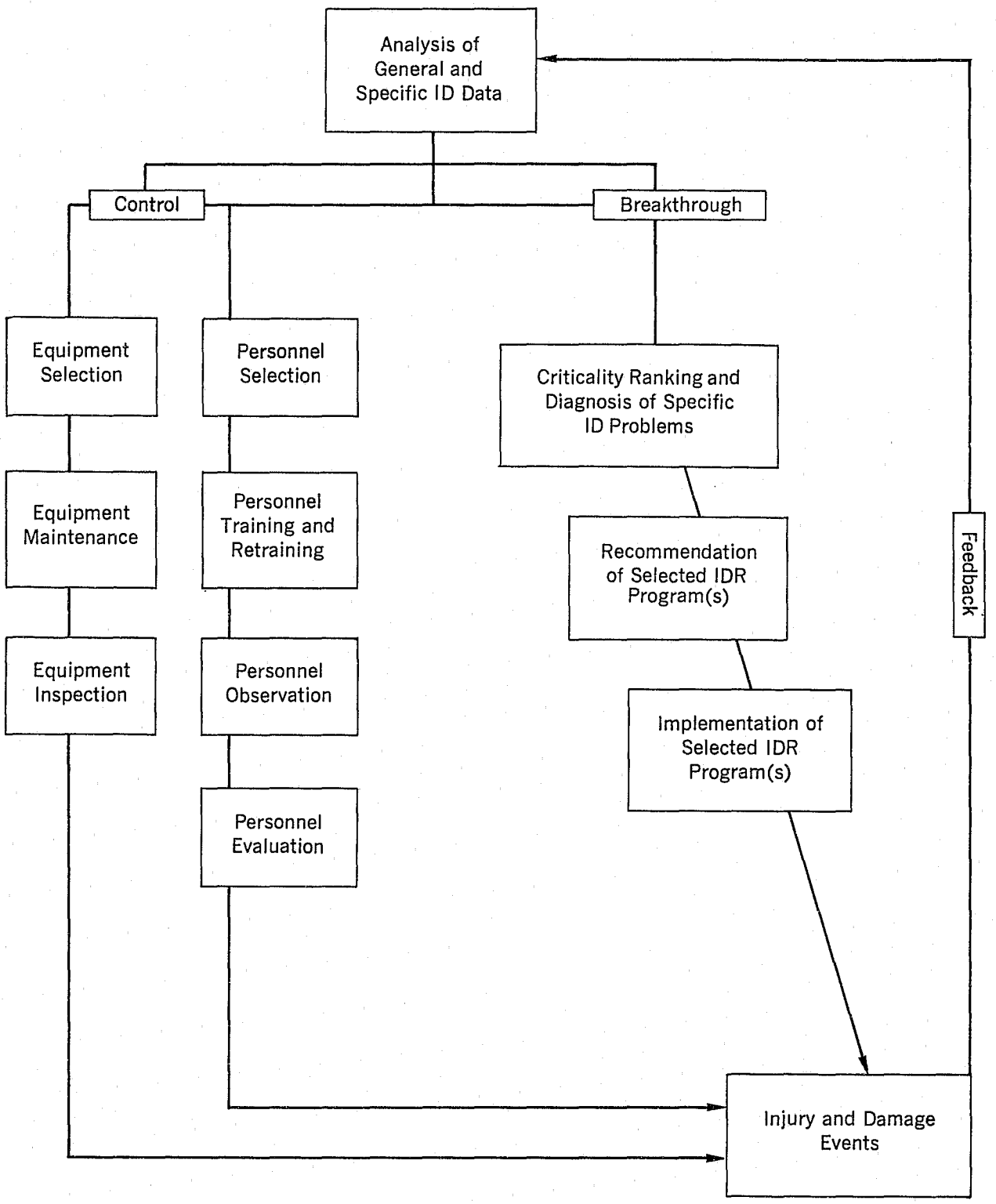


FIGURE 3–1.—The management of the IDR function operations in the general controlling of injury and damage events and in breakthrough to reduce specific injury and damage events.

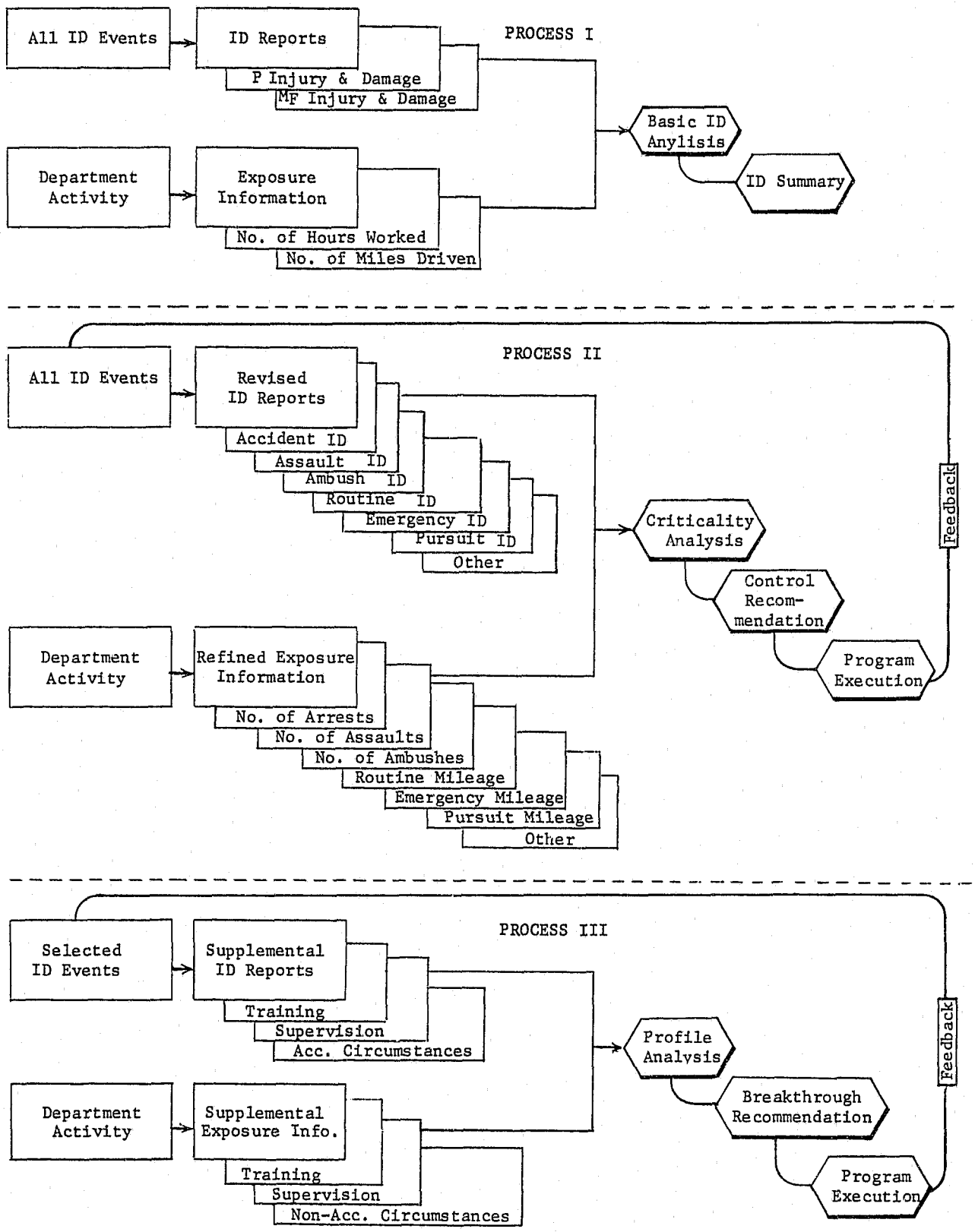


FIGURE 3-2.—The recording of police injury and damage events on three analytic levels.

emergency ID events rather than with routine ID events. Such speculation actually provides the basis for control program recommendations.

To correspond with the more precise categorizing of ID events, more refined estimates of exposure should be obtained. Refined exposure data continue to be the missing ingredients in many injury and damage data collection systems in industry. Some police departments, however, because of their comprehensive system of reporting field activities, are already accumulating useful exposure data (i.e., number of arrests, searches, interrogations, and emergency runs).

Others could begin to do so at least on a sampling basis. Refined exposure data for motor fleet accidents might include a breakdown of the number of miles driven under routine, pursuit, and emergency conditions, respectively. In this case, the relative magnitude of the emergency and pursuit driving accident problem could be put into a more proper perspective.

Consider the figures for percents shown in table 3–1. Examining only the vehicle accident column, the obvious conclusion is that there are four times as many routine driving accidents as pursuit and emergency accidents combined. Notice how interpretations can vary with refined exposure information.

TABLE 3–1.—*Total vehicle accidents with varying distributions of total miles driven*

Type of driving	Percent of total vehicle accidents	Percent of total miles driven					
		Condition A		Condition B		Condition C	
		Miles	Ratio [1]	Miles	Ratio [1]	Miles	Ratio [1]
Routine	80	80	1.0	90	0.9	70	1.1
Emergency	15	10	1.5	8	1.9	25	.6
Pursuit	5	10	.5	2	2.5	5	1.0

[1] Ratio of percent of accidents divided by percent of total miles in each driving category.

Under condition A, emergency driving produces 50 percent more accidents than would be expected based on exposure, whereas pursuit driving situations yield only one-half of the number that should occur based on the exposure rate. Under condition B, pursuit driving seems to be a definite problem registering 2½ times as many accidents as would be predicted based on exposure. In condition C, routine driving accident experience is slightly higher than would be expected based on mileage driven.

Refinement of ID incidence and exposure information also enables the IDR director to produce a criticality ranking of department ID problems. Criticality ranking, described fully in section VII, page 35, combines data on the severity and cost of ID cases (e.g., days lost by officers injured searching prisoners), when the estimated frequency of event occurrence (e.g., number of times prisoners are searched daily) and the probability that the event will result in injury or damage (e.g., estimated likelihood that searching prisoners will result in injury to officer). This ranking quantifies hazard in such a way that the most hazardous situations based on local analysis can be pinpointed.

Criticality rankings can be used immediately to produce general recommendations for ID control in the form of training, employee selection, supervisor observation and, if necessary, changes in procedure. The seriousness of the hazard situation dictates the intensity of the ID programs that should be initiated. The following schematic adapted from Johnson, represents one possible approach to making control programing decisions.[1]

FIGURE 3–3.—*IDR program selection based on task criticality level*

Task	Criticality ranking	IDR program
A. Sitting at desk	Safe	
B. Lifting stolen property.	Marginal	Roll call training, training bulletins.
C. Searching suspect.	Hazardous	In-service training, supervisor observation, equipment purchase.
D. Arresting dangerous criminal.	Critical	Task hazard analysis, in-service training, standard operating procedures, equipment purchase.

A wide variety of police activities are carried on daily, seldom resulting in serious accidents. Functions such as routine office duties, foot patrol in certain districts, and conversation with citizens fall into the "safe" ranking. In most cases, these events do not constitute great hazards and therefore do not require any formal IDR program beyond what is normally prescribed in department regulations.

Marginal hazards involved in lifting or carrying individuals and property, handling electrical apparatus or chemical agents can be covered most properly in rollcall training or through training bulletins using information from general sources.

Hazardous activities make up a major portion of police operations and can be defined more meaningfully on a local basis. These activities would include techniques of search, handcuffing, handling dangerous mental patients, parking lot and routine driving ID events. Special efforts should be made to provide and train personnel in the use of the most sophisticated protective equipment feasible. At the same time, special on-the-job retraining should be provided for those officers who show operational deficiencies as adjudged by supervisors.

For critical hazards involved in such activities as pursuit driving, arrest of dangerous prisoners, and riot control, standard operating procedures should be specified in detail. Department programs should be instituted to instruct all personnel periodically in procedures and the use of recommended equipment.

IDR programs, operating on a continuing basis with varying degrees of intensity and importance according to the criticality of the hazard, represent the control aspect of the IDR function at its best. However, several limitations in the control approach are clearly evident:

1. Criticality rankings are largely artificial because they are dependent upon data presented on the ID reports that frequently must satisfy administrative needs.

2. The descriptions of ID events, as gathered currently, cannot in themselves lead to specific IDR program recommendations for a department; rather, the IDR director must depend on recommended programs to control his department's problem.

3. IDR programs are introduced within a system of police operations already constrained by a number of administrative, attitudinal, legal and political factors that may act against IDR objectives.

4. Breakdowns within police functions at various levels may undercut the effectiveness of IDR efforts. Some examples are failure to follow procedures or to use protective equipment, low quality training, inadequate supervision, and improper vehicle inspection and maintenance.

C. Breakthrough Analysis

Breakthrough in the injury and damage reduction activity depicted as process III in figure 3–2, assists in overcoming the limitations in control by diagnosing circumstances contributing to ID problems in greater depth. Using the second level of the bilevel data collection system, section VII, page 40, data are collected on aspects of the ID events that are more likely to produce specific adjustments in training, department regulations, inspection procedures, or equipment purchase. Some examples are:

1. Study of recency and type of driver training among those involved in vehicular accidents, as compared with those not involved, to determine the phasing and content of periodic retraining for police drivers.

2. Study of peripheral vision and age among those involved and not involved in sideswipes and intersection accidents to determine driver selection criteria.

3. Study of emergency pursuit accidents in terms of speed, traffic conditions, weather and length of run in time and miles driven to clarify criteria for officers in performance of this task.

4. Study of arrest incidents in terms of age, sex, race, and manner of offender to provide more specific clues to possible violence for use by arresting officer.

Program recommendations based on breakthrough studies have the objective of reducing ID problems that are defined more precisely than in the control phase. The more specifically defined the problem, the more clearly program objectives can be stated and the better the opportunity for the precise evaluation of the recommended countermeasure.

It should be apparent that the collection of breakthrough information is not limited to circumstances immediately related to the ID event in time, as is the case with most of the regularly collected information. Rather, it can focus on procedural or supervisory weaknesses that underlie and more realistically explain human or merchanical failure, such as: Lack of supervisor skill and compliance with training and observation procedures, lack of efficiency of followup procedures, and lack of compliance with inspection and maintenance procedures.

Such studies need not be limited to questionnaire information but can involve observational techniques as well.

D. Program Evaluation

The effectiveness of all IDR programs must be evaluated on a regular basis. The limited funding available for the IDR function must be allocated in such a way that the greatest return for each program effort is realized. Trend evaluaton seems most appropriate for monitoring the success of most IDR programs. The difficulty arises in determining what trends to measure.

The total motor vehicle accident rate represented by number of accidents over a segment of mileage driven is suitable for providing the department with some indication of success or failure in combating its motor fleet problem:

$$\text{Frequency rate} = \frac{\text{Number of vehicle accidents times 1 million}}{\text{Number of miles driven}}$$

$$\text{Severity rate} = \frac{\text{Number of disability days charged times 1 million}}{\text{Number of miles driven}}$$

Total injuries over man hours worked provides a similar indication in non-vehicular problem areas:

$$\text{Frequency rate} = \frac{\text{Number of disabling injuries times 1 million}}{\text{Number of man hours worked}}$$

$$\text{Severity rate} = \frac{\text{Number of disability days charged times 1 million}}{\text{Number of man hours worked}}$$

Because these measures may fluctuate markedly from year to year, it is recommended that a 3-year moving average be used to measure progress. The National Safety Council has found the 3-year average to be a much more stable indicator of injury and damage experience and therefore a more reliable measure.

Taken alone, these measures provide little insight for management in evaluating the effectiveness of the variety of IDR programs in operation. Again, a more refined approach is necessary. The refinement of evaluation is tied closely to the ability of the IDR director to obtain the specific incidence and exposure data already described. It consists of basing evaluation only on those injury and damage incidents that are likely to be affected by a prescribed countermeasure program. For example: The effectiveness of a pursuit driving training course should be evaluated in terms of pursuit driving ID experience; skid pan training should be evaluated in terms of ID events that involve skidding or loss of control; arrest procedure training should be studied in light of injuries during arrest; a motor vehicle inspection system should be evaluated in terms of ID events involving vehicle defects.

Caution must be used in focusing on injury and damage reduction rates alone. Interim criteria can also be used by supervisors and IDR directors to insure that performance in the field corresponds to the objectives intended by the introduction of an IDR program. Thus, if the garage inspection and maintenance schedules are adequate and being implemented effectively, then the number of defective vehicles reported by users should be reduced. In the same way, performance evaluation of personnel should include the practices taught in IDR training programs and stipulated in IDR procedural regulations.

Failure to find injury and damage reductions of the type implied by the IDR program, when there is assurance that interim criteria in terms of personnel performance are being met, is probably indicative of a poor program. Steps should be taken immediately to reanalyze the problem and prescribe alternative IDR programs either by changing content or method.

In such situations or in cases where the IDR director does not have sufficient information on which to base a single program recommendation, a controlled test of one, two, or more programs should be undertaken. This is true particularly in the field of driver training where the effectiveness of a single approach has yet to be demonstrated. If at all possible, different types of training should be prescribed on a random basis to several groups of drivers exposed to similar driving situations. Another group of drivers should be selected and not exposed to any sort of training other than what is currently part of the department program. Departments that have district stations are suited ideally to perform controlled studies. The reduced ID experience, if significant for the trained group, should dictate the IDR recommendation for the total group from which the sample drivers were selected.

This type of study can be tedious; however, an expenditure of time and money on a well-controlled pilot investigation of an IDR program will yield more productive results in the long run than prescribing a given program for an entire department without any sort of internal evaluation. The most important factor in these studies is the maintenance of a control group. Obviously, certain basic and inservice training and equipment should be provided to all personnel immediately. On the other hand, in situations where there is some question about the worth of the present content or method of training or, the current quality of equipment or the usefulness of established procedures, a well controlled study is recommended where a certain portion of men continue to receive the standard training or equipment.

E. Cost/Benefit Analysis

Frequently, the IDR director must evaluate a proposed injury and damage countermeasure. At other times he must make use of countermeasure evaluations in choosing one or more proposals from a set of proposals. This choice is made necessary by the fact that there are usually more proposals competing for funds than there are funds available. Since the ultimate justification for any IDR program must be made by weighing the costs of introducing and implementing it against the benefits it is likely to produce in reducing injury and damage costs, the necessity of making meaningful evaluations and choices is important. Cost/benefit analysis as described by Recht is useful for making these evaluations.[2] His breakeven cost approach is recommended to assist the IDR director in making his decisions.

Although there are a number of approaches to the cost/benefit problem, Recht's approach "does not require a high degree of mathematical skill; it avoids the difficulty of comparing benefits on a basis of unequal accuracy of estimates; it uses the available information on benefits; and it gives realistic information that will simplify decisionmaking." It also assists the department in setting realistic injury and damage reduction goals in proportion with the expenditure for IDR programs.

In break-even analysis, IDR countermeasures (e.g., an in-service training program, purchase of safety glasses, use of K–9 patrol, purchase of safety shoes) are compared, based on their cost in terms of injury and damage reduction needed to break even and the likelihood of equaling or exceeding the break-even point.

The basic procedure for break-even cost/benefit analysis consist of the following steps:

1. Prepare projections of basic department personnel, motor vehicle, and injury and damage data for the period of years to be considered in the analysis.

2. Determine the cost for each year of the countermeasure or program being considered.

3. Compute the benefit for each year of the period assuming a one percent reduction in the types of injury and damage events likely to be affected by the countermeasure or program.

4. Convert the benefit into dollars for each year and for the entire period.

5. Divide the cost by the dollars of benefit that were computed for a one percent reduction to determine the break-even percentage reduction.

6. Check the break-even percentage by comparing it against other available information or studies on the possible benefit due to the countermeasure or program under consideration.

7. After each proposal has been analyzed separately, prepare an overall comparison of them for use in decisionmaking.

The following illustration will aid in understanding the aforementioned procedure. Suppose a department is contemplating a program for the installation of some safety device in its vehicles over a 3-year period. The following cost data is gathered:

	Installation cost	Maintenance cost	Total cost
Year:			
1.....	$1, 575	$25	$1, 600
2.....	1, 575	50	1, 625
3.....	1, 575	75	1, 650
Total...	4, 725	150	4, 875

The probable benefit can be presented as:

	Number of accidents prevented	Average cost per accident	Total benefit	1 percent benefit
Year:				
1.....	15	$400	$6, 000	$60
2.....	30	400	12, 000	120
3.....	45	400	18, 000	180
Total...	90	.....	36, 000	360

The break-even percentage figure is calculated as $4,875/$360=13.54 percent. If available, other studies may report break-even percentage estimates for similar projects of approximately 15 percent and an expected or demonstrated effectiveness of 30 percent. Such findings lend support to the estimates prepared by the department and provide the new 30 percent estimate of effectiveness that can be used to calculate the dollar gain in accident reduction for each dollar spent.

	Amount	Per dollar spent
Spent.....	$4, 875	$1. 00
Return $360×30.....	10, 800	2. 22
Gain.....	5, 925	1. 22

When choices are made from among several alternatives, the dollar gain per dollar spent figure is helpful in selecting the best combination of alternatives within the budget constraints of the department. Recht's paper presents a more complete discussion of how cost estimates are established and comments on the usefulness of refinements dealing with the interest rate of money, the problem of projects of varying length and the problem of optimum selection of competing countermeasures.[2]

[1] Johnson, W. G. Mort—the management oversight risk tree. Apr. 27, 1971, Contract No. AT–(04–3)–821, U.S. Atomic Energy Commission.

[2] Recht, J. L. How to do a cost/benefit analysis of motor vehicle accident countermeasures. Chicago: National Safety Council, 1966.

IV. OPERATION OF THE IDR FUNCTION IN MUNICIPAL POLICE DEPARTMENTS

The efficiency of the IDR function in municipal police departments is directly dependent on the participation of all echelons in IDR activities. The role of each command level must be defined clearly. Every member of the department must contribute if reductions in injury and damage are to be realized.

The role of subordinate personnel will be defined by the training they undergo and the operative inspection procedures. At the most basic level, however, the attitudes of supervisors and command personnel toward department regulations set the pace for compliance. Management and supervisor example constitutes a major force in the successful IDR effort through which command, supervisory and subordinate personnel can interact in the common interest of injury and damage reduction.

A. Management Role in the IDR Function

Support by top management is essential to the success of any safety program. The breadth of management responsibility is outlined by the president of U.S. Steel:[1]

> * * * We believe it is management's responsibility to see that there is a safe working environment at all times. And when we talk of environment, we are talking about things that require management decisions and actions—expenditures for better and safer equipment, for correcting a newly discovered hazard, for making available protective apparel where it is required. It is likewise management's responsibility to see that safety rules and procedures are adequate and enforced—to see that effective training and education programs are developed and used to best advantage.

To fulfill this responsibility management must provide a plan. The contents of the plan must be tailored to local conditions; however, it should:

1. Include a policy statement expressing the basic concern of the department about the loss of manpower and equipment due to injuries and damage.
2. Establish a set of procedures by which an organized effort to reduce injury and damage is implemented.
3. Set a list of actual times for completion of the various procedures so they are in place on schedule and acted upon promptly.
4. Establish an IDR function and supporting IDR committees that will be responsible for the smooth operation of programs in all units.
5. Allocate funds to support programs that are evaluated as necessary for the reduction of personnel injury and property damage events.
6. Set injury and damage reduction goals for the department as a whole and for its individual units.
7. Followup through the IDR function and committee structure to insure compliance of all members of the department.

To fulfill the IDR responsibility in the police department, the chief must first provide a written policy in the form of a general order or directive that: (*a*) states the department's attitude toward IDR in an unequivocal manner, (*b*) establishes specific IDR responsibilities for all command personnel, and (*c*) defines the objectives, duties, responsibilities, and authority of the director of the IDR function. Appendix B, page 51, gives an example of the type of general order that might be written.

The contents and breadth of the general order establishing policy is dependent on local practice. Examples of other topics that might be included in the order are: (*a*) the establishment of IDR committees, (*b*) the cooperative responsibilities of other units, (*c*) the basic regulations governing accident investigation, (*d*) reporting and recordkeeping, and (*e*) retraining or disciplinary procedures. If not covered in the general order, these other directives should be produced to establish procedural guidelines. The IDR director should assist the chief to produce them as rapidly as possible.

The chief or his assistants should attach deadlines to the enactment of all procedures so that the total IDR function is operative with the full cooperation of other units. Failure to adhere to deadlines may result in costly delays or may be perceived as a faltering of enthusiasm on the part of the chief.

Sufficient budget must be allocated to support the total IDR effort. Once direct and indirect ID costs are computed, cost-effectiveness analysis can be used to evaluate the worth of various programs. The setting of injury and damage reduction goals is an outgrowth of cost-effectiveness analysis as was described in the preceding chapter.

The role of middle management, consisting of bureau and division commanders, is primarily one of

example and review. Attendance at IDR committee meetings should be given high priority. Review of supervisor's IDR performance should be scheduled periodically. Commanders in conjunction with the IDR director and maintenance department should conduct complete inspections of their facilities at least on an annual basis.

B. Supervisory Role in the IDR Function

The supervisor has a key role in the IDR function; a role that must be carried out efficiently. As has been mentioned, the prevailing attitude toward safety in relation to performance deteriorates somewhat as one moves down the ranks. To improve this attitude and increase safe performance, three activities are recommended:

1. Supervisor Training in IDR Efforts. To perform adequately, a supervisor must know all aspects of safe performance for the critical tasks performed by subordinates. He must be able to perform task hazard analysis and convey this information clearly through training techniques approved by the department. Supervisory training should also include the essentials of employee observation and contact to correct IDR deficiencies where present. Finally, the supervisor should be trained to inspect the facilities and equipment used by himself and his subordinates.

Supervisor IDR training should be given at promotion and rechecked when transfers are made. When a supervisor is transferred to a new position, an IDR briefing should be given by the outgoing supervisor or his immediate supervisor.

2. Supervisor Participation in IDR Committees. Participation in personnel IDR committee activity is recommended for as many supervisors as is feasible. Directing participation of selected supervisors on a rotating basis would help to fulfill this recommendation. At no time should more than one-half of any one committee be new members, since the need for continuity of decision and action is essential.

An important aspect of supervisor participation in committee activities is the emphasis on person-to-person communication and group discussion in decisionmaking. Both of these characteristics are essential to creating change. Supervisors and selected officers should be made the department "innovators" who would begin to diffuse the IDR effort throughout their area of the department.

3. Supervisor Accountability. Peterson states quite correctly, "People perform in those areas where they are being measured by their peers. When management wants something accomplished it devises a measurement to determine whether or not it is achieving its defined goals." [2] Among the many possible tools of management appraisal that can be used in the police department, the following seem to be most effective: (*a*) putting IDR specifications into the supervisor's annual performance appraisal, (*b*) charging injury and damage events and losses to a supervisor's unit, (*c*) periodically reviewing the records of all supervisors to recommend retraining in IDR activities, and (*d*) monitoring supervisor records of safety observations, individual IDR contacts and results of inspection.

Accountability, however, cannot substitute for a total supervisory training effort. The objectives and rationale of injury and damage reduction must be communicated to the supervisor along with the techniques necessary to achieve those objectives. Without a strong supervisor indoctrination program, accountability is neither practical nor equitable.

C. Committee Role in the IDR Function

Priority consideration should be given to the establishment of committees at each level of management, as shown in figure 4–1. Effective IDR committees are intended to fill the present education and interest void in most departments by emphasizing group participation in reviewing and assisting to resolve individual, divisional and departmental injury and damage-related problems.

1. IDR Policy Committee. The IDR policy committee should be chaired by the deputy chief. The purpose of the IDR policy committee is to: (*a*) review the progress of the IDR function and its various programs, (*b*) check departmental progress in injury and damage reduction, (*c*) offer and evaluate recommendations for future programs, (*d*) review injury and damage cases when recommended by the supervisory IDR committee, and (*e*) report agreed-upon recommendations to the chief.

Most IDR programs depend on the cooperation and agreement of the individuals responsible for program activities. Therefore, the membership of this committee should include command personnel who are involved particularly in a service or line capacity in carrying out IDR programs. The membership should include commanders or deputy commanders from all bureaus, the medical director, and directors of such divisions as training, personnel, patrol, traffic, and investigations. When necessary, advisory personnel from other divisions or sections should be available for service on the committee. The effectiveness of this committee depends on the active participation of top command personnel. Committee size and makeup depend on local conditions.

Meetings should be held on a quarterly, bimonthly, or monthly basis, depending on the size of the department and the seriousness of the ID problem. Figure 4–2 presents the organization and a possible agenda for the meeting.

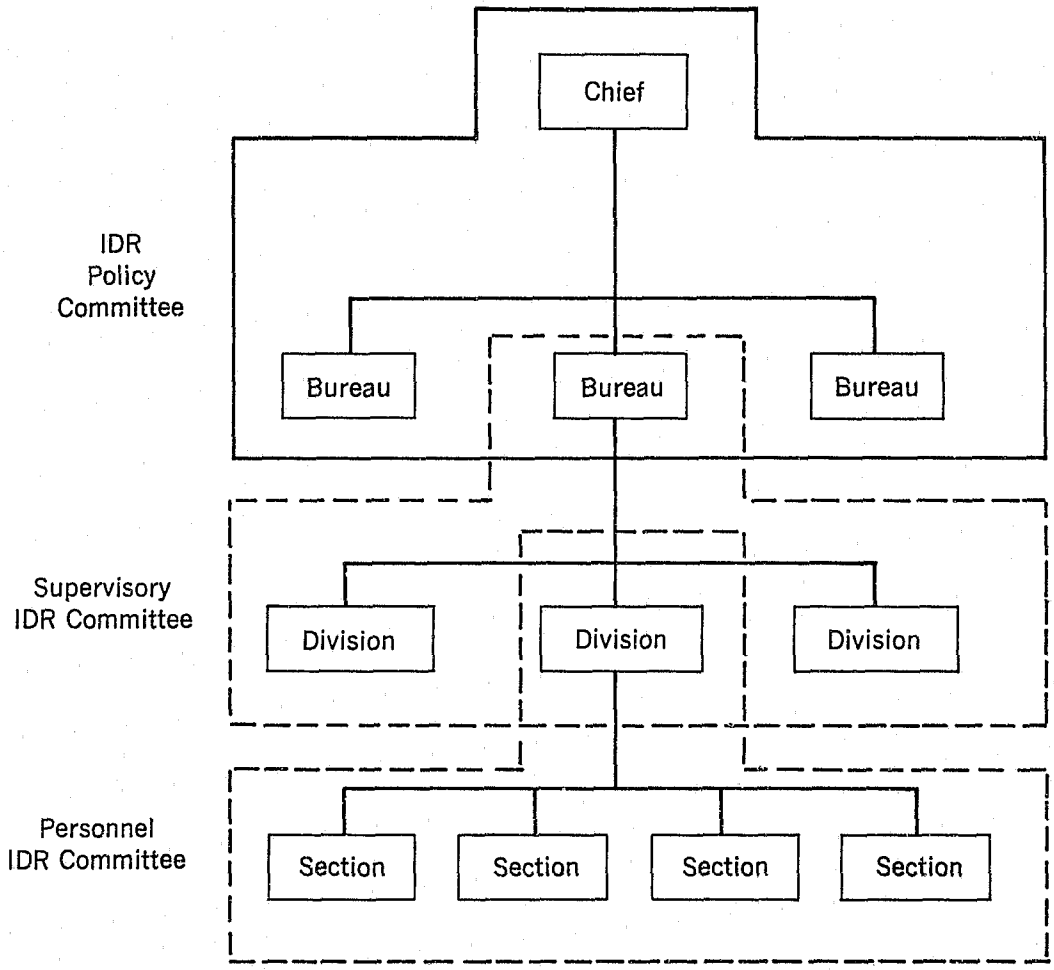


Figure 4–1.—Recommended IDR Committee Structure for Police Departments.

2. **Supervisory IDR Committee.** A supervisory IDR committee should be established within each bureau. It should meet as often or more frequently than the policy committee, depending on the bureau ID record. The committee should be chaired by the bureau commander or his deputy and include all division directors under his supervision. The purpose of this committee is to:

(*a*) Review the progress of IDR programs in reporting divisions.

(*b*) Check bureau progress in injury and damage reduction.

(*c*) Report and attempt to resolve IDR problems as required.

(*d*) Consider recommendations for IDR educational or promotional efforts.

(*e*) Review selected ID cases that are reported by the personnel IDR committee.

(*f*) Interview selected officers who have had several accidents in a 12-month period.

(*g*) Direct supervisors whose subordinates are experiencing definite IDR problems to assess their unit's ID problems and enumerate the steps that will be taken to improve performance.

(*h*) Forward IDR recommendations or serious ID cases to the IDR policy committee.

3. **Personnel IDR Committee.** A personnel IDR committee should be established at the division level and chaired by the director or his assistant and should include the sectional directors under his supervision. It should include also, on a rotating basis, at least two sergeants and three officers with the possibility of increasing or decreasing committee size as meets division needs. Again, the time between meetings should be dictated by current ID problems and coordinated with the meetings of the other committees.

The purpose of the personnel IDR committee is to:

(*a*) Review ID events and determine preventability.

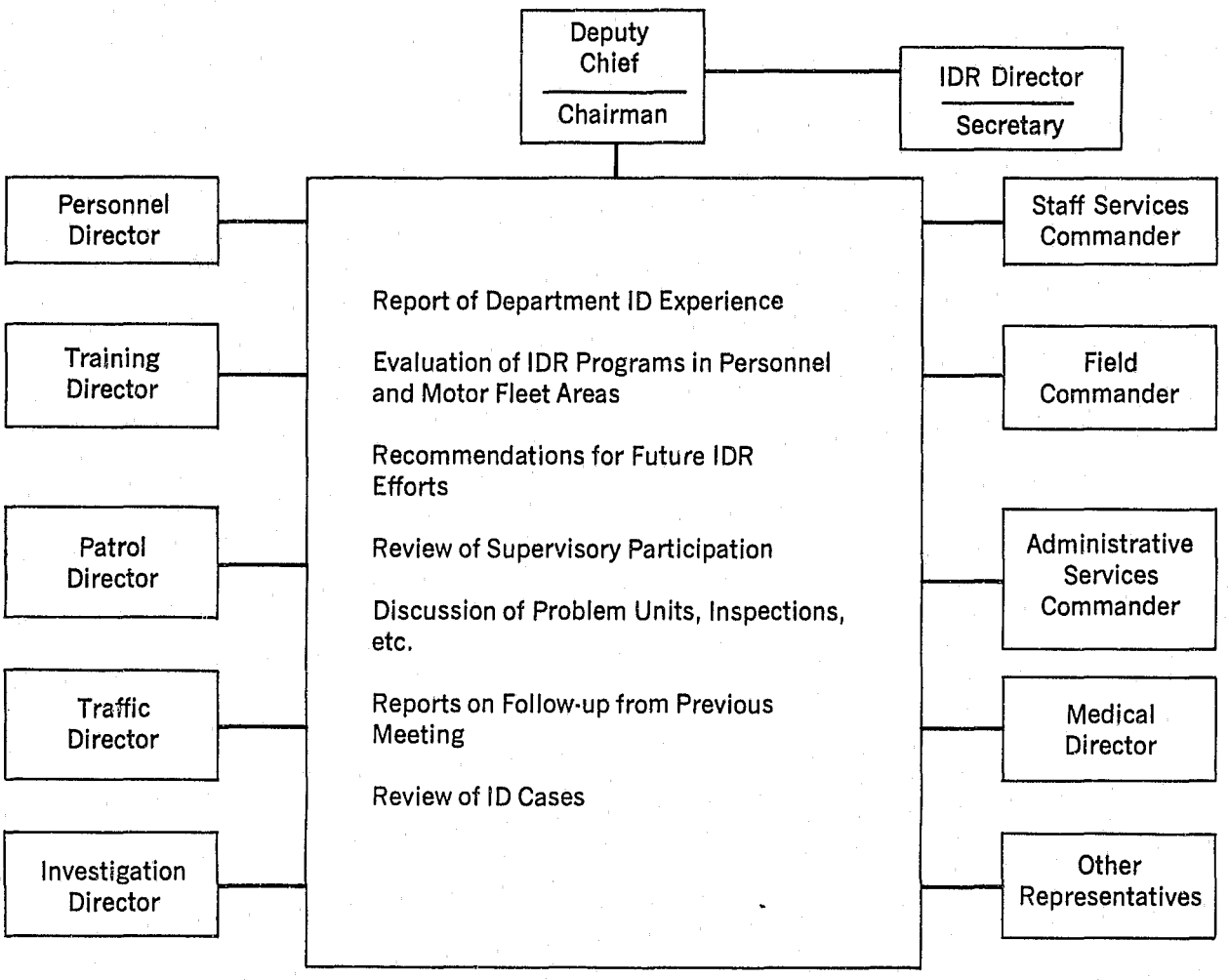


FIGURE 4–2.—Model IDR policy committee and proposed agenda.

(*b*) Determine causes and suggest measures that will prevent or reduce injury and damage.

(*c*) Recommend programs or education and promotion methods that will forward IDR efforts.

(*d*) Conduct periodic inspection of facilities for the elimination of hazards.

(*e*) Discuss and attempt to resolve IDR supervisory problems within the division.

(*f*) Report division recommendations for bureau-wide consideration to the supervisory IDR committee.

The personnel IDR committee of each division holds major responsibility for the review of injury and damage cases. The members' main function in this capacity is to assess the recommendation of the supervisor in regard to the disposition of the case. Injury and damage events that pose special problems for the department, or that contain unusual circumstances that are beyond the committee's purview, should be forwarded to the supervisory IDR committee. For cases of obvious negligence, standard disciplines should be prescribed so that penalties will be assessed equitably across all units in the department. In cases where performance deficiencies by an individual or supervisor are apparent, retraining for the office involved or his supervisor should be recommended.

4. **IDR Director's Function.** The director of the IDR function should review all cases and report or bring any irregularities, in the judgments of the personnel IDR committee, before the IDR policy committee. He should serve as secretary for the policy committee and receive copies of the minutes from the secretaries of the supervisory and personnel committees. Staff members of the IDR function may be assigned to provide a secretariat for the supervisory committee or to attend in an advisory capacity at either the supervisory or personnel committee meetings.

D. Motor Fleet IDR Program

The primary purpose of the motor fleet IDR (MFIDR) program is to reduce the frequency and severity of injury and damage resulting from motor vehicle accidents involving department personnel by proposing improvements in:

1. Driver selection and evaluation;
2. Recruit, field, and supervisory driving training;
3. Problem driver detection and retraining;
4. Specifications of police vehicles;
5. Vehicle checkout, operating, and parking procedures; and
6. Vehicle repair and maintenance.

These improvements will enable the members of the department to operate more efficiently. To accomplish this purpose, the MFIDR unit will:

1. Design, receive, analyze, and summarize reports of vehicle accidents resulting in injury or property damage that will clearly define current trends.
2. Conduct or plan special studies that focus on the circumstances of vehicular accident occurrence and evaluate the effectiveness of countermeasures intended to reduce the resulting injury and property damage.
3. Recommend and update the contents of driver training and retraining to reflect the needs indicated by the analysis of the circumstances of accident occurrence.
4. Develop a driver evaluation system for supervisors or specialized personnel for the detection of poor driving before accidents occur.
5. Create a diagnostic system for use in retraining "problem" drivers who have had a number of accidents or have displayed obvious negligence in their driving performance.
6. Develop a supervisor evaluation profile that pinpoints the types and circumstances of accidents where subordinates are involved so that supervisory and command personnel will be aware of deficits in supervision.
7. Review and update specification for police vehicles and equipment in consonance with the latest safety improvements available from manufacturers and the needs of the department as judged by accident and injury experience.
8. Review and update safety maintenance and checkout system for vehicles to reduce those defects most commonly associated with accident occurrence.

E. Personnel Injury Reduction (PIR) Program

The primary purpose of the PIR program is to reduce the frequency of nonvehicular injuries to department personnel by proposing improvements in:

1. Recruit, field, and supervisor training;
2. Personnel and supervisor evaluation;
3. Operating procedures;
4. Staff inspection procedures;
5. Purchase and use of equipment; and
6. Equipment and facility maintenance procedures.

This will enable the members of the department to operate more efficiently in achieving the police mission. To accomplish this purpose, the PIR unit will:

1. Design, receive, analyze, and summarize reports of personnel injury that already define current trends.
2. Conduct special studies that focus on the circumstances of injury occurrence and evaluate the effectiveness of countermeasures to reduce the frequency and severity.
3. Coordinate and update operation hazard analyses on all tasks determined to involve critical hazards.
4. Develop and update the contents and recommend scheduling for recruit training, operation instruction training and supervisor training as determined by an analysis of current injury trends.
5. Create a personnel safe performance evaluation system for the use of academy personnel, field trainers, and supervisors.
6. Develop a supervisory injury and damage reduction rating system for the use of command and staff inspections personnel.
7. Review the type and quality of personal protective equipment needed or used by department personnel.
8. Review the use of general police equipment relative to the goal of injury reduction.
9. Develop a hazard reduction inspection and maintenance system for all police buildings and other facilities.
10. Promote voluntary compliance with injury reduction procedures throughout the department.

NOTES

[1] Worthington, L. B. Introduction: A complete safety program. *National Safety Congress Transactions,* 1964, 12, 82–85.

[2] Peterson, D. C. Accountability: An overlooked key. *ASSE Journal,* 1969, 14(2), 12–14.

V. IDR TRAINING PROGRAMS

The purpose of IDR training is to complement and supplement the programs currently existing in municipal departments in three major areas: Motor fleet IDR training, personnel IDR training and supervisory IDR training. Current practice in these areas is extremely divergent both in training content and method. This divergency seems to stem from a basic failure among municipal departments to communicate with one another even though the need is acute. Conversations with members of the project's Police Advisory Committee (PAC), the FBI and other groups indicate that the need to develop national training standards for municipal police is not limited to the IDR problem.

Most IDR training is developed internally in a way that is not easily susceptible to formal validation. In many departments review and updating of training is haphazard, suffering almost as critically from internal communication gaps as from the inadequacy of useable IDR data that constitute the ultimate criteria of effectiveness evaluation.

It would be naive to maintain that internal procedural problems are the only obstacle to creating an effective IDR training effort. The dubious successes of driver education and many industrial safety training programs bear witness to the fact that a great deal of time, money, and evaluative effort is certain to precede any significant breakthroughs in municipal police training. The point of initiation of adequate IDR training programs, however, must focus on internal procedures that will begin to formalize the creation and revision of training programs.

To do this, it is recommended that IDR training programs be instituted on the basis of current practice where feasible and that a concentrated effort on the validation of these programs be given priority.

A. Motor Fleet IDR Training

It is recommended that municipal departments adopt a complete MFIDR training program that incorporates the following elements: (1) a core recruit training program stressing principles of defensive driving and vehicle control; (2) a mechanism for training evaluation that includes assessment of achievement, on-the-road performance and the reduction of vehicular injury and damage events; and (3) an inservice training program that includes roll-call, department-wide training, individual retraining, and problem driver improvement.

To establish a core curriculum for municipal police driving training, two areas of concentration should be considered: Principles of defensive driving and the attainment of a high degree of vehicle control. On the latter point there is definite disagreement as to what types of training should be given to municipal police to achieve this skill, particularly in the area of pursuit or high-speed driving. A growing body of opinion categorically opposes the use of high-speed driving in the city for any reason whatsoever. The feeling is that officers who are taught high-speed skills will be more likely to use them in high-speed chases with the resultant increase in hazard to themselves and the general public. Unfortunately, there is no clear evidence for or against this view. As a result, the recommendations presented for MFIDR training will include lectures and exercises from a number of different programs, including several high-speed programs. Selection from these programs will be modified, however, to meet current municipal police needs as interpreted by the investigators and PAC members.

1. **Defensive Driving.** The police driver is confronted with more driving problems than the general driving public. The very fact that police must be on the road daily increases their exposure to traffic hazards. The exposure to hazard is heightened by adverse weather and road and traffic conditions. The effects of fatigue, emotional upset, and the pressure to perform efficiently have never been examined in relation to police driving; yet it is obvious that they add to the probability of ID occurrence. The requirement to perform investigative or traffic duties, while driving on patrol, provides another complication yet to be satisfactorily studied or sufficiently discussed in the literature reviewed. There is a definite need to develop a course on patrol driving techniques that provides an adequate coverage of these and other problems that police drivers face.

Until such a course is developed, defensive driving training must rely heavily on sources of information and techniques presented in programs prepared for the public or motor fleet operator. It is recommended that defensive driving training include concepts taken from: The National Safety Council Defensive Driving Course [11]; the Smith System [15]; the State of California Highway Patrol Manual, *The Driver* [2]; and the Michigan State Police Manual, *Precision Driving Techniques.*[9]

(*a*) The Defensive Driving Course defines two key concepts that set an attitudinal framework for all

police driving tasks: Defensive driving and the meaning of accident preventability.[11] Defensive driving means driving so as to prevent accidents regardless of the actions of other drivers or the presence of adverse driving conditions.

Closely related to defensive driving is the meaning of "preventable accident" or one in which the driver fails to do everything that he reasonably could to prevent an accident. Police driving can result in a number of injury and damage events that on the surface might be attributable by recruits and other department personnel to the difficulties of police action. A firm ground in these principles can set the proper tone for the remainder of the training program and also can provide an attitudinal basis for future evaluation of performance and the meting out of discipline when necessary.

The discussion of remedies for the two-car crash situations, built around seeing and recognizing hazards, understanding defensive tactics and acting in time is also recommended. This approach is likely to cover many of the vehicular injury and damage cases that department personnel experience.

(*b*) The Smith System, which emphasizes the use of visual processes and the maintenance of a space cushion around the vehicle, seems well suited for incorporation into a defensive driving training program.[15] One of the rules Smith emphasizes is to keep your eyes moving. Practice of this principle may facilitate safer vehicle operation in one-man patrol car situations. Usually the Smith System of driving consists of behind-the-wheel instruction presented under various traffic conditions by a trained instructor.

(*c*) The California manual presents various test-track exercises related to improving technique and vehicle control.[2] It also provides excellent coverage of such topics as vehicle inspection, reaction to road emergencies, stopping location, backing and arrival at the accident scene.

(d) The Michigan manual, also oriented toward test track experience, is recommended particularly for its discussions of fundamental driving requirements including preignition, starting, stopping, and driver position.[9] Restraint systems are also covered.

2. **Vehicle Control (City Speeds).** Knowing the principles of defensive driving will not be sufficient unless the police driver is proficient in handling and controlling his vehicle in the variety of driving situations likely to occur from day to day in city driving. To provide such experience, test track and skid pan exercises are recommended based on the following sources: the *"Advanced" Driver Education Course,* General Motors[16]; *The Driver,* California Highway Patrol[2]; *Skid Control School,* Liberty Mutual Insurance[8]; and *A Winter and Emergency Driving Workbook,* National Safety Council.[13]

(*a*) The *Advanced Driver Education Course* is almost entirely composed of test track experience and stresses vehicle control, including off-the-road recovery, the power skid, evasive maneuvers with and without braking, blowout control, and the development of vehicle control on the serpentine track.[16] This course is recommended particularly for the general acquisition of vehicle control skills. The course manual also presents promising evidence of accident-reduction effectiveness among sheriff's police.

(*b*) The exercises in the defensive driving section of the California course, *The Driver,* including backing in offset lanes and through "S" turns, the bootleg turn and other precision maneuvers, are recommended for use.[2]

(*c*) The Liberty Mutual Insurance, *Skid Control School* concentrates on skid theory and skid-pan training.[8] A wide variety of skid conditions are covered, including rear-wheel braking, front-wheel braking, all-wheel braking, power skid, spinout, power spinout and hydroplaning. "Stab" braking, useful in rain or snow conditions, is also taught. It is recommended that as much of this type of training as possible be included in vehicle control training for municipal police.

(*d*) The driving exercises in *A Winter and Emergency Driving Workbook* supplement the material presented in the GM program in 2.a above) by focusing on stopping techniques, control procedures, skid control and passing maneuvers on icy surfaces.[13] Demonstrations of vehicle stopping and traction ability using various types of tires and tire chains to observe relative effectiveness under similar conditions are also presented. The exercises in this course are recommended only for municipalities with a winter driving problem.

3. **Vehicle Control (Expressway Speeds).** The police driver may be called upon at times to engage in driving that involves high speeds. Such driving may occur under all varieties of road, weather and traffic conditions. Training in this area would be useful particularly in those cities where municipal police patrol expressway or freeway traffic. The opinion of PAC members is that high-speed driving training should be reserved *only* for those officers who operate on expressways.

It is recommended that high-speed vehicle control training be built around: *Police Pursuit Driving,* North Carolina State Highway Patrol[14] and *The Driver,* State of California Highway Patrol.[2]

(a) The *Police Pursuit Driving* manual offers a complete coverage of high-speed driving, including the overtaking and stopping of motorists, pursuit turns, reaction time and stopping distances, interchange of traffic lanes and precision turns.[14] The topics discussing turning in traffic, reaction time and stopping distance, interchange of traffic lanes and precision represent possible inclusions in a course for municipal police drivers.

(b) Appropriate sections in the California course, *The Driver*, include pursuit and other high-speed exercises.[2] Of special interest is a presentation of measures taken to insure the safety of participants during training on the high-speed course.

Table 5–1, below, presents the recommended phasing of instructional material. No empirical evaluation has been made of the content or effectiveness of these training recommendations; however, there is a good deal of consensus among police and driver educators about the efficacy of the lecture and behind-the-wheel material recommended. Based on a department's local access to training facilities, as many as possible of the recruit phase exercises should be covered in vehicle control training.

It is not felt that any of the courses presented, *taken alone*. meet the needs of municipal police driving training. Even so, some offer convenient packages for in-service training (i.e., NSC Defensive Driving Course;[11] GM *Advanced Driver Education Course*[10]; Liberty Mutual *Skid Control School*[8].) If selected for in-service training on the basis of current ID problems, evaluation of effectiveness of a selected sample of drivers should be a requisite condition.

TABLE 5–1.—*Recommended subjects for municipal police IDR driving training*

Type of driving and subject	Source *	Training method			Recommended phasing of training		
		Lecture	Test Track	Skid Pan	Recruit	Roll call	In-service
Defensive driving:							
Defensive driving concepts	NSC	×	.....	.....	L [1]	×	▭
Preventability definition	NSC	×	.....	.....	L	×	▭
Two-car crash avoidance	NSC	×	.....	.....	L	×	▭
Use of eyes	SS	×	.....	.....	L	×	▭
Vehicle inspection	CD,MPD	×	.....	.....	L	×	
Reaction to driving emergencies	CD	×	.....	.....	L	×	
Stopping location (violator stop)	CD,IACP,NUTI	×	.....	.....	L	×	
Backing (roadway, driveway, garage)	CD	×	.....	.....	L	×	
Arrival at accident scene	CD,IACP	×	.....	.....	L	×	
Fundamental driving requirements	MPD	×	.....	.....	L	.....	
Restraint system use	MPD	×	.....	.....	L	×	
Off-road recovery	GM	×	×	.....	L	.....	▭
Power skid	GM	×	×	.....	L, TT [2]	.....	▭
Evasive maneuver (braking)	GM	×	×	.....	L, TT	.....	▭
Evasive maneuver (without braking)	GM	×	×	.....	L, TT	.....	▭
Blowout control	GM	×	×	.....	L, TT	.....	▭
Vehicle control (city speeds):							
Vehicle control (serpentine)	GM	×	×	.....	L, TT	.....	▭
Backing ("S" turn and offset lanes)	CD	×	×	.....	L, TT	.....	▭
Bootleg turn	CD	.....	×	.....	.....	.....	▭
Skid control (all types)	SCLM	×	×	×	L, TT	.....	▭
Hydroplaning	SCLM	×	.....	×	L, TT	.....	▭
Stab braking	SCLM	×	.....	×	L	.....	▭
Winter emergency driving	NSC	×	×	.....	L	×	▭
Pursuit turns	NCPD	×	×	.....	.....	.....	▭
Vehicle control (expressway speeds):							
Reaction time/stopping distance	NCPD	×	×	.....	L	.....	▭
Precision turns	NCPD	×	×	.....	L	.....	▭
Interchange of traffic lanes	NCPD	×	×	.....	L	.....	▭
High-speed driving (EVOC)	CD	×	×	.....	.....	.....	▭
Pursuit policy	IACP, NUTI	×	.....	.....	L	×	
Special topics:							
Technique for stopping motorists	NCPD,CD,IACP NUTI	×	.....	.....	L	×	
Emergency driving	CD	×	.....	.....	L	×	
Use of emergency equipment	MPD	×	.....	.....	L	×	
Parallel parking	NCPD	×	×	.....	L	.....	

* See text.
Legend: ▭ In service training program packages.
[1] Lecture.
[2] Test Track.

4. **Specialized Police Driving Problems.** There are a number of driving problems that present difficulties to police. Two major problems concern the pursuit of violators and felons and responses to emergency calls. Adequate training in defensive driving and vehicle control certainly is required to perform these activities efficiently, but it is also necessary to provide training in technique. Many of the courses already mentioned discuss special police pursuit and stopping techniques as do IACP training keys [5] and bulletins published by municipal departments and organizations such as the Northwestern University Traffic Institute.

Unfortunately, there is divergence of opinion regarding recommended practice particularly in the area of motorist pursuit. The following recommendations can be based only on current practice and will support a major recommendation for standardizing municipal police procedure in these areas.

(*a*) *Techniques for stopping motorists.* There is disagreement about the positioning of the police vehicle relative to the pursued car when the signal to stop is given. The North Carolina Highway Patrol recommends that the pursuing officer "pull alongside until his front bumper is even with the left door of the overtaken car." [14] The California Highway Patrol recommends not going beyond the left rear bumper of the violator's car.[2] IACP recommends remaining behind the pursued vehicle and moving into the parallel position only if necessary.[5]

For municipal police in one-man cars the California practice is highly recommended.[2] The procedures include:

(1) Accelerate to two-thirds the separating distance between the vehicles.

(2) Remove foot from accelerator and positioning over brake.

(3) Offset police vehicle slightly to left of violator's vehicle.

(4) Turn on turret light, sound horn, or flash lights to gain attention.

(5) Apply brake the moment pursued driver identifies you.

Pulling abreast of motorist is not recommended for one-man cars. In two-man cars it should be used only as a last resort after attempts have been made to get attention by use of the siren.

Selecting a good spot to stop violators and suspected criminals is most important. With the former, choice should be made with the safety of police officer, his vehicle, and the violator's vehicle as a primary consideration. A position completely off the roadway or at the curb in a slightly offset position is recommended. In cases of criminal suspects, choice of a well-lighted area is mandatory and the stop should not be made without assistance. This case is further complicated by the need to make the stop as rapidly as possible once assistance has arrived. In no case, however, is it recommended to attempt to run the suspect's vehicle off the road.

The position for the police vehicle should be behind the motorist's vehicle at a distance of 6 to 14 feet in an offset position, approximately 3 feet to the left of the violator's or suspect's car. IACP recommends an angular position with front end angled toward center of street when stopping a felony suspect, thus giving police officers maximum protection from engine block; some municipalities use a parallel stop position for two-man cars.[5] It is recommended, however, that the vertical offset position be used in both violator and felony suspect situations wherever possible.

Current practice questions the use of lights and emergency flashers on expressways in situations where the police vehicle has stopped a motorist and is entirely off the highway. This practice has been questioned since other motorists, distracted by the lights, might disrupt traffic or be drawn off the road toward the police vehicle.

(*b*) *Emergency calls.* Responses to emergency situations require expert judgment in terms of vehicle speed. In most cases the speed limit should not be exceeded and traffic control signals should be obeyed. Also, strong emphasis is placed on recognizing and reacting defensively to motorist confusion. Obviously, there are a number of other considerations that must be dealt with in driving training for both pursuit and emergency response as well as for circumstances not discussed, such as parallel parking, night driving and dealing with intoxicated drivers. It is recommended that a local department match these and other subjects to local needs, as found from their in-depth review of ID experience.

5. **Evaluation of Driver Performance.** Evaluation of driver achievement should be made at the completion of IDR training. Performance should be evaluated during on-the-job or field training and thereafter periodically by the supervisor or by assigned driver evaluation specialists. The problem of driver performance evaluation is most complex. Achievement should comprise both knowledge tests and skill tests covering all sections of training. Ideally, the score a student obtains on the knowledge tests should indicate his grasp of the lecture material, while his rated competence on the test track and skid pan should reflect his ability in the techniques taught.

Since both knowledge and technique must be translated into improved on-the-road performance, a behind-the-wheel evaluation before and after IDR training should be given as indicated in table 5–2. The post-training evaluation should be made by a field trainer, driver evaluation specialist or supervisor during the on-the-job evaluation of recruit performance. The evaluation form used should be comprehensive.

TABLE 5–2.—*Conceptual format for evaluating driving training*

Type of evaluation and purpose	Method	Evaluator
Performance (pretraining):		
1. Assess driving performance.	On road.....	Training personnel.
2. Input for driving trainer.	On road.....	Driver Evaluation specialist.
Achievement:		
1. Assess Achievement in:		
(a) Knowledge.....	Paper-pencil..	Training personnel.
(b) Vehicle control.	Test Track....	
(c) Attitude	Skid Pan.....	
Performance (post training):		
(1) Assess driving performance.	On road.....	Field trainer. Driver evaluation specialist.
2. Input for department license.	On road.....	Supervisor.

The precourse evaluation should be made by training personnel or driver evaluation specialists during recruit training before driving training is commenced. Obviously, some performance areas will almost automatically improve after IDR training (e.g., vehicle checkout, use of restraint systems, entering and starting vehicle) while other aspects of performance will be testable only after training (e.g., pursuit and emergency driving and overtaking violators). There are, however, numerous on-the-road-performance factors that should be improved by effective training. Post-test scores should reflect this improvement if the student has learned.

A possible form that could be used for pre- and post-training performance is presented in Appendix C, page 52. This form is used currently by supervisors of the California Highway Patrol [2] when making driving performance observations. It covers:

Pre-driving	Emergency Operation
General Driving Habits	Stopping Violators
Freeway Driving	Special Area Conditions
Night Driving	Attitudes

Also recommended as source material is the Ford Motor Company, *Road Test Evaluation Program* [3] that is built around concepts contained in the Smith System.[15] Again, the performance evaluation form should focus particularly on the use of those techniques that are intended to reduce the department's critical ID problems. Failure to meet postperformance standards should result in immediate retraining before a department license is granted. Formulation of these standards for each area of the postevaluation should be undertaken initially by weighing the importance of specific sections according to the frequency and severity of the various types of injury and damage events occurring in the department.

The "payoff" of any IDR program or its subelement rests in its ability to reduce the injury and damage problem(s) for which it was intended. For example, defensive driving, use of eyes, reaction time and stopping and stab-braking training is directed toward reducing tailgating and speed-too-fast occurrences and, ultimately, rear-end collisions. Failure to achieve a reduction in rear-end collisions among those who receive proper training and are scored as having achieved and performed according to the established standard suggests that the method and content of training should be examined carefully. Deficiencies in the evaluation system may also be present. But since the correlation between scores on driver-evaluation instruments and accident experience is so low, it is recommended that training material be reevaluated in a systematic manner, using the control-group method that has been described.

The importance of periodically evaluating the driving performance of all officers cannot be overstressed. To assist supervisors in this activity, it is recommended that a sufficient number of driver evaluation specialists be trained. Their task would include riding with each officer for at least an hour annually. They would evaluate performance and suggest ways that driving skills might be improved. Such evaluation would also serve as a means of assessing supervisor effectiveness in observing and correcting the driving deficiencies of subordinates.

In departments where manpower or economic limitations prevent the use of driver evaluation specialists, the supervisor must be responsible for the formal annual evaluation as well as for periodic observation and correction of driver deficiencies.

Other functions of the driver evaluation specialist would include monitoring recruit driver performance and counseling problem drivers.

B. Inservice Training

The contents and recommendation for inservice IDR driving training should be based on a definition of departmental motor fleet ID problems, evaluation of the driving difficulties of individual nonproblem drivers and diagnosis of problem driver deficiencies. It is recommended that the contents and training methods of other programs be adopted to meet these three conditions.

1. **Departmentwide training:** Subjects suitable for rollcall training are indicated in table 5–1. The phasing of such training should coincide with assessment of need as discovered by annual driver evaluation and analysis of the local vehicular injury and damage problem. Scheduling of selected material should be dictated by appropriateness in terms of weather and traffic conditions in the city. For example, in northern cities roll-

call training and bulletins discussing winter driving hazards, stopping distances and skidding should be scheduled in late fall. Reemphasis of this material should be periodic throughout the winter months.

A similar rationale should dictate the use of general inservice driving training programs. Once a decision to introduce a tested training program is made, if it is not possible to provide training for all units, the program material should be taught on a "worst first" basis. Again, inservice training should always be tied to specified needs and should be evaluated on its capacity to fulfill clearly defined objectives. For example, the initiation of the NSC Defensive Driving Course "should produce a reduction of two-car crashes where the police vehicle is in motion."

2. **Driver Retraining:** A program should be instituted for retraining individual drivers *before* accidents occur. The annual evaluation of all department drivers either by supervisors or the driver evaluation specialist should pinpoint those officers whose driving skills are deficient. The evaluation should specify also the areas of driving difficulties. The purpose of retraining would be to improve performance in these areas so future performance evaluations would show more positive results.

3. **Problem Driver Improvement.** The driver who is involved in two or more accidents in a year requires special treatment. Certainly, physical retesting, driving knowledge retesting, and perhaps psychological testing should be undertaken to obtain a complete diagnosis of the driver's problems. A discussion of physical tests to be used is presented in Officer Fitness and Selection Program, Section VI, page 33. No specific psychological tests are recommended; however, in consultation with local psychologists a useful battery of tests may be devised.

The primary object of such in-depth testing is to ascertain and remedy the driver's specific problem areas. The driver evaluation specialist or a specially assigned officer should conduct an interview with the problem driver to review the results of the testing.

The program of the New Jersey Driver Improvement Clinic provides an excellent source for the establishment of a problem driver improvement program.[4] This program is designed "to change attitudes and behavior in order to reduce accidents and violations." Modified somewhat for police, it may include the following phases:

- Diagnosis—determining driving patterns, habits, and limitations that might be related to accident and violation behavior.
- Advisement—acquainting the officer with his own strengths and weaknesses.
- Reeducation—providing the officer with knowledge in his areas of weakness and also prescribing appropriate behind-the-wheel retraining.
- Counseling—giving the officer new insights into his own behavior as an individual and as a law enforcement representative.
- Evaluation—collecting information that will lead to further modification of the program.

It is clear that this process is time-consuming and must be weighed in that light. Current success in driver improvement, however, seems to be built around these or similar techniques that avoid threats of personal injury and death, work on the development of positive attitudes and deal with cases on an individual basis. Even so, results should be evaluated using a technique similar to that described for recruit training evaluation.

C. Personnel Injury Reduction (PIR) Training

In most police departments personnel are already receiving a certain amount of injury reduction training. Study of such subjects as arrest, search, transportation of prisoners, use of handcuffs, and crowd control indicates that a number of precautionary measures are already known and being taught. Most departments, however, lack a formalized system for revising or updating training based on current ID experience with the result that: (1) the adequacy of PIR training for recruits and other personnel in critical hazard areas is unassessable, (2) supervisor contacts with subordinates remain, for the most part, an individual matter and not susceptible to follow-up and (3) rollcall training and training bulletins do not treat PIR topics in a well-directed manner.

These deficiencies, coupled with the wide disparities in police training practice, prevent the recommendation of PIR training curricula material. A more ordered and precise definition of police task performance with the attendant hazards must be achieved before such material can be presented. For this reason a method that offers promising possibilities for analyzing police-task performance is recommended for immediate use by departments.

The major role of the IDR function will be to assist in structuring PIR training programs by guiding the collection of step-by-step analyses of police tasks, their attendant hazards and appropriate countermeasures. The end product of this activity will be a task hazard analysis file for use of training, command, supervisory and subordinate personnel in fulfilling their assigned duties. This file should be updated at regular periods: (1) when changes in procedures occur, (2) when analysis of ID cases indicates the need for revision, or (3) when new procedures or types of equipment are introduced.

To establish this program, supervisors must be trained in task hazard analysis (THA) methods. One of the initial activities of IDR supervisory and person-

nel committees should be to lay the groundwork for such training by fully discussing the need for the activity and its ultimate benefit to all department personnel.

1. Task Hazard Analysis. Task hazard analysis recommendations come mainly from a manual produced by Bethlehem Steel.[1] The technique is referred to as job safety analysis throughout industry. The steps for conducting task hazard analyses are:

(*a*) Select the task to be analyzed.
(*b*) Break down the task into successive steps.
(*c*) Identify hazards or potential hazards.
(*d*) Develop ways to eliminate them or their injurious effects.

2. Task Selection. The selection of tasks to be analyzed should flow from injury frequency and severity data as ordered by criticality ranking. The IDR director in conjunction with the IDR policy committee should make the initial determinations of what tasks are to be subjected to THA. Tasks that involve a great potential for severe injury (bomb threats) and those that are newly established (handling of new chemical agents) should also be considered for THA.

3. Task Breakdown. Before hazard analysis can be undertaken, each step of the task must be described. For example, the technique of passing another vehicle on the highway can be described as follows:

(*a*) Moving car into left lane.
(*b*) Accelerating as you move left.
(*c*) Passing vehicle in right lane.
(*d*) Returning to right lane.
(*e*) Decelerating to normal speed.

In breaking down a task, the analyst must be careful to become neither too detailed nor too general. The former results in too many specific categories, while the latter may leave out important basic steps that could involve hazard. Each step here is given as a generalization, and precautions are not described.

4. Hazard Identification. Once the task is broken into steps, various hazards or potential hazards should be identified. The identification process includes all types of hazards whether they be environmental or situational. Police tasks almost invariably entail exposure to sudden attack in the form of being "struck by" objects or an offender. At the same time, exposure to unsafe environments causing slips, falls or animal bites is ever present. All of these hazards should be included in the hazard identification phase. It is recommended that the IDR director and the training staff formulate a list categorizing local police hazards to assist supervisors with this phase of THA. An initial list might include the following three classes of hazard:

Accident:
MV = Motor vehicle.
St = Struck by/against.
Cw = Contact with.
Ca = Caught between, in, on.
F = Fall below, same level.
Sh = Shot.

Assault:
HV = Hit by vehicle.
HF = Hit by fist, hand, arm, foot.
HO = Hit by object.
HTO = Hit by thrown object.
Sh = Shot.
Sb = Stabbed.
Bi = Bit.
O = Observed.

Ambush:
HV = Hit by vehicle.
HTO = Hit by thrown object.
Bb = Bombed.
Sh = Shot.
O = Observed.

Notice that the hazard categories in the accident listing can be expanded so that they conform more fully to industrial standards. With few exceptions the hazards considered in the assault and ambush column are not contained in industrial listings. The item "observed" definitely can be considered a hazard in police operations even though the act of observation is not in itself intended to produce injury or damage. Observation by subjects, felons, or snipers can magnify the other hazards that police officers must encounter.

The utility of this classification system depends on its capacity to generate specific hazards. For example, more categories describing critical types of motor vehicle accidents, such as intersection or rear-end collisions, may be included based on local ID analysis.

5. Hazard Elimination. When the hazards and potential hazards of each task step have been identified and their causes understood, methods to prevent their occurrence or minimize their effects should be developed. Such methods may involve: (*a*) change in task procedures, (*b*) change in task equipment or environment, (*c*) development of new ways to perform the task, and (*d*) reduction of task frequency.

Appendix D, page 54, contains a complete description of the task hazard analysis methods. As was mentioned, its main purpose is to systematize IDR training in areas where injury and damage is frequent. Though the THA file can serve as a basis for IDR instruction for recruit and inservice training, it is also most valuable for the supervisor since

it guides on-the-job instruction and offers a ready checklist for periodically observing subordinate performance. The existence of an orderly listing of hazards and procedures also provides a focal point for the evaluation of performance after injury and damage occurs.

Task hazard analysis is seen as offering a method for defining training needs related to the performance of specific tasks on a local basis. It can be viewed also as a method for producing nationally accepted performance and equipment criteria. It is recommended, therefore, that further research be conducted to develop a more refined THA system for police at the local and national levels.

6. Task Performance Evaluation. The evaluation of PIR recruit training should be built around both achievement and on-the-job performance. The evaluative format is similar to that of driver training; however, no pretest phase is recommended. It is necessary that the field trainer include PIR criteria in the evaluation of performance. Such a section should be devised by the IDR and training staff. A format for evaluation might be built around an assessment of the recruit's reaction to the presence of hazard or danger. For example, the following items can provide a general check on recruit behavior:

(*a*) Describes possible hazards associated with various tasks.

(*b*) Assesses the criticality of hazards accurately.

(*c*) Describes step-by-step preplan for hazardous tasks.

(*d*) Demonstrates use of preplan in performing task.

(*e*) Responds appropriately to hazardous situations.

(*f*) Responds appropriately to *changes* in hazardous situations.

It is recommended that specific field tasks be evaluated using this or a similar list to monitor performance.

Recruit performance evaluation also should include categories that assist in describing the occurrence of human errors. Such evaluation can be a useful guide to the development of new training methods by pinpointing individual and group deficiencies in coping with hazardous situations. Leven's error classification offers a suitable list of categories for the development of such a form in conjunction with the steps defined by THA.[7] For example, the following types of errors are possible in the task of making a search:

- Error of omission—Failure to draw gun before search.
- Error of commission—Incorrect positioning of subject during search.
- Error in method—Frisk when field search is appropriate.
- Error in sequence—Handcuffing suspect before search.

D. Supervisor IDR Training

Supervisor training is perhaps the weakest link in current IDR programs. Considering the importance of the supervisor to the achievement of IDR goals, training in the crucial phase of IDR activity must be provided. This training includes: conducting task hazard analyses as described, imparting task performance instruction to subordinates, establishing techniques for making individual personnel contacts, planning personnel observations, and inspecting equipment and facilities.

All of these activities costitute the supervisory role apart from IDR considerations. If a supervisor is operating effectively, he will be performing many of these duties. Thus, training in IDR activities can be seen as improving supervisor efficiency in other areas as well.

Useful sources for obtaining further information about teaching supervisory training topics are the *Accident Prevention Manual for Industrial Operations*,[10] *the Supervisors Safety Manual*,[12] and of particular merit, Bethlehem Steel's *Supervisory Safety Manuals*.[1] Since these sources are oriented toward industry it will be necessary to modify contents for police training. Even so, the general subject matter provides a useful overview for police training guidance.

Supervisors should be trained in those methods that will enable them to observe and instruct their subordinates in sound IDR practice. Accordingly, supervisor training should encompass the following areas:

1. Task Hazard Analysis. The method for doing THA is presented in detail in appendix D.

2. Task Performance Instruction. Basic training in this area should include the proper techniques of teaching. The most commonly accepted format for instructing personnel is the Training Within Industry program of World War II.[6] It consists of the following steps: preparing officer to receive the instruction, presenting the operation, trying out performance, and following-up. The supervisor should be familiar with this routine and use it in the training of personnel in all areas of performance.

3. Task performance observation. Training in task performance observation should include a review of the reasons for task performance observation, including: a check on training effectiveness, the promotion of on-the-spot correction, the opportunity to compliment personnel, and improved knowledge of men and performance.

Also included in this area of training should be discussion of the extent and frequency of task performance observation with particular emphasis on: newly

graduated recruits, officers who are involved frequently in injury or damage events, and officers who frequently take chances.

It is clear that police supervisors should be trained formally in a number of other important areas such as physical inspection of facilities and equipment, human relations and techniques of motivation. The IDR function together with the training function should construct a training curriculum for supervisors at the earliest opportunity. Such training should be given highest priority by the IDR policy committee.

NOTES

[1] Bethlehem Steel Industrial and Public Relations Department. Compensation and Safety Division, in collaboration with Eninger, M. U. *Our next step to zero: Bethlehem Steel's supervisory safety manual,* 1962.

[2] California Highway Patrol. *The Driver.* Sacramento, Calif.: CHP, 1969.

[3] Ford Motor Company. "Road test evaluation program." In *Fleet safety program.* Austin, Tex.: Texas Highway Dept., Insurance Div., 1969, 17–40.

[4] Henderson, H. I. and Kole, T. New Jersey driver improvement clinics: An evaluation study. *Research Review,* 1967, 11(4), 98, 100–105.

[5] International Association of Chiefs of Police. *Training keys.* Washington, D.C.: IACP, 1969, 2 vols.

[6] Juran, J. M. *Managerial breakthrough.* New York: McGraw Hill, 1964.

[7] Leven, E. "Search 1: Fourth installment (part 2)." *ASSE Journal,* 1970, 15(5), 19–21.

[8] Liberty Mutual Insurance Co. *Skid control school.* Boston: LMIC, 1965.

[9] Michigan State Police. *Precision driving techniques.* Mich.: MSP, 1970.

[10] National Safety Council. *Accident prevention manual for industrial operations.* (6th ed.) Chicago: NSC, 1969.

[11] National Safety Council. *Defensive driving course.* (6th Ed.) Chicago: NSC, 1971.

[12] National Safety Council. *Supervisors safety manual.* (3d Ed.) Chicago: NSC, 1967.

[13] National Safety Council. *A winter and emergency driving workbook.* Chicago: NSC, 1971.

[14] North Carolina Highway Patrol. *Police pursuit driving.* (5th ed.) Raleigh, N.C.: NCHP, 1959.

[15] Smith, H. L. *The Smith system.* Los Angeles: Driver Improvement Institute, Inc., 1967.

[16] Smithson, F. D. *"Advanced" driver education course.* Milford, Mich.: General Motors Engineering Staff, 1971.

VI. IDR SUPPORT PROGRAMS

A. IDR Inspection Programs

Just as an IDR training program supplements the on-going police training effort, the IDR inspection program supplements the on-going inspection routine. IDR inspection procedures encompass both personnel and equipment. To be effective, an IDR inspection program must fill these basic needs:

- Detection—seeking out performance or equipment deficiencies that constitute hazards that could lead to injury or damage.
- Analysis—determining why the deficiencies exist and;
- Correction—elimination of the deficiencies.

1. IDR Personnel Inspection. The overriding purpose of an IDR performance inspection system is to detect human errors before they result in injury and damage and to correct them on the job or through retraining. The system also provides concrete checkpoints for evaluating IDR performance at all levels of supervision. IDR performance inspection results should be included in the annual performance evaluation of all subordinate, supervisory and command personnel and should be given the same weight as other sections dealing with the efficient performance of duty.

"Safety" is not seen by the majority of department personnel as a major requirement for effective police work. IDR performance inspection can be successful only if all personnel are fully aware of the worth of the IDR effort. It is recommended, therefore, that the rationale underlying procedures for evaluating driving and other task performance be discussed during initial IDR committee meetings and periodically thereafter. It is also recommended that personnel be given an opportunity to discuss the final content of performance evaluations.

2. Personnel Performance Observation. The driving skills of all department personnel should be evaluated annually. Supervisors or driver evaluation specialists should be responsible for this activity. A form similar to that presented for driver evaluation in appendix C, page 52, can be adapted for the annual evaluations. Its contents should be updated regularly by IDR staff based on the department's ID experience. The results of the annual driver evaluation should be included in a patrolman's general performance evaluation, as should a record of his involvement in vehicular or non-vehicular ID cases.

Periodic personnel observation is much more complex. Ideally, a record that shows the results of observations covering all critical tasks should be maintained for every officer assigned to a supervisor. This record, appendix E, page 56, can be used to assist in scheduling observations and to trigger followup in cases where attempts have been made to correct deficiencies. It may also contain a record of ID cases focusing on the errors, if any, that led to the injury or damage event.

This detailed recording procedure may not be feasible in departments that assign different officers to a given supervisor on a daily basis. In these cases, the recommended alternative is that supervisors focus their observations on the tasks defined as critical by the IDR supervisory committee of the IDR function.

Critical tasks might include choice of location when stopping violators, handling intoxicated offenders, approaching and turning at intersections, or confronting suspected felons. Whatever the problem, supervisors should be aware of the critical task steps to observe. An available THA or a precoded form similar to the one in appendix F, page 57, can be used to record observations.

Use of this method does not insure as close a surveillance of performance as the supervisor observation record file, but it does assist in directing the supervisor toward the department's most pressing ID problems.

In either of these methods a record of supervisor observations must be maintained. These records are necessary to assist in gauging the level of supervisor activity and to account for subordinate behavior. It is recommended that personnel performance observation records be made a part of the supervisor accountability system already existing in the department.

An IDR performance record of supervisors should be maintained by commanders or by the IDR staff. If feasible, the record should consist of ID cases involving subordinates under the control of a specific supervisor. If supervisors are assigned different officers, then supervisor activity in observing critical tasks should be reviewed quarterly by commanding officers. A supervisor whose personnel have a poor ID record or who fails to observe his men should be interviewed by his commander or brought before the IDR supervisor committee. A supervisor's personal ID experience and his performance record should be indicated on his annual review.

3. IDR Vehicle Inspection. Vehicle inspection is an integral part of the IDR function. Its primary purpose is to detect those defects contributing to accident occurrence. Daily vehicle inspection should be a requirement for every officer who is assigned a motor vehicle. Supervisors should be given responsibility for weekly inspection of every vehicle assigned to their unit.

Strict adherence to inspection schedules is mandatory if the system is to be effective. For this reason, appropriate followup and accountability procedures should be put into effect. A recommended source for such procedures is general order No. 21 (1970) of the Metropolitan Police Department of the District of Columbia,[16] excerpts of which are provided in appendix G, page 58.

In discussing vehicle maintenance, Vanderbosch points out, "Compliance to a preventive maintenance program may be more easily attained if a police vehicle is specifically assigned to a particular police officer." [15] Both on the scale of individual accountability and the officer's dependence on the same vehicle for proper performance, this procedure can be recommended for pilot evaluation, if economically feasible.

The existence of a vehicle inspection system implies the possibility of correcting defects or replacing equipment within the time constraints put upon the inspecting officer. It is obvious that the tendency not to report defects would be stronger in situations when it is inconvenient or overly time consuming to obtain the necessary service. To prevent this possibility, staff inspections should be conducted to monitor the availability and speed of repair services.

4. Daily Inspection. It is recommended that all assigned vehicles be inspected by those who are driving them before and after they are taken from the police parking areas. Certain aspects of on-the-road vehicle performance should be recorded for the use of maintenance and supervisory personnel.

A predriving inspection checklist covering vehicle performance in a number of crucial areas should be required. These areas include tires, steering, brakes, exhaust system, lighting system, and shock absorbers. Other recommended areas of checkout include:

- Fluids—Gas, oil, radiator, battery, windshield washer, and automatic transmission.
- Gauges—Alternator, temperature, oil pressure, and high beams.
- Other Equipment—Horn, siren, radio, windshield wiper and washer.
- General Cleanliness—Interior floor, front and back seats, and back window sill.

Table 6–1 presents recommended procedures for vehicle inspection of three major systems taken from the Vehicle Inspection Handbook [2] and the ANSI standard D7.1, 1968.[1] These sources and the 'Study of the Police Patrol Vehicle' [7] should serve as reference points for daily, weekly and more in-depth inspections.

The inspection procedures listed in table 6–1, page 31, can be done without extra equipment in a very short period of time. Conditions in the "take out of service" column correspond to reject levels outlined by the ANSI standard. It is recommended that departments adjust these minimum levels upward on all the equipment specified as crucial to safe operation. This procedure will assure maximum roadability and ultimately reduce maintenance costs. Clear criteria for taking a car out of service should be presented on the inspection checklist so that serious discrepancies are not merely noted. Action must be taken immediately to correct defects before the vehicle is driven.

Police vehicles contain a variety of job-oriented and emergency equipment. A checklist used to account for the presence and condition of emergency equipment should include the following:

- Fire extinguisher: Accessible, secured, and charged, bearing the label of underwriter's laboratories, Inc. and showing a classification rating of not less than 4–BC.
- Emergency warning devices: Meeting SAE standdards or DOT motor carrier safety regulations.
- Safety belts and harnesses: Manufacture and installation in compliance with Federal motor vehicle safety standards.
- Tire chains: Full or strap-on where snowy or icy weather conditions prevail.
- Tools: Hammer, jack, wrenches, axe, or other equipment required by the department.
- First-aid equipment: Contained in a dust and weatherproof case reasonably free from leaks and uncontaminated.

Required report forms and other emergency equipment may also be included on the equipment checklist.

Personal protective equipment such as helmets and riot batons should be included in all patrol vehicles. Rifles or shotguns, when assigned, should not be stored vertically. They should be secured horizontally in the console or the trunk of the vehicle.

Vehicle inspection should also include the formal reporting of deficient performance characteristics. A performance checklist might include:

- Braking characteristics.
- Engine miss on acceleration.
- Faulty defroster, radio, etc.
- Vehicle stability and maneuverability.
- Shifting and transmission characteristics.

Reporting of this nature not only facilitates prompt service but also gives police drivers an official channel through which they can communicate vehicle problems. Thus, consensus about a poorly performing vehicle (make and model) can be achieved quickly to provide input for specifications when new or replacement vehicles are purchased. In the case of serious

TABLE 6-1.—*Example inspection procedures for three vehicle systems from vehicle inspection handbook, AMA, 1970*

System and procedure	Take out of service [1]
Tires:	
A. *Inspect for wear.*—Cord exposure, cuts, snags, sidewall cracks, bulges, bumps.	A. If tire is worn so that tread wear indicators contact the road in any two adjacent major grooves at 3 locations spaced approximately equally around outside of tire. B. If tire has worn spot that exposes cord through the tread or sidewall. C. If tire has visible bumps, bulges or knots.
Steering:	
A. *Binding or jamming.*—Turn steering wheel through full right and left turn and feel for binding or jamming conditions.	A. If binding or jamming occurs other than at wheel stops.
B. *Lash or free play.*—With road wheels in straight-ahead position, turn steering wheel until turning motion can be observed at road wheels.	B. If more than 2 inches of total movement at the steering wheel rim is encountered before the front wheels move.
Brakes:	
A. *Hydraulic system leakage* (if appropriate).—Driver should be able to apply a moderate foot force (40–60 lbs.) in nonpowered systems and 15–20 lbs. in power assisted systems and maintain the same pedal height for 1 minute.	A. If pedal height cannot be maintained for 1 minute.
B. *Pedal reserve.*—Depress brake pedal under moderate foot force.	B. When less than ⅓ of the total pedal travel.
C. *Parking brake.*—Set parking brake firmly to determine the reserve travel of the hand lever or foot pedal.	C. If there is no reserve travel in lever (or pedal).

[1] ANSI standard D7.1, 1968.

handling problems, evidence can be gathered expeditiously to provoke recall of a specific vehicle type by the manufacturer.

The post-driving checkout should take note of any and all damage that was incurred during the tour and include a check on the condition of all equipment used. Any nonfunctioning vehicle systems should be reported at this time.

5. Weekly Inspection. The supervisor should be responsible for the weekly inspection of all vehicles under his command. This inspection should be made to followup the daily vehicle inspection checkouts. It should be the supervisor's responsibility to: (a) Review daily inspection reports, (b) followup any indications of poor vehicular performance with the mechanics, and (c) attempt to discover why deficiencies or defects are occurring. A weekly inspection checkout list, similar to the daily form, should be developed for this purpose.

A well-functioning motor vehicles inspection system should lead to: (a) Reduction of defects found during weekly supervisory inspections, (b) better performance of department vehicles, (c) reduced maintenance costs, and (d) fewer accidents where vehicle defects are reported as contributing causes. The IDR staff should maintain a close liaison with the various units using motor vehicles to obtain this information on a periodic basis for report to the IDR policy committee.

6. IDR Equipment Inspection. The objective of an IDR equipment inspection program is to insure the operational readiness and availabilty of all personnel equipment. Supervisory staff will have to be responsible not only for thorough inspection, but also for checking routinely on the maintenance and storage of all items. As with vehicle inspection, prompt repair or replacement service for damaged or faulty equipment must be available if an inspection program is to function effectively.

To prepare an adequate inspection program, the IDR staff in conjunction with planning and research should examine the use pattern of the various pieces of equipment together with maintenance and storage specification as indicated by the manufacturer. This information should serve as a basis for determining a reasonable schedule for inspection and routine servicing or maintenance. Equipment may then be grouped by assignment or location to initiate inspection routines for equipment worn or carried by the officer and specialized equipment on call (armored vests, tear gas, etc.). The number and type of items listed within each category will, of course, depend on individual department requirements or policies. Helmets, for example, may be worn routinely on certain shifts, carried in vehicles or given out only for special assignments or duties.

The watch or shift supervisor should be responsible for checking the presence and condition of items worn or carried by his subordinates. In many departments, rollcall inspections are reserved only for personnel who are not living up to the department image in dress or appearance. Whether it is necessary to formalize roll-

call inspections throughout a division or the department, by instituting an equipment inspection procedure and a checklist to be completed daily by supervisors, depends on the availability of defect information.

Incidence of equipment repair should be monitored regularly. Service and replacement records should contain the name of the officer, his supervisor, the nature of the equipment defect or deficiency, and the reason for the condition, i.e., normal wear and tear, abnormal wear and tear, poor maintenance, or manufacturer's defect. This information, if tabulated periodically, can be useful in several areas of planning and programing. Determining incidence of equipment failure or frequency of replacement due to wear, for example, will be useful in evaluating equipment performance and estimating purchase costs. Problems such as poor maintenance or improper use of equipment may also show up, requiring a more formal inspection system, clarification of equipment use procedures, or modifications of maintenance and repair procedures.

Incidence of equipment failure in the field should also be checked periodically. This procedure can be done by focusing on equipment failure in bilevel IDR reporting. An alternate approach would involve the collection of case histories of equipment failure through the incident recall method described by O'Shell and Bird.[13] This technique, similar to Flanagan's *Critical Incident Technique*,[4] involves brief supervisor interviews with personnel. The purpose of these interviews would be to obtain incidents of equipment failure that have been experienced or recounted by subordinates. These recalls would include a descripton of the event, an analysis of why it happened, and suggestions about how the occurrence could be prevented in the future. This approach will not suffice if the supervisor's purpose is to obtain data on the rate of equipment failure. It would, however, supply details about the nature of such failures. Equipment failure rate data can be gained through a special study or, more simply, by adding a question that describes use and efficiency of equipment during onset, to a department's "use of force" or a similar form.

Specialized equipment will be the responsibility of the person directly charged with its maintenance such as the armorer or equipment officer. Gas masks, armored vests, tear gas, etc., may be located centrally in an armory, stored in station houses, or assigned to specialized on-call vehicles. Since the frequency of use is low but critical, it is essential that this material be checked periodically and tested to maintain it in perfect working order. Thorough inspection after it is used should be standard procedure and officers should be requested to report any difficulties or damages when returning items.

7. Facilities inspection. Elimination of environmental hazards from police buildings and other facilities is of primary concern to the IDR function. Supervisory personnel should be responsible for daily inspection of their work area. There should also be a schedule of planned IDR inspections for the various facilities.

The frequency of inspections depends on the buildup of hazardous conditions in given areas. For example, the jail should be inspected formally more frequently than the office facilities; similarly, the garage probably should be inspected more frequently than the jail. The timing of inspections should be coordinated with the maintenance and staff inspection units. It is the responsibility of the IDR function, however, to see that such inspections are undertaken with a view to the elimination of environmental hazards.

The IDR director should inspect all department facilities initially for the purpose of creating inspection checklists. During this initial inspection, the director should be accompanied by a professional safety engineer and an industrial hygienist. It is recommended that these consultants aid in the development of facilities inspection checklists and the scheduling of inspections.

Appendix H, pages 59, 60, contains a general IDR inspection checklist for garage and terminal facilities. It is recommended that the IDR function develop similar lists for all facilities, including the jail, firing range, and crime laboratory. Unfortunately, specific source material covering these areas is, for the most part, nonexistent. Some general sources that will be useful in checklist development are: Accident Prevention Manual, NSC,[10] Fundamentals of Industrial Hygiene, NSC,[12] Shooting Range Safety, NRA,[9] Handbook of Laboratory Safety, CRC,[14] Guide for Safety in the Chemical Laboratory, MCA,[8] and Manual on Jail Administration, NSA.[11]

Once IDR inspection procedures are in effect, followup on the elimination of environmental hazards should be the responsibility of supervisors. If needed safety maintenance is not performed, the supervisor should communicate this failure to the IDR director or the IDR supervisory committee.

8. Staff inspection. Staff inspection insures the vigorous participation of all department units in IDR activities. Wilson suggests several modes of staff inspection, one of which is undertaken by operating personnel: "The division that develops an operational plan is responsible for its objective, is interested in its purpose and is qualified to direct it; consequently, it is the logical division to inspect the operation of the plan."[17] It is recommended that the IDR staff undertake this activity at least on an annual basis.

In addition to the annual IDR inspection, it is also necessary to have the department's staff inspections unit periodically examine the IDR function as well as the

nature of the departmental participation. This type of inspection is especially warranted when the department's ID experience is not improving.

Appendix I, page 61, presents IDR audit questions that represent a basic starting point for any staff inspections activity.

B. Officer Fitness and Selection Program

There is an apparent lack of formal physical health programing in municipal police departments. Usually, physical examinations are given at entry in large departments, but the occurrence of such examinations during the course of an officer's career is irregular. In some smaller departments even an entry physical is not required.

Fragmentary evidence is available that relates lack of physical fitness, particularly overweight conditions, to increased injury frequency and severity. This evidence also relates the existence of serious medical handicaps to an increased number of motor vehicle accidents.

It is recommended that the IDR function coordinate with the medical unit or city medical director to collect data on the physical fitness of personnel who are involved in three or more ID cases in a single year. The examination should involve a complete physical examination, a vision test and reaction-time tests. Results from these tests should be compared with those of a sampling of noninvolved personnel to assist in developing directions for fitness standards and entry requirements.

It is recommended that vision testing, including acuity, depth perception, field of vision, and color recognition, be given before a recruit is allowed to drive a department vehicle. The same tests should be repeated periodically thereafter. Also audiometric tests should be given to all personnel periodically, particularly to those who are operating firing range facilities and working in data processing departments.

Local needs must dictate the standards for a municipal department's weight control program. Compliance with standards set by the department physician should be tied to eligibility for promotion at all command echelons. As with other aspects of the IDR effort, weight control on the part of command personnel is the first requirement for program success.[5]

Selection of personnel should entail a detailed background check of an individual's past motor vehicle record and his past nonvehicular injury record, if available. Here too, it is recommended that these data and other biographic information be collected to examine more intensely those officers who are involved inordinately in ID cases. Again, comparison with a sampling of noninvolved officers should be undertaken so that local selection criteria can be developed.

It is recognized that the need for personnel sometimes causes health, fitness, and other employment standards to be lowered. Even so, the health and personnel data collected from high ID involvement samples will be useful in pinpointing those who should be supervised more closely, put on restricted duty, given special training, or enlisted in a formal physical health program.

C. Vehicle and Equipment Specifications

The IDR function should participate in the development of specifications for police vehicles. All police vehicle specifications should meet or surpass all of the Federal motor vehicle safety standards currently promulgated. Also the Study of the Police Patrol Vehicle, funded by the Law Enforcement Assistance Administration, contains a complete set of performance criteria that can be incorporated into departmental vehicle specifications.[7]

The process of testing vehicles before purchase used by the Los Angeles Police Department is recommended especially for adoption by all departments, if possible. As shown in appendix J, page 63, the specifications include both roadability and brake tests that are conducted before a given type of vehicle is purchased.

The IDR function togther with purchasing should gather what available specifications there are for protective and other critical police equipment. Then the IDR function should consult with planning and research to establish performance specifications for all critical equipment.

There is a need to create standards for police vehicles and equipment at a national level. It is recommended that a national standards committee, under the aegis of the International Association of Chiefs of Police, the National Safety Council, or some other national organization, be formed to fill this void at the earliest opportunity.

D. IDR Program for Office Personnel

A total IDR effort requires that a program be developed for office personnel. The main source of information for initiating such programs is the Accident Prevention Manual for Industrial Operations.[10] Hazards that should receive special attention are those that precipitate falls or strains and being struck by or striking against office equipment or materials. Studies conducted by Kiefer [6] and the State of California Deparment of Industrial Relations [3] indicate that the prime targets for office accidents are new workers, younger employees, and female employees.

The IDR staff should be notified of all moves made by department personnel to new facilities. As Kiefer points out, referring to the dramatic increase in office accidents when employees in his operation were moved

to new quarters, "Unfamiliar surroundings, equipment located in new positions and the psychological trauma of being wrenched away from old transportation and work routine patterns give rise to a multitude of difficulties for employees during the 'shakedown' period."

The following elements should be incorporated into IDR office planning and inspection procedures:

1. Offices laid out for efficiency, convenience, and safety.
2. Floor finishes selected for antislip qualities, particularly on stairways and at elevator entrances.
3. Minimum aisle width of 4 feet.
4. Aisles and walkways free from wastebaskets, telephone wires, and electrical outlets.
5. Glass doors with a design (decal or painted) about 4½ feet above the floor.
6. Noise in offices held to a maximum of 40 decibles at the speech interference level.
7. Electrical outlets installed to eliminate extension cords and to accommodate three-wire grounding plug to prevent electric shock.
8. All file cabinets bolted to each other or to the floor or wall.
9. Proper housekeeping and storage of all office materials.
10. All employees, regardless of age, instructed in office safety.
11. Periodic inspections of office facilities undertaken in the same manner as other inspections.

The special hazard in a police department seems to be one involving the wearing of firearms in the office or their storage in desk drawers. It is recommended that these practices be reviewed and strict controls be placed on sworn personnel so that weapons are stored properly in lockers.

NOTES

[1] American National Standards Institute. Inspection procedures for motor vehicles, trailers, and semitrailers operated on public highways. Standard D7.1. New York: ANSI, 1968.

[2] Automobile Manufactures Association, Inc. *Vehicle inspection handbook.* Detroit: AMA, 1970.

[3] California Department of Industrial Relations, Division of Labor Statistics and Research. Disabling work injuries to office employees. San Francisco: CDIR, 1963.

[4] Flanagan, J. C. The critical incident technique. *The Psychological Bulletin,* 1954, 51, 327–58.

[5] Hart, L. R. Physical fitness for law enforcement agencies. *National Safety Congress Transactions,* 1969, 8, 45–56.

[6] Kiefer, N. C. The nature and prevention of on-the-job accidents to office workers. *National Safety Congress Transactions,* 1967, 12, 22–28.

[7] Ludwig, H. G. Study of the police vehicle. Report submitted to LEAA National Institute of Law Enforcement and Criminal Justice. Grant No. NI–009. Detroit: Wayne State University, 1970.

[8] Manufacturing Chemists Association, Inc. *Guide for safety in the chemical laboratory.* Princeton, N.J.: D. VanNostrand Co., Inc., 1954.

[9] National Rifle Association. *Shooting range safety.* Washington, D.C.: NRA, 1960.

[10] National Safety Council. *Accident prevention manual for industrial operations.* (6th ed.) Chicago: NSC, 1969.

[11] Noble, H. Manual on jail administration. Report submitted to LEAA. Grant No. 336. Washington, D.C.: National Sheriffs Association, 1970.

[12] Olishifski, J. B. and McElroy, F. E. (Eds.) *Fundamentals of industrial hygiene.* Chicago: National Safety Council, 1971.

[13] O'Shell, H. E. and Bird, F. E. Incident recall. *National Safety News,* 1969, 100(4), 58–63.

[14] Steere, N. V. (Ed.) *Handbook of laboratory safety.* Cleveland: Chemical Rubber Co., 1967.

[15] Vanderbosch, C. G. *Traffic supervision.* Washington, D.C.: International Association of Chiefs of Police, 1969.

[16] Wilson, Chief J. V. Policies, procedures, and responsibilities of personnel assigned to departmental vehicles. General order No. 21. District of Columbia Police Department, 1970.

[17] Wilson, O. W. *Police planning.* (2d ed.) Springfield, Ill.: Charles C Thomas, 1957.

VII. IDR RECORDS SYSTEM

A. The Records Situation

The professional development of a police officer includes training in investigative skills far superior to most other occupations. The finding and recording of facts associated with a particular event is a routine part of law enforcement activity. The police are in an unusually advantageous position to apply these skills to the study and solution of the injury and damage problems of their own profession.

J. Edgar Hoover observed that adequate and reliable records constitute an indispensable tool of management.[11] They are essential to the intelligent management of any complex operation.[12] The records of direct interest to an injury and damage reduction function, however, are scattered widely throughout several systems. Most police agencies require extensive reporting and record systems for complaints, crimes, investigative activity, arrests, and other law enforcement events. Most departments also maintain records on a second group of factors that include:

1. Accidents (traffic records, incident reports).
2. Injuries (medical records, compensation claims).
3. Costs (accounting records, insurance files).
4. Damage (vehicle repair records, work orders, purchase orders for equipment to replace property destroyed through accidents).

Only when selected data elements from all of this second group are brought together can there be a meaningful records system oriented to injury and damage reduction. Material gathered during the site visits and through the general survey indicated that the various types of records were available in many departments, but not integrated. It was common that the medical information could be tied to a specific accident only by the laborious manual matching of files. If one deals with 500 or 1,000 cases, the clerical burden rapidly becomes excessive. Not enough thought has been given to the "file linkage" problem as new records about the same event are generated in separate departments. Through the assignment of an "IDE number" to each injury and damage event, all of the records generated by that event will be connected easily. Thus, medical, insurance, personnel, vehicle repair, property replacement, time loss, and other records will carry with them the common link of the IDE number. The interrelation and analysis of important data will be facilitated greatly through this action.

In developing an IDR records system, project staff collected several hundred forms from the nationwide sample of police departments and reviewed them to see precisely what information was being collected about police accidents. The diversity of format was exceptionally broad.

Almost all forms record some information about the persons and vehicles involved in a traffic accident but, many do not specify the nature of the injury or damage to persons or vehicles. Many fail to give the significant related costs (estimated or actual). Such items as the total number of persons killed, persons injured, or vehicles involved must be laboriously combed out of the various subsections of the forms. Other significant data elements are either absent from many forms or are presented inconsistently: Type of driver's license; license restrictions; seat position of persons involved; safety belt use; results of blood alcohol level tests; location of accident; and many other items. Many departments have no separate forms for nonvehicle accidents. If recorded at all, "incident report" forms are used, primarily consisting of blank sheets of paper with no structuring of report format.

To assist in organizing traffic accident data on a nationwide basis, the National Highway Traffic Safety Administration prepared a standard on traffic records, "Standard 4.4.10" (appendix K, page 64). Several of the items to be included on the "standard form" for all police injury and damage events presented later in this chapter come directly from these Federal requirements. Much of the research that went into the preparation of the Government standard was accomplished by Blumenthal and Wuerdemann. The first series of studies [2,3,4] were based on the fact that the current traffic accident investigation programs yielded "nonuniform data of unknown reliability, accuracy, comprehensiveness, and therefore, limited usefulness." The general objective of the research work was to strengthen the national investigative effort by creating more uniform data collection standards. The specific objectives included the development of procedures, forms, and manuals for use by State and local governments. The second series of studies [5,6,7] took the materials developed in the first study and subjected them to field testing. The revised "Uniform Police Traffic Crash Report" [6] in appendix K is the shorter of two forms developed. The other longer form contained additional space for supplementary information and

narrative description but contained exactly the same data elements. While prepared for the purpose of reporting traffic crashes of the general public, it has merit for police traffic record forms and influenced the development of record forms recommended later in this chapter.

Another useful document, generated by the traffic accident data project of the National Safety Council, is the Manual on Classification of Motor Vehicle Traffic accidents.[17] An article by Beach clarifies the changes in this revision of the older manual published in 1962.[1] This document has been approved as an American National Standard (ANSI D16.1, 1970) by the American National Standards Institute. It provides a common language for reporters, classifiers, analysts, and users of traffic accident data. It allows more meaningful comparison of experience from two or more reporting jurisdictions. It was also directly influential in formulating data elements for inclusion on the recommended police injury and damage report forms. Useful adjuncts to this manual include: Guide to Classification of Motor Vehicle Trafficway Accidents,[16] Exercises in Classifying Motor Vehicle Trafficway Accidents [16] and Vehicle Damage Scale for Traffic Accident Investigators.[19]

Other standards of importance for motor vehicle accidents are available from the American National Standards Institute (ANSI). They include:

D15.1, 1968: Method of recording and measuring motor vehicle fleet accident experience.

D15.2, 1968: Method of recording and measuring motor vehicle fleet and passenger accident experience.

In the area of nonvehicle accidents, the following standards are available from ANSI:

Z16.1, 1967: United States of America standard method of recording and measuring work injury experience.

Z16.2, 1962: (Reaffirmed, without change, in 1969) American standard method of recording basic facts relating to the nature and occurrence of work injuries.

Standards serve two very useful functions. First, they enable the reporting of comparable statistics on a nationwide basis. Through such information, department ID experience can be related to the experience of other departments. These data provide a baseline for use in evaluating local IDR program efforts. Second, standards set precise guidelines and definitions for the recording of injury and damage events. The ID classification schemes that are an integral part of a well-conceived standard would assist in clarifying the police injury and damage picture on the local level.

Many departments do not have a suitable ID classification system. Rather they use a number of categories that are uninterpretable because they overlap or depend to a great degree on the judgment of the records staff. Data recorded in this fashion are unreliable and cannot provide discernible ID trends on either the local or national level.

Insofar as standards are applicable to policy injury and damage recordkeeping, they should be followed very closely. The vehicular accident recording standards discussed appear to be immediately adaptable for police motor fleet records systems. The industrial injury reporting standard in its present form is not completely applicable to police injury events, however. In the recommended reporting system an attempt was made to incorporate these standards wherever possible.

Simple conformance to reporting standards is not sufficient if a department is to identify its ID problems in depth and generate activities that reduce them at the local level. As Murphy observes, the quality of records maintained has a direct relationship to the quality of police administration.[18] Since the object is to reduce injury and damage events, not merely to record those that occur, the thrust must be in the direction of obtaining information that is immediately useful for corrective action within the jurisdiction under study. Where compliance with reporting standards impedes this effort by consuming too much time and manpower, reexamination of the activity is in order.

The record system in most police departments is already quite complex. Aside from the obvious requirements for internal administration, there are forms from the FBI, forms from city and State government, forms from the U.S. Department of Labor and others. Many types of records are absolutely essential. The critical question should be: Is the information gathered and recorded on a particular form worthwhile? If so, then the manpower, time, and processing equipment must be made available for proper implementation.

With attention to an IDR function, specific reasons for a detailed record system are to:

1. Know who was involved in a particular injury and damage event.
2. Know where the event occurred.
3. Know when it occurred.
4. Know what injuries occurred to which persons.
5. Know how much damage occurred to property.
6. Know what cause or causes produced this event.

7. Know other relevant circumstances associated with this event.

8. Know who or what was responsible for the event, such as persons, machines, procedures, or management policy.

9. Know possible countermeasures to prevent this type of event from occurring in the future.

The general reasons are to:

1. Know what kinds of injury and damage events are occurring.

2. Know how many of each kind occur.

3. Know how severe they are.

4. Know whether accident, injury, and severity rates represent a change over previous rates.

5. Know how rates compare to: the organization's past record, other similar organizations, and national rates.

6. Know the cost of events as measured in: dollars, time loss, and reduced efficiency.

7. Know whether countermeasures are effective.

8. Have sufficient information to satisfy legal, insurance, and other needs.

9. Justify the purchase of better and safer clothing, equipment, and vehicles when warranted.

Given these broad purposes, this section will provide forms specially developed to answer these requirements.

B. Reporting Threshold

It is generally accepted that if there is serious injury or extensive property damage, a report of the event is necessary. The problem of what to report grows, however, as the severity of the event becomes less and less. As the event becomes more minor (approaches zero dollar cost), the requirement for reporting becomes less obvious and less acceptable. At a certain level of very minor ID events, its costs more to report them than to ignore them completely.

The investigators recommend that all significant injury and damage events be reported. A significant event in this context is one that involves $20 or more actual damage. This level is in general agreement with Simonds, whose system is described later in this chapter. Some reasonable minimum must be established. The basic cost of the employee's time required to fill out the form plus the paperwork initiated for himself, the supervisor, the records section, data processing, and others is not likely to be less than $10, given today's cost of operation. Thus, a doubling of this figure seems to be a reasonable minimum level. Anything less than $20 costs more to report than to disregard.

Minor events frequently clutter a records system and consume valuable time. There are, however, important exceptions. If an event produced injuries or damages totaling to less than $20, but might have been more severe had circumstances changed very slightly, it may be reported in full at the discretion of the IDR director. The sprain that might readily have been a fracture is a case in point. A whiplash injury that causes pain for 3 days may seem slight, but this low cost or "no cost" event may act as a signal for highly hazardous conditions that could have resulted in a broken neck.

The actual cost of these events is not as important as the potential cost. The presence of clearly-known risk is nearly as important as the injury and damage event itself. If the IDR director feels that the report of a near-miss (where there is no injury, no damage, no reduction of operating capacity) will contribute to the prevention of injury and damage events, such a report should be completed. Near-miss data may point to problems in just as meaningful a way as the actual occurrence of a damaging event. The standard form developed later in this chapter allows the full reporting of near-misses as well as routine injury and damage events.

This general approach seems more reasonable than the requirement to report all injuries, regardless of how minor they are. It is costly to do so. Such a policy can increase the resistance to forms already present in most departments and result in the failure to report events that are marginal but meaningful. Each department must recognize the employee's disinclination to report trivial IDR events yet encourage the reporting of significant minor events, when appropriate. The reporting level, then, includes all fatalities, all disabling injuries, all property damage events involving loss of at least $20 and all significant minor events as determined by the IDR director.

C. A Standard IDE Form

The IDE report form recommended for municipal police department evaluation and use is shown as table 7–1, standard form: Police injury and damage event. It contains all data elements necessary for reporting vehicular and nonvehicular accident, assault and ambush, injury and damage events. A coding guide, appendix L, page 70, lists each data element, all of the categories within each data element and the coding number to be entered on the form for each category chosen. The guide also contains comments that clarify the meaning of particular elements. While the bulk of the items are oriented to motor vehicle accidents, other events of interest are described adequately if the form is completed properly. Because of possible coding errors, a strict quality control evaluation should be made when the form is first used. Periodic checks should be made later to insure continued accuracy of reporting.

TABLE 7–1.—*Standard form: Police injury and damage event*

SUMMARY DATA:	1. IDE # _____ 2. # KILLED _____ 3. # INJURED _____ 4. POLICE PROPERTY DAMAGE _____ 5. # OF PAGES _____ 6. GENERAL TYPE OF EVENT _____ 7. SPECIFIC TYPE OF EVENT _____ 8. TYPE OF CALL _____ 9. DUTY STATUS _____ 10. SUPPL. REPORT # _____ 11. GENERAL LOCATION _____ 12. # OF EMPLOYEES INVOLVED _____
GEOGRAPHIC LOCATION:	13. STATE _____ 14. CITY _____ 15. DISTRICT_____
SPECIFIC LOCATION:	16. ADDRESS OF BUILDING _____ 17. FLOOR ___ 18. ROOM _____ 19. AREA ___ 20. NAME OF ROADWAY_____ 21. AT INTERSECTION WITH _____ 22. OR IF NOT AT INTERSECTION___ _____ FEET 23. N-E-S-W 24. OF _____
TIME OF EVENT:	25. MONTH _____ 26. DAY _____ 27. YEAR _____ 28. DAY OF WEEK _____ 29. HOUR (2400) _____
CONDITIONS:	30. WEATHER _____ 31. SURFACE _____ 32. SURFACE CONDITION _____ 33. LIGHT CONDITIONS _____
PROPERTY INVOLVED:	34. NAME _____ 35. LOCATION _____ 36. OWNERSHIP _____
POLICE EMPLOYEE: (DRIVER WHEN APPROPRIATE)	37. NAME _____ 38. EMPLOYEE # _____ 39. SOC. SEC. # _____ 40. RANK _____ 41. DIVISION _____ 42. UNIT _____ 43. AGE _____ 44. SEX _____ 45. ROLE IN ID EVENT _____ 46. HOURS WORKED BEFORE EVENT _____ 47. POLICE ACTION _____ 48. LENGTH OF SERVICE _____ 49. TIME IN THIS POSITION _____ 50. TYPE OF ASSIGNMENT _____ 51. SEAT POSITION _____ 52. DR. LIC. # _____ 53. STATE _____ 54. SAFETY BELT USE _____ 55. APPARENT VIOLATION _____ 56. NATURE OF INJ. _____ 57. PART OF BODY _____ 58. DEGREE OF INJ. _____ 59. INJ. SOURCE _____ 60. PED. ACTION _____
OTHER PERSON #1	61. NAME _____ 62. ADDRESS _____ 63. AGE _____ 64. SEX _____ 65. ROLE IN ID EVENT _____ 66. OCCUPANT OF VEHICLE # _____ 67. DR. LIC. # _____ 68. STATE _____ 69. EXPIRATION DATE _____ 70. SEAT POSITION _____ 71. TYPE OF LICENSE _____ 72. LICENSE RESTRICTIONS _____ 73. SAFETY BELT USE _____ 74. APPARENT VIOLATION _____ 75. NATURE OF INJ. _____ 76. PART OF BODY _____ 77. DEGREE OF INJ. _____ 78. INJ. SOURCE _____ 79. PED. ACTION _____
OTHER PERSON #2	80. NAME _____ 81. ADDRESS _____ 82. AGE _____ 83. SEX _____ 84. ROLE IN ID EVENT _____ 85. OCCUPANT OF VEHICLE # _____ 86. DR. LIC. # _____ 87. STATE _____ 88. EXPIRATION DATE _____ 89. SEAT POSITION _____ 90. TYPE OF LICENSE _____ 91. LICENSE RESTRICTIONS _____ 92. SAFETY BELT USE _____ 93. APPARENT VIOLATION _____ 94. NATURE OF INJ. _____ 95. PART OF BODY _____ 96. DEGREE OF INJ. _____ 97. INJ. SOURCE _____ 98. PED. ACTION _____
INJURED TAKEN:	99. TO _____ 100. BY _____
FIELD NOTES:	

Universal Codes:	99 Unknown 98 Not Applicable	97 Other 96 None

TABLE 7-1.—*Standard form: Police injury and damage event*—Continued

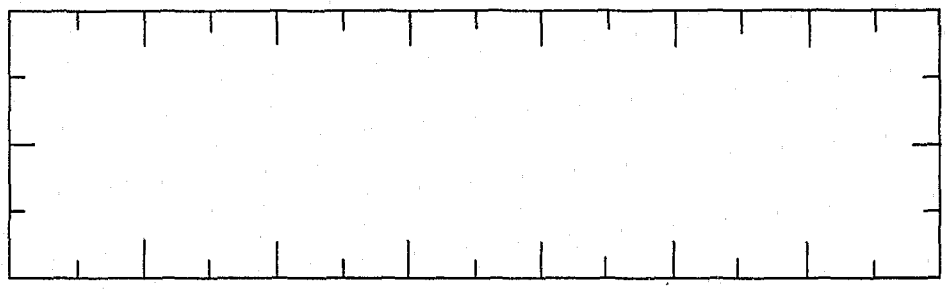
VEHICLE #1: (POLICE)
101. Year _____ 102. MAKE _____ 103. MODEL _____ 104. BODY STYLE _____
105. LICENSE PLATE _____ 106. STATE _____ 107. YEAR _____ 108. VEHICLE # (POLICE)_____ 109. VIN (MFRS.)_____ 110. VEHICLE AREA DAMAGED_____
111. # OF OCCUPANTS _____ 112. VEHICLE MOBILITY _____ 113. VEHICLE REMOVED TO _____
114. VEHICLE ACTION _____ 115. TYPE OF PATROL CAR _____ 116. ROLE OF VEHICLE _____ 117. VEHICLE DEFECTS _____

VEHICLE #2:
118. YEAR _____ 119. MAKE _____ 120. MODEL _____ 121. BODY STYLE____
122. LICENSE PLATE # _____ 123. STATE _____ 124. YEAR _____
125. VIN (MFRS) _____ 126. VEHICLE AREA DAMAGED _____
127. # OF OCCUPANTS _____ 128. VEHICLE MOBILITY _____ 129. VEHICLE REMOVED TO _____
130. VEHICLE ACTION ___ 131. ROLE OF VEHICLE _____ 132. VEHICLE DEFECTS_____
133. REG. OWNER'S NAME _____ 134. ADDRESS_____
135. REG. GROSS LADEN WEIGHT _____ 136. TRAILER LICENSE # _____
137. TRAILER LICENSE STATE_____

OTHER INFORMATION
138. # OF VEHICLES INVOLVED _____ 139. VEHICLE ACCIDENT TYPE _____ 140. RELATION TO INTERSECTION _____
141. COLLISION TYPE _____ 141. TRAFFIC CONTROLS _____ 143. WITNESS STATEMENT ATTACHED _____
144. ENFORCEMENT ACTION _____
145. NAME OF PERSON COMPLETING THIS REPORT_____ 146. DATE_____
147. CONFIRMATION OF REPORT ACCURACY BY POLICE EMPLOYEE___ 148 DATE_____
149. CONFIRMATION OF REPORT ACCURACY BY SUPERVISOR _____ 150. DATE_____

NARRATIVE:
151. (GIVE PROBABLE SEQUENCE OF EVENTS. REFER TO PERSONS AND VEHICLES BY NUMBERS.) _____

EVENT DIAGRAM:
152.



153. PUT ARROW IN CIRCLE INDICATING NORTH ○

SUPPLEMENTAL INFORMATION:
154.

Note the box at the bottom of the first page of the standard form. It contains the following items: 99 Unknown; 98 Not Applicable; 97 Other; 96 None.

These items may be applied to any of the coding slots for any relevant data element. Being common to all, they are termed universal. To avoid confusion, they are listed separately in the coding guide when such listing is seen as helpful. The form is not intended for use by the regular patrolman on the few occasions when he is involved in such an event himself. Rather it is designed for IDE investigators. While the codes may seem inconvenient at first, after approximately 25 events are reported, a familiarity with the coding scheme develops, making the process of completing the form quite rapid. Not all of the elements are applicable for each injury and damage event covered. Those that are not should be marked with 98, "not applicable." All relevant items should be marked with one of the following:

1. A directly observed number: Number injured, hours worked before event.
2. Qualitative information: Name and rank, name of roadway, signatures.
3. A code number selected from the coding guide.

The number of each data element in the coding guide is found at the far left of each page. These numbers are the only ones in the coding guide that are followed by a period. These data element numbers match exactly the data element numbers on the form itself. As one completes the sequence of the form, from item 1 through item 154, the coding guide is used from front to back. Data element 4, "Police Property Damage," appears on the first page of the guide. If the on-

scene estimate were $355, the code number (08) for that cost category would be entered next to "Police Property Damage" on the form. The other items are completed similarly. The blank space at the bottom of the front page may be used for field notes as required.

It is intended that this form be field tested and revised accordingly. Certainly a more convenient format for the coding guide will be necessary for actual field use.

D. Police Motor Vehicle Accidents—Additional Information

In situations where the local city or State traffic accident forms continue in use but the police department wants more information about its own injury and damage problems, another standard form, *Additional information, about police motor vehicle accidents,* table 7–2, page 41, is suggested. This form assumes that the routine data elements deal with driver's name, address, license number, vehicle type, etc., are recorded on the city or State form. The data elements selected for this "additional information" form are concerned primarily with police property, the police employee and the police vehicle. The data elements parallel those used in the standard form. The coding guide numbers and categories also apply exactly. Item 56 on this form, "Nature of Injury," is identical to the standard form.

E. Supervisor's Report

Another form useful to a complete records system for an IDR function is the *Supervisor's report: Policy injury and damage event form,* table 7–3, page 41. This form would duplicate a minumum amount of information on the investigator's report, described earlier, the standard form: *Police injury and damage event.* The only repeated items would be the IDE number, the name of the employee involved, his social security number and the date of the event being reported. The rest of the form will be completed by either the supervisor or the IDR director, with the supervisor having repsonsibility for designating the human errors, dangerous conditions, suggested corrective measures, etc. The IDR director would be responsible for following up at a later time to determine actual cost figures, date of return to work, etc. Where detailed cost figures are not obtained, an "average cost" figure connected to classes of accident may be used, as described in "Setting Priorities for IDR," at the end of this section. This form is completed in essentially the same manner as the earlier forms in this section; however, it should be used with the coding guide in appendix M, page 79. Some of the data elements for this form were adopted from a publication by the U.S. Department of Interior.[21]

F. Employee's Record

An *Employee's Record: Injury and damage events form,* table 7–4, page 42, should be kept in the personnel files for each member of the department. It should be reviewed annually to determine whether any special action, such as training, should be taken. The form should be brief and should include items numbered E1 through E13 on table 7–4.

G. Bilevel Reporting

The "supplementary report" in police operations, according to Hanna and Kleberg,[10] usually means one of three things: (1) A simple continuation page for any report, (2) A report that adds new information to a previously reported incident, and (3) A report of progress on an active or pending investigation.

In bilevel reporting, the second level or "supplementary report" is none of the above. It is a totally different concept. Bilevel reporting is a two-level system for collecting data on ID events of interests. The first, or basic level, includes fundamental information that must be collected on all events, all of the time. The information at this level is a necessary minimum set of items. The name of the person involved and the time of the event are two such absolutely necessary items. For motor fleet accidents, an irreducible minimum for basic level reporting would include identification of the drivers and vehicles involved, when and where the accident occurred, the sequence of events, and other essential information. This basic level provides the general frequency rates, severity rates and trend patterns.

The second or supplementary level of a bilevel reporting system is intentionally limited to one type of event, for a short period of time or one aspect of all events, for a short period of time. The second level of information contains greater detail about an ID event of interest. It shows enough of the sequence or major contributing factors involved to allow direct countermeasure development. When the desired information has been gathered, the supplementary level is discontinued, and the basic level form continues.

Bilevel reporting was created as a solution to problems in handling traffic accident data for the general public.[20] The central difficulty was knowing how much data should be collected about each traffic accident. Too little information fails to provide a sound basis for accident prevention programs. Too much information, detailing numerous aspects of every accident, puts an unreasonable and unacceptable burden on police investigators. In-depth study of a single type of accident by special teams constitutes one method to obtain detailed information about an ID event. Usually, however, this method suffers because of its high cost and the lack of available personnel to perform the special studies.

TABLE 7–2.—*Standard form: Additional information about police motor vehicle accidents*

Summary Data

1. IDE #_____ 4. Police Property Damage _____
6. General Type of Event _____ 7. Specific Type of Event _____ 8. Type of Call _____
9. Duty Status _____ 11. General Location _____ 12. # of Employees Involved _____
15. District _____ 36. Ownership _____

Police Employee Information

37. Name _____ 38. Employee # _____
39. Soc. Sec. # _____ 40. Rank _____ 41. Division _____
42. Unit _____ 45. Role in ID Event _____ 46. Hours Worked Before Event _____
47. Police Action _____ 48. Length of Service _____ 49. Time in this Position _____
50. Type of Assignment _____ 51. Seat Position _____ 54. Safety Belt Use _____
56. Nature of Inj. _____ 57. Part of Body _____ 58. Degree of Inj. _____
59. Inj. Source _____ 60. Pedestrian Action _____

Other Information

65. Other Person's Role in ID Event _____ 108. Vehicle # (Police) _____
114. Vehicle Action (Police) _____ 115. Type of Patrol Car _____
116. Role of Vehicle _____ 117. Vehicle Defects _____

Supplementary Information

Universal Codes:	99 Unknown 98 Not Applicable	97 Other 96 None

TABLE 7–3.—*Supervisor's report: police injury and damage event form*

General Information

S1. IDE #_____ S2. Name_____ S3. Soc. Sec. #_____
S4. Date of Event_____ S5. Leave Date_____ S6. Return Date _____
S7. Death Date_____ S8. Est. Total Days Lost_____ S9. Actual Total Days Lost_____
S10. Degree of Disability_____ S11.Z.16 Status_____ S12. Days Charged_____
S13. Preventability_____ S14. Claim Status_____ S15. Comp. Forms Completed? Y____ N____
S16. Fitness for Duty_____ S17. Unsafe Act #1_____ S18. Kind of Unsafe Act_____
S19. Unsafe Act #2_____ S20. Kind of Unsafe Act_____ S21. Dangerous Condition #1_____
S22. Awareness by Sup._____ S23. Dangerous Condition #2_____ S24. Awareness by Sup._____
S25. Managerial Inadequacy #1_____ S26. Managerial Inadequacy #2_____

Task Factors

S27. Task Performed? _____
S28. Type of Procedures?_____ S29. Procedures Followed? Y____ N____
S30. Frequency of Task Performance_____ S31. Frequency of Human Error_____
S32. Frequency of Dangerous Condition_____
S33. When did you last observe employee perform this task safely?_____
S34. Should a job safety analysis be performed on this task? Y____ N____
S35. If no change is made, what is the likelihood that another similar event will occur within one month? _____
S36. Other File # — Case _____ S37. Other File # — Medical_____
S38. Other File # — Comp. _____ S.39. Other File # — Veh. Repair _____
S40. Other File # — Prop. Repair _____ S41. Other File — Other _____
S42. Other File # — Other _____

Cost Factors (To Nearest Dollar)

S43. Est. Medical_____ S49. Actual Medical_____
S44. Est. Vehicle _____ S50. Actual Vehicle_____
S45. Est. Property_____ S51. Actual Property _____
S46. Est. Comp _____ S52. Actual Comp _____
S47. Est. Other _____ S53. Actual Other _____
S48. Est. Total _____ S54. Actual Total _____
S55. Suggested Corrective Action _____
S56. Action Taken with Employee _____
S57. Supervisor's Signature _____ S58. Date _____
S59. IDR Director's Signature _____ S60. Date _____
S61. One Month Up Date Completed Y N S62. Initials _____
S63. Six Month Up Date Completed Y N S64. Initials _____

Universal Codes:	99 Unknown 98 Not Applicable	97 Other 96 None

494-998 O - 73 - 4

TABLE 7–4.—*Employee's record: Injury and damage event form*

E1. Name _____ E2. Employee number _____

E3. Social security number _____ E4. Date employed _____

E5. IDE No.	E6. Date of event	E7. Type of event—general	E8. Type of event—specific	E9. Type of injury	E10. Degree of disability	E11. Total days lost	E12. Police property damage	E13. Preventability

Bilevel reporting attempts to operate between extremes. The total amount of reporting is reduced, while the value of the information collected is increased. Bilevel reporting operates on the principle that a reporting system should be capable of furnishing basic information on all reportable accidents, yet be flexible enough to produce special studies on any aspects of an event when the need arises. For example, suppose the role of tire failure in accidents on expressways is to be investigated. With much effort, an administrator could have one or two items added to a city or State form. More likely, a special study will be set up in this area requiring special forms, the assignment of special personnel, special instructions, special administrative clearances, etc. If a bilevel reporting system is established, however, this type of problem can be studied expeditiously without the long, involved gearing-up process. A short supplementary form can be developed for expressway tire failures and added temporarily to the basic or first level data collection activity.

Ideally, the supplementary forms contain brief, simple, objective questions that are used for a short period, e.g., 1 to 2 months. These questions ask for direct observations (facts), not opinions. The questions may be designed by technical specialists, but should be answerable by nontechnical reporters. Using the sample of tire failures, a tire engineer might design a short series of questions about the pattern of rupture in the tire. Some of the questions included might be:

1. Is the break in the tire an X pattern on the tread?
2. Is it a Y pattern on the tread?
3. Is it a burst pattern on the tread?
4. Is it a single slit on the sidewall?
5. Is it a series of parallel cracks on the sidewall?

Such questions, to a knowledgeable specialist might readily identify the cause of a tire failure as defective construction, overloading, excessive wear, improper air pressure or impact.

With a minimal amount of training—perhaps one rollcall session—reporting officers can be briefed on the use of supplementary forms. These forms may be imprinted directly in a space set aside for supplementary information on the standard form or be added to the standard form as a separate sheet. The latter format may be desirable when the information collected is sensitive, confidential or of possible concern in lawsuits against the police department. Both the *Standard form: Police injury and damage event* and the Nation Safety Council *"Form Traffic 1"* (appendix K) allow space for supplementary information of the type described here.

Another unique feature of bilevel reporting is that one can rather quickly gather exposure information, i.e., information about the total population at risk as well as in-depth data concerning the accident. The forms in appendix N, page 83, provide a pool of questions that can be used in obtaining both types of bilevel

data. For most special studies the number of questions should be reduced from that provided by these forms.

Recommended readings that cover the general concepts of bilevel reporting include the Traffic Accident Data Project's *Policies and Programs* [18] and a study by the California Highway Patrol.[8]

H. Setting Priorities for IDR Action

Criticality ranking, the combination of frequency and severity for certain accident types, is shown in table 7–5, below. It contains the basic data for a "worst first" approach to establishing priorities for IDR programing. Similarly, three of the top 10 injury events, as measured by the total number of man days lost, may be selected for study and countermeasure programing. The IDR director can zero in on these for 1 year in an effort to reduce their dominance.

The data in table 7–5 provide basic insight into police injury problems in terms of frequency and severity. They are based on the total injury experience of one large municipal police department for the year 1970. The categories presented are not mutually exclusive since they combine information on type, circumstances and extent of injury under the heading "Cause of Injury." Even so, each injury case is listed only once, so that the information presented offers some opportunity for a comparative examination of police experience.

TABLE 7–5.—*Injury experience of one large municipal police department for the year 1970*

Cause of injury	Total injuries			Disabling injuries			Criticality rank
	f	Percent	Median days lost	f	Percent	Median days lost	
Vehicular	921	20.0	5.3	629	32.8	10.4	1
Gunshot (self/other) [1]	49	1.1	49.3	[2] 39	2.0	74.0	2
Resisting arrest	994	21.5	.7	313	16.3	5.6	3
Slip/fall (police action)	380	8.2	.9	167	8.7	7.5	4
Miscellaneous [3]	499	10.8	.7	161	8.4	6.0	5
Assault	469	10.2	.8	157	8.2	6.8	6
Slip/fall (routine)	309	6.7	1.4	158	8.2	7.1	7
Enter/exit vehicle	154	3.3	.9	65	3.4	10.5	8
Lifting	75	1.6	2.3	40	2.1	11.0	9
Fight, riot, mob action	187	4.0	.7	52	2.7	6.8	10
Attempting entrance	106	2.3	.7	28	1.4	12.0	11
Hit by flying object	138	3.0	.7	45	2.3	4.7	12
Equipment failure	81	1.8	.6	17	.9	8.6	13
Cut or stab	69	1.5	.6	13	.7	9.8	14
Physical training	91	2.0	.6	21	1.1	3.3	15
Bite	90	2.0	.6	11	.6	4.3	16
Total	4,612	100		1,916	100		

[1] Gunshot (self) equal 8; Gunshot (other) equal 41.

[2] Four fatalities.

[3] Frostbite, animal bite, overcome by fumes or smoke, fire, chemical, electrical contact, equipment repair explosion, exposure to disease, poisoning, other.

The criticality ranking for each injury category is based on the product of frequency of disabling injuries multiplied by median days lost. Accordingly, the rank combines frequency and severity measures. A ranking based on frequency or severity alone would produce a far different picture of municipal police injuries.

Vehicular injuries constitute the most critical police problem in terms of the ranking formula used. Gunshot wounds, however, which rank second in criticality, produce major disability beyond any other cause. In the reporting city, four officers were killed by gunshots in 1970. Even self-inflicted gunshot wounds, though less severe than those inflicted by others, accounted for a median of 45 days lost.

As is the case with gunshot wounds, the next four highest-ranking injury problems are related uniquely to police action. Accidental injuries resulting from routine slips and falls and lifting appear in the mid-range of the rankings. The rank of these injury types suggests that the police injury problem is not similar to that of other employee or industrial groups as has been maintained by many administrators. Rather, a large portion of critical injuries result from direct attempts on the part of others to assault or ambush police officers.

Though injury and damage frequency and severity rates are the most appropriate measures of criticality, priority ranking in terms of ID cost is more likely to trigger action in support of IDR programming. The obvious basis for establishing priorities based on cost

is through the accumulation of the insured costs of certain classes of ID events. The medical costs, wages paid for time not worked, and the replacement of damaged equipment all enter into a calculation of these costs to provide an ordered list of priority problems.

Since the insured costs represent only a portion of the economic loss due to injury and damage, a superior method to priority ranking is recommended.[14] It involves calculation of uninsured as well is insured costs for a representative sample of events to establish an ID priority ranking. Two forms are used to develop these costs. *Department supervisor's accident cost report,* table 7–6, below, and *Investigator's cost data sheet,* table 7–7, page 45, must be completed for a small series of events. Events of great severity require separate calculation (extensive property damage, fatality, permanent total disabilities). Less severe events may be sampled to determine a practical estimate of their cost. Simonds [14] uses four classes of events in describing this approach:

(1) Permanent partial disabilities and temporary total disabilities.

(2) Medical treatment cases requiring only the attention of a physician outside of the local dispensary.

(3) Medical treatment cases requiring only first aid or local dispensary treatment resulting in less than $20 property damage or loss of less than eight hours working time.

(4) Events that cause either no injury or minor injury not requiring a physician's attention but resulting in more than $20 property damage or loss of eight or more hours working time.

Average cost for each class of ID event should be determined by compiling the total costs for 20 to 40 events in each class. More cases may be needed if the cost figures for one group vary widely. Once average costs are known for each class, it becomes far easier to estimate the savings brought about through IDR activities. When adequate cost information is available, priorities may be set by a more sophisticated method: cost benefit analysis described in section III.

To be of maximum usefulness, cost figures should represent as accurately as possible the *specific experience of the department* itself. Cost comparisons across departments in different cities are difficult to justify. Differences in hazards exist from one locality to another. More importantly, differences in IDR programs exist and may influence substantially the type of accidents that occur and their related cost factors. A department that does not permit pursuit driving over defined speeds may show a different pattern of serious motor vehicle accidents than one that does not have such a limitation. Obviously, the average cost of pursuit accidents in the one department could not be assigned to the other.

An innovative method for determining priorities has been developed recently by William T. Fine.[9] The method is called "risk calculation" or "criticality analysis." When one combines the frequency and severity of an event, the result is the criticality of that event, or its degree of seriousness. Fine's method uses *accident data* to determine the frequency and severity of an event, when such data are available. He also uses *hazard data.* By combining both past experience (accident data) with future expectations (hazard data), the IDR director has a way of determining which problems to work on first and to what degree. The method produces a relative ranking of hazards. It is a simple, practical and extremely helpful technique for measuring which hazards are most critical.

A "hazard" may be defined as any unsafe condition or potential source of injury or damage. A "hazard event" is any combination of a hazard with a person or activity that could produce an accident sequence.

TABLE 7–6.—*Department supervisor's accident cost report*

Injury Accident _____
No-Injury Accident _____

Date _____ Name of injured worker _____

1. How many other workers (not injured) lost time because they were talking, watching, helping at accident? _____
   About how much time did most of them lose? _____ hours _____ minutes
2. How many other workers (not injured) lost time because they lacked equipment damaged in the accident or because they needed the output or aid of the injured worker? _____
   About how much time did most of them lose? _____ hours _____ minutes
3. Describe the damage to material or equipment _____

   Estimate the cost of repair or replacement of above material or equipment $ _____
4. How much time did injured worker lose on day of injury for which he was paid? _____ hours _____ minutes
5. If operations or machines were made idle: Will overtime work probably be necessary to make up lost production? Yes ☐, No ☐.
   Will it be impossible to make up loss of use of machines or equipment? Yes ☐, No ☐.
   Demurrage or other special non-wage costs due to stopping an operation $ _____
6. How much of supervisor's time was used assisting, investigating, reporting, assigning work, training or instructing a substitute, or making other adjustments _____ hours _____ minutes.

Name of supervisor _____

Fill in and send to the safety department not later than day after accident.

TABLE 7–7.—*Investigator's cost data sheet*

Class 1 _____
(Permanent partial or temporary total disability)
Class 2 _____
(Temporary partial disability or medical treatment case requiring outside physician's care)
Class 3 _____
(Medical treatment case requiring local dispensary care)
Class 4 _____
(No injury)

Name _____
Date of injury _____ Its nature _____
Department _____ Operation _____ Hourly wage _____
Hourly wage of supervisor $_____
Average hourly wage of workers in department where injury occurred $_____

1. Wage cost of time lost by workers who were not injured, if paid by employer $_____
   a. Number of workers who lost time because they were talking, watching, helping _____. Average amount of time lost per worker _____ hours _____ minutes.
   b. Number of workers who lost time because they lacked equipment damaged in accident or because they needed output or aid of injured worker _____. Average amount of time lost per worker _____ hours _____ minutes.
2. Nature of damage to material or equipment _____
   _____
   Net cost to repair, replace, or put in order the above material or equipment $_____
3. Wage cost of time lost by injured worker while being paid by employer (other than workmen's compensation payments) $_____
   a. Time lost on day of injury for which worker was paid _____ hrs. _____ mins.
   b. Number of subsequent days' absence for which worker was paid _____ days (other than workmen's compensation payments) _____ hours per day.
   c. Number of additional trips for medical attention on employer's time on succeeding days after worker's return to work _____.
      Average time per trip _____ hrs. _____ min. Total trip time _____ hrs. _____ mins.
   d. Additional lost time by employee, for which he was paid by company _____ hrs. _____ mins.
4. If lost production was made up by overtime work, how much more did the work cost than if it had been done in regular hours? (Cost items: wage rate difference, extra supervision, light, heat, cleaning for overtime.) $_____
5. Cost of supervisor's time required in connection with the accident $_____
   a. Supervisor's time shown on Dept. Supervisor's Report _____ hrs. _____ mins.
   b. Additional supervisor's time required _____ hrs. _____ mins.
6. Wage cost due to decreased output of worker after injury if paid old rate $_____
   a. Total time on light work or at reduced output _____ days _____ hours per day.
   b. Worker's average percentage of normal output during this period _____%.
7. If injured worker was replaced by new worker, wage cost of learning period $_____
   a. Time new worker's output was below normal for his own wage _____ days _____ hours per day. His average percentage of normal output during time _____%. His hourly wage $ _____.
   b. Time of supervisor or others for training _____ hrs. Cost per hour $_____.
8. Medical cost to company (not covered by workmen's compensation insurance) $_____
9. Cost of time spent by higher supervision on investigation, including local processing of workmen's compensation application forms. (No safety or prevention activities should be included.) $_____
10. Other costs not covered above (e.g., public liability claims; cost of renting replacement equipment; loss of profit on contracts cancelled or orders lost if accident causes net reduction in total sales; loss of bonuses by company; cost of hiring new employees if the additional hiring expense is significant; cost of *excessive* spoilage by new employees; demurrage). $_____
    Explain fully.

Total uninsured cost..... $_____

Name of company _____

Hazards are unavoidable and in fact a frequent occurrence in police operations. Hazardous events, however, are controllable since they involve the activity of the officer whose behavior is influenced by effects of training, use of equipment, etc. Drawing a revolver or firing it, chasing a subject, restraining a violent offender, driving in pursuit or emergency runs may all be considered hazardous events. In applying the Fine system, the investigator chooses one such hazardous event and determines the consequence upon which he will focus his attention. It may be a fatality or a disabling injury. A hazardous event and the particular consequence of that event are related to a probability. This is set by examination of the frequency of the event and its consequences combined. For example, of 30 pursuit runs over 5 miles in length, three may end in an

accident. The probability is the likelihood that the accident sequence will follow from hazardous event to the consequence specified.

To use Fine's system, additional data are necessary to measure exposure or the frequency of occurrence of the hazardous event. But the principal merit of the system is that one does not need exact figures to determine a "risk score." An order of magnitude estimate will suffice.

Table 7–8, *Criticality analysis rating system,* below, designates the measurable degrees of each of the three variables: consequence, exposure and probability. A risk or risk score (R) is defined as: Risk=Consequence ×Exposure×Probability (R=C×E×P). Table 7–9 *Risk scores for hazardous events applied to municipal police experience by the Fine System,* page 47, gives C, E, P and R for some typical hazardous events applicable to municipal police. Given a large police department of about 10,000 men, consider the following sequence:

(1) Attempt to apprehend suspect(s) (hazard).
(2) Police fires gun(s) (hazardous event).
(3) Police bullets strike fellow officer(s).
(4) Officer sustains disabling injury (consequence).

TABLE 7–8.—*Criticality analysis rating system*

Factor and classification	*Rating*
1. *Consequences.*—Most probable result of the potential accident.	
(a) Catastrophe; numerous fatalities; damage over $1,000,000; major disruption of activities...	100
(b) Multiple fatalities; damage $500,000 to $1,000,000	50
(c) Fatality, damage $100,000 to $500,000	25
(d) Extremely serious injury (amputation, permanent disability); damage $1,000 to $100,000.	15
(e) Disabling injury; damage up to $1,000	5
(f) Minor cuts, bruises, bumps; minor damage...	1
2. *Exposure.*—The frequency of occurrence of the hazard event. *Hazard-event occurs:*	
(a) Continuously (or many times daily)	10
(b) Frequently (approximately once daily)	6
(c) Occasionally (from one per week to once per month)	3
(d) Unusually (from once per month to once per year)	2
(e) Rarely (it has been known to occur)	1
(f) Remotely possible (not known to have occurred)	0.5
3. *Probability.*—Likelihood that accident sequence will follow to completion. *Complete accident sequence:*	
(a) Is the *most likely* and expected result if the hazard-event takes place	10
(b) Is *quite possible*, not unusual, has an even 50/50 chance	6
(c) Would be an *unusual* sequence or coincidence..	3
(d) Would be a *remotely possible* coincidence	1
(e) *Has never happened* after many years of exposure, but is conceivably possible	0.5
(f) *Practically impossible* sequence (has never happened)	0.1

TABLE 7–8.—*Criticality analysis rating system*—Con.

Factor and classification	*Rating*
4. *Cost Factor.*—Estimated dollar cost of proposed corrective action.	
(a) Over $50,000	10
(b) $25,000 to $50,000	6
(c) $10,000 to $25,000	4
(d) $1,000 to $10,000	3
(e) $100 to $1,000	2
(f) $25.00 to $100	1
(g) Under $25.00	0.5
5. *Degree of Correction.*—Degree to which hazard will be reduced.	
(a) Hazard positively eliminated, 100 percent....	1
(b) Hazard reduced at least 75 percent	2
(c) Hazard reduced by 50 percent to 75 percent..	3
(d) Hazard reduced by 25 percent to 50 percent..	4
(e) Slight effect on hazard (less than 25 percent)..	6

General data from several sources indicate the typical consequence of a gunshot is between a disabling injury (C=5) and an extremely disabling injury (C=15); therefore, C is set at a value of 10. An alternative consequence could have been fatality (C=25). The hazardous event (police firings) for the particular department involved occurs more than once a day (E=10). One and a half percent of these shootings resulted in the specified consequence (injury to fellow officer(s)). The data do not indicate the number of fatalities. The probability that the consequence will follow the hazardous event is greater than "remotely possible," and probably somewhat less than "unusual" (P=2).

$$R=10\times10\times2=200$$

Similarly risk scores may be calculated for the other hazardous events appearing in table 7–9. By listing all hazardous events in order from the highest to the lowest risk score, priority action groups can be established. For example, hazard events could be grouped into those requiring action: (*a*) immediately, (*b*) as soon as possible and (*c*) without undue delay.

Fine's method also gives an indication of the justification of the *cost* of proposed countermeasures after a hazard has been identified. By relating the elements in the formula given above to the *cost* of correction and the *degree* of correction, i.e., how much the hazard will be reduced, he develops a "justification" formula.

$$\text{Justification}=\frac{\text{Consequences}\times\text{Exposure}\times\text{Probability}}{\text{Cost Factor}\times\text{Degree of Correction}}$$

$$\left(J=\frac{C\times E\times P}{CF\times DC}\right)$$

The top portion of the equation is the same as that for calculating risk scores. The additional items are: the cost factor (CF), the estimated dollar cost of corrective action and the degree of correction (DC), an estimate of the percent of hazard reduction expected after putting the corrective action into effect.

TABLE 7–9.—*Risk scores for hazardous events applied to municipal police experience by the Fine [1] system*

Hazardous event	Department size											
	Large				Medium				Small			
	Consequence [2]	Exposure	Probability	Risk	Consequence	Exposure	Probability	Risk	Consequence	Exposure	Probability	Risk
Firing gun	10	10	2	200	10	2	2	40	10	1.5	2	30
Firing gun	[3] 25	10	1	250	25	2	1	50	25	1.5	1	37.5
Pursuit run	5	10	3	150	5	10	3	150	5	6	3	90
Emergency run	5	10	3	150	5	10	3	150	5	10	3	150
Foot chase	1	10	3	30	1	10	3	30	1	3	3	9
Arresting a resisting offender	5	10	3	150	5	10	3	150	5	3	3	45
Directing traffic	25	10	1	250	5	10	1	50	5	6	1	30

[1] William T. Fine, 1971.

[2] Notice consequences and probability are generally independent of department size. Local differences in experience could vary these estimates.

[3] For the same hazardous event, a more serious consequence, for example fatality, may be examined, C=25 and P=1.

NOTE.—The figures presented are reasonable estimates but are not intended to be descriptive of any particular department or group of departments.

Returning to the hazard event of shooting, shock guns or bullet-proof vests could be considered as countermeasures to interrupt the hazard-injury sequence. Given the number of patrolmen used to define exposure (10,000), the cost of equipping them with bullet-proof vests would be in excess of $50,000. Referral to table 7–8 shows the corresponding cost factor (CF=10). If data showed that 25–50 percent of bullet wounds occurred to the chest-back area, then the degree to which the hazard would be reduced would be 25–50 percent or (DC=4). Then:

$$J=\frac{C\times E\times P}{CF\times DC}=\frac{R}{CF\times DC}=\frac{200}{10\times 4}=5$$

If a training program at the cost of $1,000–$10,000 (CF=3) may be expected to reduce exposure to firings by 25 percent (DC=4), then the degree to which the hazard is reduced is 25 percent also. Then:

$$J=\frac{200}{3\times 4}=16.7$$

Another source of data may indicate that pursuit runs over 5 miles in length resulted in a successful apprehension about 25 percent of the time and a police accident five percent of the time. Without seriously reducing the apprehension rate, a directive might prohibit all but a small percentage of these chases (CF=0.5, DC=2). Then:

$$J=\frac{150}{0.5\times 2}=150.$$

According to Fine, the critical justification rating is 10. For ratings over 10, the expenditure will be considered justified; for ratings less than 10, unjustified. Fine selected 10 on the basis of his own situation and budget. Local conditions may require adjusting the critical rating up or down using 10 as a reference point.

Justification represents the viewpoint of *injury and damage reduction* only. Administrators might feel that other considerations may make a countermeasure justifiable, e.g., worker morale, negative public reaction to a tragedy, or the wish to expend funds in a certain budget category. Also, *other* countermeasures may reduce the hazard and prove worthwhile from a cost perspective.

For most departments it is suggested that exposure and cost be based on the experience of the entire sworn force. A problem arises, however, for large departments when frequencies of certain hazardous events grossly exceed the exposure category of "many times daily." Since the consequence and probability are the same for pursuit and emergency runs, their risk scores would be identical even if their frequencies of occurrence were 120 and 400 times a day, respectively. One possible solution is to consider frequencies per 10 men. Assume the frequencies 120 and 400 apply to a department with 1,600 sworn personnel on patrol. The 1,600 men, put into groups of 10, produce 160 groups. With this new exposure base, pursuit runs occur approximately daily (120/160) and emergency runs two and a half times daily (400/160). The base of 10 men is chosen here because it is the largest group that allows differentiating the frequency of occurrence; other bases could be used.

When such modifications are employed two cautions must be observed:

1. The calculated risk scores can only be compared to other risk scores calculated on the same base.

2. Justification (J) remains *unaltered* if the cost factor is figured on the same base as risk. For example, cost for the above should be based on 10 men.

These modifications do not affect consequences, probability and degree of correction.

Risk scores from table 7–9 pertaining to large departments can be recalculated using 10 men as the exposure base instead of the entire force. They would be:

H.E.	E	R
Firing gun	6	120
Firing gun	6	150
Pursuit run	6	90
Emergency run	10	150
Foot chase	10	30
Arresting a R.O	6	90
Directing Traffic at Accident	6	150

There are primary advantages in applying this system.

1. It forces attention to specifiable aspects of injury and damage.

2. It uses data for more than descriptive purposes.

3. It constructs a total picture of hazards and possible corrective measures.

4. It produces a list of priorities and shows which hazards are most amenable to correction.

5. It directs or narrows the focus of countermeasures.

6. It allows the evaluation of the effects of countermeasures.

While this method for measuring hazards and fixing priorities for corrective actions grew out of an industrial setting and has yet to be widely used, the investigators feel that it is a significant advance in the field of injury and damage reduction. Fine's weighting system of "ratings" may need modification within the context of municipal police department operation, but it deserves to be tested fully in the near future. Those readers interested in pursuing Fine's techniques are referred to a more complete description of the procedures and recommendations published in the December issue of the *Journal of Safety Research* under the title "Mathematical Evaluation for Controling Hazards." To foster immediate implementation of this method, a worksheet is presented as table 7–10, *Justification rating worksheet.*

TABLE 7–10.—*Justification rating worksheet*

Problem:

Sequence of events or factors necessary for accident:

1.
2.
3.
4.
5.
6.
7.

Formula Factors:		*Rating*
C	Consequence:	
E	Exposure:	
P	Probability:	
CF	Cost Factor:	
DC	Degree of Correction:	
J	Justification: $J=\frac{C\times E\times P}{CF\times DC}=\frac{\times\quad\times}{\times}=$	

The estimated cost of corrective action is/is not justified.

NOTES

[1] Beach, D. Introducing the new classification of motor vehicle traffic accidents. *Traffic Digest and Review,* 1970, 18(6, 7), 17–24.

[2] Blumenthal, M. and Wuerdemann, H. A state accident investigation program, final report. Phase I, Vol. 1. 1968 (PB–177–770), Contract No. FH–11–6688. Prepared for the National Highway Safety Bureau of Traveler's Research Center, Inc., Hartford, Conn.

[3] Blumenthal, M. *et al.* A traffic collision management and investigation manual to accompany the standard police accident report. Phase I, Vol. 2, 1968. (PB–177–771).

[4] Blumenthal, M. *et al.* Standard traffic collision investigation data encoding manual. Phase 1, Vol. 3, 1968. (PB–177–772).

[5] Blumenthal, M. and Wuerdemann, H. A state accident investigation program: A test of developed automobile accident report forms. Phase 2, Vol. 1, 1969. (PB–187–928). Contract No. FH–11–6926. Prepared for the National Highway Safety Bureau, U.S. Dept. of Transportation by Traveler's Research Center, Inc., Hartford, Conn.

[6] Blumenthal, M. *et al.* A revised traffic, crash management and investigation manual to accompany the uniform police traffic crash report. Phase 2, Vol. 2, 1969. (PB–187–929).

[7] Blumenthal, M. *et al.* A revised data encoding manual to accompany the uniform police traffic crash report. Phase 2, Vol. 3, 1969. (PB–187–930).

[8] California Highway Patrol. *Motorcycle accident survey.* Sacramento, Calif.: CHP.

[9] Fine, W. T. *Mathematical evaluations for controlling hazards.* Silver Spring, Md.: Naval Ordnance Laboratory, 1971.

[10] Hanna, G. and Kleberg, J. *A police records system for the small department.* Springfield, Ill.: Charles C Thomas, 1969.

[11] Hoover, J. E. *Manual of police records.* Washington, D.C.: U.S. Dept. of Justice, Federal Bureau of Investigation, 1966.

[12] Leonard, V. A. *The police records system.* Springfield, Ill.: Charles C Thomas, 1970.

[13] Murphy, C. W. Traffic accident investigation: A key to safety. *National Safety Congress Transactions,* 1970, 8, 47–50.

[14] National Safety Council. *Accident prevention manual for industrial operations.* (6th ed.) Chicago: NSC, 1969.

[15] National Safety Council. *Exercises in classifying motor vehicle traffic accidents.* Chicago: NSC, 1970.

[16] National Safety Council. *Guide to classification of motor vehicle trafficway accidents.* Chicago: NSC, 1970.

[17] National Safety Council. *Manual on classification of motor vehicle traffic accidents.* (2d ed.) Chicago: NSC, 1970.

[18] National Safety Council. *Policies and programs.* Chicago, NSC, 1968.

[19] National Safety Council. *Vehicle Damage scale for traffic accident investigators.* Chicago: NSC, 1968.

[20] National Safety Council. Bilevel reporting of accidents. *Journal of Safety Research,* 1970, 2(2), 51–54.

[21] U. S. Department of the Interior. *Accident analysis code book.* No. DI–134A. Washington, D.C.: Division of Safety Management, Office of Personnel Management, 1968.

Appendix A

QUALIFICATIONS AND TRAINING FOR THE IDR DIRECTOR

The Position of the IDR Director

It is recommended that the IDR director be a sworn member of the department with a rank equal to or higher than the director of planning and research, inspections, personnel or other similar units. Although a civilian may be assigned to direct the IDR function, as modified to fit police needs. As a result, cooperation probably would be given to a member of the force who is familiar with and shows competence in the performance of the police function and is aware of the attitudes of his fellows. Of primary importance is his acceptance as an integral part of the police management team. Anecdotal evidence from several departments plus the difficulties encountered by city safety administrators in obtaining the cooperation of police officials support these recommendations.

Training Needs

The cooperation of activities within the IDR function is complex and involves knowledge and skills normally not acquired at the academy. These can be categorized broadly in terms of the professional safety function, as modified to fit police needs. As a result, training in occupational safety and its related disciplines must precede or accompany assignment to the position of IDR director.

A survey conducted by the American Society of Safety Engineers [1] indicates that 1,012 courses in safety and related fields are offered by 280 institutions. This survey offers an excellent source document for the listing of available courses in the following categories:

1. Industrial Safety/Industrial Accident Prevention;
2. Safety Engineering;
3. Management and Administration;
4. Safety Education;
5. Driver and Traffic Safety;
6. Fire Protection; and
7. Industrial Hygiene, Health and Environmental Health.

Unfortunately, no single course can be recommended to fulfill the special training needs of an IDR director for municipal police; however, basic concepts of industrial safety and safety engineering and management should provide the training foundations for such a position.

With the availability of these general programs throughout the nation, it is possible to provide inservice training that will create a knowledgeable and effective IDR staff. A focal point for such training on an informal basis has been the workshops conducted at the National Safety Congress for the last three years. It is recommended strongly, however, that the LEAA fund the development of an IDR training curriculum and program that would be offered periodically to police personnel on a regional basis.

As has been implied throughout this report IDR covers a diversity of disciplines. The unique hazards presented by the necessities of police action makes problems of injury and damage reduction more challenging than those encountered in most industrial or public employee operations. As a result, training in the scientific areas of the safety discipline is mandatory. Knowledge of such areas as physics, chemistry and mathematics is also desirable.

Essential Qualifications of the IDR Director

Obviously, the director of IDR must have a deep understanding of the tasks performed in all areas of police operations. Rockwell,[2] in speaking of the safety professional in industry, states, "Since safety is not a criterion in its own right but is intimately tied into production, the safety specialist must understand the principles of work design so that accident prevention complements production." By the same token injury and damage reduction efforts must complement the police mission.

The primary functions of the IDR director are: (*a*) to analyze problems with a view to hazard discovery, (*b*) to interpret and communicate these problems intelligently, (*c*) to recommend and participate in the implementation of countermeasure efforts, and (*d*) to evaluate the results of countermeasure efforts on a short term and long term basis.

To analyze injury and damage statistics properly, the IDR director must have a working knowledge of descriptive and inferential statistics. Descriptive statistics are used to present an organized, precise and realistic profile of a department's experience, while

inferential statistics enable the evaluation of countermeasure results in terms of significant or meaningful changes, in ID rates, as distinguished from chance deviations.

Communication and interpretation of ID summary data to the chief or his deputy and other department commanders is a key activity of the IDR director. The information within the report and the points of emphasis must be tailored for the target of the ID summary. Again, a combined knowledge of the tasks or various units, together with a knowledge of applied statistics, is necessary. Familiarity with the concepts of workmen's compensation and cost accounting would also be of valuable assistance in presenting these summaries.

The analysis of injury and damage problems should be combined with knowledge of industrial engineering, human factors, industrial hygiene and applied psychology to produce adequate IDR program recommendations. The IDR director should be knowledgeable in at least one of these areas, preferably with a college degree, and be able to comprehend and use the information from other disciplines as presented in books, manuals or training programs. Because of the general emphasis on training as a frequently used countermeasure, a knowledge of basic training techniques and design of curricula is desirable also.

To evaluate the results of countermeasure efforts, the IDR director must be familiar with experimental design and the corresponding use of control groups, random assignment, sampling and related topics. It is likely that firm grounding in an applied science at the college level will provide sufficient knowledge to exercise the evaluative process.

NOTES

[1] American Society of Safety Engineers. *Status report: Educational opportunities.* Chicago: ASSE, 1969.

[2] Rockwell, T. H., Design specifications for a safety engineer. *ASSE Journal,* 1962, 7(2), 16–19.

Appendix B

GENERAL ORDER SETTING FORTH DEPARTMENT IDR POLICY AND COMMAND RESPONSIBILITIES

This department believes that injury and damage reduction is an integral part of efficient police work. It shall be the policy of this department to conduct all operations with the minimum of hazard to personnel, vehicles, and other departmental property and to support comprehensive programs to prevent and mitigate injuries and property damage at all times.

The reduction of personnel injuries and vehicle damage are command responsibilities. Every effort is to be expended to meet the goals of injury and damage reduction as defined in this order and each commander is accountable for his actions directed toward this end. The commander who delegates his *interest* and his *action* in the injury and damage reduction effort will not fulfill his obligation to his department.

Command Responsibility

1. The chief is responsible for the development and implementation of an effective injury and damage reduction (IDR) function. He is also responsible for the establishment of sufficient controls to assure that maximum command effort is expended to supporting, implementing and enforcing all programs undertaken to reduce injury and damage.

2. The deputy chief and his assistants will direct the attention of all commanders to the subject of injury and damage reduction. Such direction will be frequent enough to maintain a sense of the urgency and importance of the IDR effort.

3. Commanding officers are responsible for:

   (*a*) Setting an example in accord with the department IDR efforts.

   (*b*) Reviewing all reports of injury and damage events and making recommendations for retraining or diciplinary action where necessary.

   (*c*) Periodically reviewing injury and damage records of supervisors and the men under their command.

   (*d*) Recommending retraining or discipline for supervisors whose subordinates are responsible for an excessive number of preventable injuries and property damage cases.

4. Supervisors are responsible for:

   (*a*) Setting an example in accord with the department IDR efforts.

   (*b*) Injury and damage reduction to the same extent that they are responsible for the efficient accomplishment of crime prevention and the other aspects of the department mission.

   (*c*) The installation of safe equipment, facilities, and work methods.

   (*d*) Adequate inspection and prompt maintenance of equipment and facilities.

   (*e*) Detection and prompt correction of hazardous conditions and unsafe practices.

   (*f*) Vigorous and continuous training in injury and damage reduction through individual personnel contacts.

   (*g*) Recommending retraining for personnel found to be deficient in safe driving practices.

   (*h*) Enforcement of department rules and procedures.

   (*i*) Immediate investigation and reporting of injury and damage events.

   (*j*) Prompt execution of measures to prevent the recurrence of injury and damage.

IDR Function and Responsibility

The director of the injury and damage reduction (IDR) function will assist the Chief in fulfilling IDR responsibilities and recommend programs for the reduction of injury and damage throughout the department.

(The purposes and duties of the IDR function as well as its organizational status have been presented in the text and should be used as a guide for developing this section of the general order on a local level.)

Appendix C

DRIVER IMPROVEMENT WORK SHEET*

Name _____ I.D. _____ Date _____
Last, First Initial

Area _____ Rater _____ I.D. _____ Total Time Observed _____

Key: 1—Negligent. 2—Often Negligent. 3—Usually Complies. 4—Complies.

	Rating
A. Predriving:	
1. Is physically prepared to start shift	1 2 3 4
2. Visually checks for damage or defects	1 2 3 4
3. Checks wheels and tires	1 2 3 4
4. Checks Form 33 for completeness and uncorrected defects	1 2 3 4
5. Allows adequate time for engine warm up	1 2 3 4
6. Checks brakes, lights, horn, siren, and gauges	1 2 3 4
7. Adjusts mirror and seat	1 2 3 4
8. Secures loose articles within vehicles	1 2 3 4
9. Fastens seat belt	1 2 3 4
B. General Driving habits:	
1. Backs cautiously	1 2 3 4
2. Accelerates smoothly	1 2 3 4
3. Stops smoothly	1 2 3 4
4. Prepares for hazards at intersections	1 2 3 4
5. Prepares for hazards near parked vehicles	1 2 3 4
6. Makes turning, stopping intentions obvious	1 2 3 4
7. Safe path and speed on turns	1 2 3 4
8. Overtakes and passes with adequate clearance	1 2 3 4
9. Spots distracted drivers	1 2 3 4
10. Taps horn when in doubt	1 2 3 4
11. Allows a "space cushion" when following	1 2 3 4
12. Watches well ahead in traffic	1 2 3 4
13. Doesn't "wander" within lane	1 2 3 4
C. Expressway Driving:	
1. Merges safely at proper speed	1 2 3 4
2. Enters off ramps at safe speed	1 2 3 4
3. Minimizes lane changing	1 2 3 4
4. Avoids "blind spots"	1 2 3 4
5. Anticipates movements of overtaken vehicle	1 2 3 4
6. Is constantly aware of traffic at rear and sides	1 2 3 4
7. Maintains an "out" on both sides	1 2 3 4
8. Provides an "in" for merging traffic	1 2 3 4

	Rating
D. Night Driving:	
1. Drives within headlight visibility	1 2 3 4
2. Maintains clean windshield and windows	1 2 3 4
3. Lowers beams before required distance.	1 2 3 4
4. Avoids visual "fixation" on approaching lights	1 2 3 4
5. Uses lights prior to complete darkness.	1 2 3 4
E. Emergency Operation:	
1. Drives at reasonable speeds	1 2 3 4
2. Overtakes on left	1 2 3 4
3. Uses siren properly	1 2 3 4
4. Doesn't depend on siren audibility	1 2 3 4
5. Uses headlights to advantage	1 2 3 4
6. Slows prior to potentially hazardous areas	1 2 3 4
F. Stopping Violators:	
1. Selects safe area for stop	1 2 3 4
2. Positions his vehicle properly	1 2 3 4
3. Sets emergency brake	1 2 3 4
4. Cautious in opening door into traffic	1 2 3 4
5. Uses warning lights properly	1 2 3 4
6. Allows violator to leave first	1 2 3 4
G. Special Area Conditions:	
1. Slows prior to entering curves	1 2 3 4
2. Drives within own lane on curves	1 2 3 4
3. Properly controls skid on ice, snow, etc.	1 2 3 4
4. Proper speed in fog, rain, etc	1 2 3 4
5. All windows defrosted before operation.	1 2 3 4
6. Other _____	1 2 3 4
7. Other _____	1 2 3 4
8. Other _____	1 2 3 4
H. Attitudes:	
1. Observes all traffic laws	1 2 3 4
2. Courteous to pedestrians and other drivers	1 2 3 4
3. Good posture and alert	1 2 3 4
4. Stays calm in annoying situations	1 2 3 4
5. Resists urge to "experiment" with horsepower	1 2 3 4

Comments:
What corrective action was taken to eliminate deficiencies?

*Source, *The Driver*, California Highway Patrol.

Appendix D

TASK HAZARD ANALYSIS METHOD

Step 1—Observe Task

To obtain the basic steps for various police tasks, a number of methods can be used. Certainly, observation of task performance is the primary technique and should be used if at all possible. In these cases, the supervisor should select the more experienced and cooperative officer and brief him on his intention. He then should accompany the officer and observe and record the basic task steps. He should check all his observations with the officer.

The difficulties of the supervisor observing subordinates carrying out field questioning, arrest, search, handcuffing and transportation of prisoners are obvious. If observation is not possible, it is recommended that a sampling of personnel be required to describe a selected task in a step-by-step fashion soon after they complete it. In these cases, personnel would be briefed on the listing of basic task steps.

Table D–1 shows a completed Task Hazard Analysis (THA) for two-man car response to a radio call indicating the presence of a prowler in a building at night. The left hand column of the table shows the basic task steps. If subordinates are asked to describe a selected task, then they should be given a form containing only the left hand column of Table D–1 on which they would list the sequence of steps.

The observational or memory techniques of listing task steps can be supplemented with other input. The department's training material and other standard sources such as the IACP training keys, and NUTI traffic law enforcement series offer useful information for assembling task steps. Discussion among supervisors should be conducted to refine the listing of basic task step. Such cooperative effort will also assist in gaining the acceptance of all supervisors concerned when the final THA is produced.

Step 2—List Hazards

In obtaining information on the hazards connected with each step, the same three methods can be used. In the observational method, the supervisor accompanies the selected officer a second time, briefs him on his intentions and observes the task in terms of its hazards and potential hazards.

The supervisor should attempt to be as specific as possible in noting down hazards. The codes at the top of column two of the THA will assist the supervisor in this process. He should also make every attempt to record hazards and potential hazards immediately. The code abbreviation plus one or two key words is sufficient to give an indication of the accident type. For example, "Ob. prowler/lookout" is sufficient to note that the prowler or a lookout may be watching for an approaching police vehicle. Where more than a single hazard is attached to a given step use the coding shown on the THA example.

After observation and recording has been completed, the supervisor should recheck his listing with the officer observed. His experience with the job may include some ideas that might never occur to the supervisor.

When observation is not possible, hazard description can be obtained by asking officers and supervisors to recall incidents connected with each of the task steps that resulted or could have resulted in injury or property damage. Again, the hazard descriptions gathered from either or both of the above methods can be supplemented by reviewing appropriate reference material.

Step 3—List Countermeasures

Once the hazards and potential hazards at each step are defined, countermeasures to eliminate or reduce the effects of potential hazards should be defined. At this point, Haddon's energy transfer concepts should be considered both in preventing the buildup of hazard and in mitigating its effects. First, the total task should be examined with the question in mind: Is there a way to perform the task that will eliminate hazards and still achieve the objective?

Haddon presents a description of hazard that is particularly appropriate for police action. He sees injury and damage occurrence as unwanted outcomes of exchange between various energy sources. He also indicates that harmful effects of energy transfer can be handled by one or more of a succession of countermeasures.

Table D–2 presents a partial list of countermeasures suggested by Haddon along with examples of police action that might be taken to combat an assault. Even though measures to prevent injury can be introduced at every point in the energy exchange sequence, police officers are often limited in the avenue that they have

POLICE ACTION: Radio call response, prowler in building at night
TYPE OF PATROL: Two-man

TABLE J-1 TASK HAZARD ANALYSIS — WORKSHEET

PERSONAL EQUIPMENT — REQUIRED: Revolver, flashlight, baton, handcuffs
RECOMMENDED: Helmet, safety shoes

SEQUENCE OF BASIC TASK STEPS	HAZARDS OR POTENTIAL HAZARDS	RECOMMENDED PROCEDURE(S) TO COUNTERACT HAZARD
BREAK TASK DOWN INTO ITS BASIC STEPS, e.g., WHAT IS DONE FIRST, WHAT IS DONE NEXT AND SO ON. YOU CAN DO THIS BY (1) OBSERVING THE TASK, (2) HAVING THE OFFICER FILL OUT THIS COLUMN OF THE FORM, (3) DRAWING ON YOUR OWN KNOWLEDGE AND OTHER SOURCES OR (4) A COMBINATION OF ALL THREE. RECORD THE TASK STEPS IN NORMAL ORDER OF OCCURRENCE. DESCRIBE WHAT IS DONE, NOT DETAILS OF HOW IT IS DONE. FOR EXAMPLE, THE TASK OF PASSING A MOTOR VEHICLE ON THE HIGHWAY MIGHT CONTAIN THE FOLLOWING STEPS: 1. Move car into left lane 2. Accelerate as you move left 3. Pass vehicle in right lane 4. Return to right lane 5. Decelerate to normal speed	FOR EACH TASK STEP, ASK YOURSELF WHAT INJURIES OR PROPERTY DAMAGE EVENTS COULD HAPPEN TO AN OFFICER. YOU CAN DO THIS BY (1) OBSERVING THE TASK, (2) INTERVIEWING THE OFFICER TO OBTAIN INCIDENT REPORTS, (3) DRAWING ON YOUR OWN KNOWLEDGE OR OTHER SOURCES FOR PAST INJURY AND PROPERTY DAMAGE OCCURRENCES OR (4) A COMBINATION OF ALL THREE. ASK YOURSELF: CAN THE OFFICER OR HIS VEHICLE BE STRUCK BY SOMEBODY OR SOMETHING; CAN HE BE CAUGHT IN OR BETWEEN SOMETHING, ETC. RECORD AND NUMBER HAZARDS AND POTENTIAL HAZARDS. **Accident**: MV – Motor vehicle; St – Struck by/against; Cw – Contact with; Ca – Caught between, in, on; F – Fall below, same level; Sh – Shot **Assault**: HV – Hit by vehicle; HF – Hit by fist, hand, arm, foot; HO – Hit by object; HTO – Hit by thrown object; Sh – Shot; Sb – Stabbed; Bi – Bit; O – Observed **Ambush**: HV – Hit by vehicle; HTO – Hit by thrown object; Bb – Bombed; Sh – Shot; O – Observed	FOR EACH HAZARD OR POTENTIAL HAZARD, ASK YOURSELF HOW SHOULD THE OFFICER PERFORM THE TASK STEP TO AVOID POTENTIAL INJURY OR DAMAGE, OR WHAT SHOULD THE OFFICER DO OR NOT DO TO AVOID POTENTIAL INJURY OR DAMAGE. YOU CAN GET YOUR ANSWERS BY (1) OBSERVING THE TASK FOR LEADS, (2) DISCUSSING PRECAUTIONS WITH EXPERIENCED OFFICERS, (3) DRAWING ON YOUR OWN EXPERIENCE OR (4) A COMBINATION OF ALL THREE. BE SURE TO DESCRIBE THE PRECAUTIONS THE OFFICER MUST TAKE SPECIFICALLY. DON'T LEAVE OUT IMPORTANT DETAILS. NUMBER EACH SEPARATE RECOMMENDED PRECAUTION WITH THE SAME NUMBER YOU GAVE THE POTENTIAL INJURY OR DAMAGE EVENT THAT THE PRECAUTION SEEKS TO AVOID. USE SIMPLE "DO OR DON'T" STATEMENTS TO EXPLAIN RECOMMENDED PRECAUTIONS, AS IF YOU WERE TALKING TO THE OFFICER.
1. Drive to scene of call by shortest route	A-1 (a) MV – Police vehicle colliding with other police vehicle (b) MV – Police vehicle colliding with non-police vehicle B-1 — O – Prowler, lookout C-1 — O – Sniper	A-1 (a) Notify dispatcher of specific approach route and direction/ Switch to car-to-car communication channel if available (b) Preplan approach routine for prowlers with partner/ Obey speed limits and traffic control signals/ Use emergency equipment if necessary/ Allow for other drivers to respond to signal/ Fasten safety belts B-1 — Turn off emergency equipment at proper distance/ Reduce speed to watch for lookouts or suspects on approach/ Cut engine and coast into area if possible C-1 — Observe roofs and windows on approach/ Call for assistance
2. Park at scene of call	A-2 (a) MV – Police vehicle struck by other vehicle (b) MV – Officer struck by other vehicle B-2 — O – Prowler, lookout C-2 — Sh – Sniper	A-2 (a) Park near curb or set four-way flasher if appropriate (b) Open car door only part way/ Exit from vehicle after carefully checking passing traffic B-2 — Know local area/ Plan parking site/ Observe for lookouts/ Park several doors from scene/ Avoid slamming doors, loud talk/ Use hand signals C-2 — Know local area/ Plan parking site/ Observe for sniper from vehicle/ Do not stand in street looking around/ Double park further from scene of call/ Exit between two cars
3. Cover escape routes and approach building	A-3 (a) F – Tripping, slipping, twisting (b) Sh – Own gun (c) Sh – Occupant (d) Sh – Other officer B-3 — Sh – Prowler C-3 — Sh – Sniper	A-3 (a) Use flashlight, holding away from body/ Observe area for debris, holes, etc./ Select and scan next location before moving/ Move deliberately if light unavailable (b) Keep revolver in holster, release holster safety only if necessary (c) Avoid lighted backgrounds/ Keep low when passing lighted windows/ Use shrubbery, wall or fence as cover (d) Do not deviate from prearranged approach plan unless absolutely necessary/ Contact additional officers arriving on scene B-3 — Do not bunch up/ Avoid lighted backgrounds/ Keep low when passing lighted windows/ One officer moves inside while other covers/ Choose next location before moving/ Cross least number of lines of fire possible. C-3 — Do not bunch up/ Seek substantial cover or make yourself as small a target as possible/ Do not stand in street searching for sniper's location/ Allow time for eyes to become adjusted to dark/ Move rapidly past lighted or open spaces/ Use zig-zag maneuvers/ Select next location so you don't get boxed in
4. Inspect premises for means of entry	A-4 (a) F – Tripping, slipping, twisting (b) St – Falling object, glass (c) Sh – Own gun (d) Sh – Occupant B-4 (a) Sh – Prowler (b) HTO – Thrown object C-4 — Sh – Sniper	A-4 (a) Observe ground area and building using flashlight when necessary/ Do not move through entryway or gate before checking interior (b) Observe roof area using flashlight/ Remove excess glass with baton, if window entry must be used (c) If drawn, keep safety on, gun uncocked, finger off trigger (d) Call out to person to approach/ Remain under cover or behind barrier until identification is made B-4 (a) Stay close to wall/ Keep low when moving past windows/ Avoid being silhouetted in light/ Have other officer cover if possible (b) Observe roof area using flashlight if necessary/ Listen for unusual sounds or movement overhead C-4 (a) Repeat step C-3

Table D–1. Task Hazard Analysis—Worksheet

available. This may be due to legal necessity, to social pressure limiting use of force, or to the officer's own failure to prepare for such confrontations by carrying the baton, wearing protective devices or keeping physically fit.

No IDR program in the police department should neglect to provide and demand the use of the total array of countermeasures in confrontations with individuals or crowds. For as Haddon points out, "Measures which seek to prevent injuries by interference early in the causal sequences are often incompletely successful and prevention programs usually must include measures designed to ameliorate the injurious energy exchanges themselves." Thus both protective equipment and physical fitness constitute necessary measures to back up techniques taught in the academy.

If hazards cannot be eliminated by use of better equipment or change in procedures, each step should be studied, asking the question—What should the officer do, or not do, to prevent or reduce the injury and damage resulting from this hazard? Answers to this question must be specific. Phrases such as "be alert" or "be cautious" are useless in THA because they do not state what to do or how to do it.

Where procedural solutions to hazards are doubtful, consider the use of other types of equipment, protective clothing, and assistance of other officers.

Step 4—Checkout With Personnel

When the THA has been completed the supervisor should check the solution through reobservation and discussion with his subordinates and other supervisors. Such discussions create awareness of task hazards and ID countermeasures.

The finished task hazard analysis should be reviewed by the Supervisory IDR Committee and if approved, made available to all supervisors whose men perform the task analyzed.

The following benefits are derived from doing a task hazard analysis:

1. Supervisors learn more about the tasks they supervise.
2. Subordinate participation strengthens the expressed attitude of the department toward reduction of injury and damage.
3. Both supervisors and subordinates begin to tie injury and damage reduction to efficiency and error reduction.

Table D–2.—Energy exchange and examples of police action countermeasures in assault situations

Possible countermeasures to hazardous energy exchange [1]	Police action countermeasures	Countermeasure objective
Prevent the marshalling of hazardous energy.	Put psychologically off-balance. Draw gun. Use K–9. Display baton.	To dissuade intentions to assault.
Prevent or modify its release.	Put physically off-balance. Search. Handcuff.	To prevent or restrain assault.
Separate energy from man in time and place.	Keep distance Face at angle. Fend off blow. Use baton.	To ward off assault.
Interpose a barrier between energy and man.	Use baton. Use mace. Armored vest. Helmet. Face shield.	To blunt or absorb assault.
Raise threshold of injury.	Maintain physical fitness.	To recover from assault.

[1] Haddon, W., Jr. The prevention of accidents. In D. Clark and B. MacMahon (Eds.) *Textbook of Preventive Medicine.* Boston: Little, Brown and Co., 1967, 591–621.

Appendix E

PERSONNEL PERFORMANCE OBSERVATION

Personnel Performance Observation

Name: William Smith ID #

Date	Task Observed	Performance Errors	Correction Given	Supervisor
8-7-71	Searching suspect	Approached from front, subject not off-balance Failure to check lapels.	Verbal	Adams
8-25-71	Searching suspect	none	—	Adams
10-1-71	Stopping Violator	Poor location	Verbal	Adams

(FRONT)

Injury and Damage Experience

Date	ID** Type	Veh.* Type	Assignment*	Circumstances	Error	Supervisor
9-2-71	Assault	None	Foot patrol	pushed by escaping suspect	Turned back on suspect	Adams

*Use department designation
**Accident, assault or ambush

(BACK)

Appendix F

PERSONNEL ACTIVITY OBSERVATION

Personnel Activity Observation

Activity: Intersection Driving Behavior

Observation Period: 9-1-71 to 12-1-71

Date	Officer Observed	Performance Deficiencies	Corrective Measures	Supervisor
8-12-71	Crane	ST-LTW	Verbal	Adams
8-14-71	Jones	N	—	Adams
8-15-71	Green	B	Verbal	Adams

(FRONT)

Code for Supervisor Observation

Activity: Intersection Driving Behavior

N - None

Approach
- B - Foot over brake on approach
- LR - Looks left then right

Preparation for Turn
- TL - Enters turn lane early
- ST - Signals turn at least ½ block before intersection

Right Turn
- RTC - Keeps close to right hand curb
- RTS - Turns smoothly/watches for pedestrians

Left Turn
- LTW - keep wheels straight until turn
- LTO - Doesn't try to beat oncoming traffic
- LTM - Checks mirror to make sure driver not passing on left

(BACK)

Appendix G

POLICIES AND PROCEDURES GOVERNING DAILY AND WEEKLY VEHICLE INSPECTIONS [1]

Policy:

It is the policy of this Department that personnel, while assigned to or operating a Department vehicle, shall:

1. Be responsible for the vehicle and be held accountable for the equipment assigned to the vehicle.
2. Conduct a daily inspection before each tour of duty to insure that the vehicle is safe, properly equipped and in a serviceable condition. (Special attention shall be given to checking the tires, steering and brake systems.) [2]

Procedure:

The daily inspection requires that the officer(s) assigned to the motor vehicle shall make a thorough inspection of the vehicle in coordination with the officer(s) being relieved. If the vehicle is found to be damaged or unfit for service, notation shall be entered on the daily inspection report and reported to a supervisory official who shall promptly investigate and fix responsibility for such defect or damage. This official shall make a detailed written report of the incident with recommendations to the commanding officer.

Fire extinguishers that are found not fully charged shall be promptly taken to the police service shop to be exchanged for a fully charged extinguisher.

Whenever equipment or supplies have been expended during a tour of duty, personnel assigned shall replace such equipment or supplies before being relieved.

In addition to the daily inspection required by personnel assigned to each departmental vehicle, a weekly inspection of every vehicle and the equipment assigned to each vehicle shall be conducted by supervisory officials of the organizational element.

When officials are conducting the weekly vehicle inspection and discrepancies are found, the officials shall review prior daily inspection reports, if necessary to affix responsibility. Necessary corrective action shall then be taken. If an operator fails to report a defect which is later discovered, it shall be assumed that the defect occurred during the tour of duty in which discovered; and the operator shall be held accountable.

Responsibilities:

A. Commanding officers shall be responsible for:

1. The care and maintenance of the department vehicles and the equipment assigned to their organizational element.
2. Investigation of all damage to departmental vehicles and the loss of equipment assigned to the vehicle with proper report and recommendation through channels where necessary.
3. The status of all vehicles inoperable due to repairs.

B. Supervisory officials (lieutenants and sergeants) shall be held responsible for:

1. Supervising the weekly inspection.
2. Making on-the-spot corrections as required.
3. Reviewing and approving the vehicle inspection and activity report to insure compliance with this directive.
4. Making periodic checks of vehicles during their tour of duty to prevent officers from making unnecessary out-of-service requests and assisting them when necessary to insure maximum utilization of time and equipment.
5. Providing relief operators when necessary.

---

[1] General order No. 21, 1970, Metropolitan Police Department of the District of Columbia.

[2] Not contained in general order No. 21.

Appendix H

QUALITY OF SHOP, STATION (TERMINAL) OR GARAGE HOUSEKEEPING

1. Are yards and outdoor premises clean?
2. Are roadway markings, lane numbers, markings for parking areas kept freshly and neatly painted or outlined?
3. Are buildings kept attractively painted?
4. Are windows clean? Are missing, broken, or cracked windowpanes renewed?
5. Are skylights clean? Are missing, broken, or cracked panes renewed?
6. Are building entrances unobstructed?
7. Are indoor traffic lanes kept freshly painted?
8. Are floors kept clean of oil, grease, water, dirt, or trash?
9. Are aisles kept clear?
10. Are stairs kept clear?
11. Are fire escapes unobstructed?
12. Is loose material left around building columns or walls or under benches?
    - Soft drink bottles?
    - Discarded lunch boxes?
    - Short pieces of pipe?
    - Defective automotive parts?
    - Timbers or wooden blocks no longer needed?
13. Are approved containers or waste or trash cans or bins provided?
14. Are they emptied regularly?
15. Are automotive maintenance or overhaul pits satisfactorily clean?
16. Is the area under automotive hoists kept clean?
17. Are lighting fixtures dirty?
18. Are workbenches and tool carts kept satisfactorily clean?
19. Are tools kept in a designated place when not in use?
20. Is portable equipment kept in a designated place when not in use?
21. Is material stored or piled neatly and safely?
22. Is firefighting equipment kept in a well-known, well-marked place?
23. Is firefighting equipment kept free of obstructions?
24. Are old brooms, mops, and other gear disposed of when no longer usable?
25. Are bulletin boards kept up to date by being stripped periodically of out-of-date notices, letters, greeting cards, and the like?
26. Are locker rooms, change rooms, rest rooms, wash rooms kept neat and clean?
27. Are there any protruding nails, bolts, wire, splinters, glass, or other sharp objects?
28. Are warning or caution signs in good condition?
29. Are hose and portable electric cords allowed to become a tripping hazard when they could be kept overhead?
30. Is sawdust allowed to accumulate on the floor?
31. Are office areas kept neat and free of samples, experimental material, defective parts, catalogs, and discarded clothing?
32. Are desks and shop workbenches neatly maintained?

Source: Motor Vehicle Safety Manual, N.S.C., 1966.

Appendix H (Con.)

QUALITY OF SHOP, STATION (TERMINAL) OR GARAGE MAINTENANCE

1. Are floors and stairways in good condition?
2. Are handrails provided on stairways and kept in good condition?
3. Are aisle and work area markings provided and well maintained?
4. Are machine tools kept well painted?
5. Are moving machinery parts well guarded?
6. Is materials handling equipment in good repair?
   - Cranes?
   - Hoists?
   - Conveyors?
   - Forklift power trucks? Pallets?
   - Hand trucks?
   - Wheelbarrows?
   - Carts?
   - Dollies?
7. Are ropes, chains, cables and slings in good condition?
8. Are elevators and manlifts well guarded and in good repair?
9. Are platforms and scaffolds in good condition?
10. Are ladders in safe condition; equipped with safety shoes?
11. Are pressure vessels regularly inspected?
12. Is compressed air equipment and piping in good condition?
13. Is gasoline and diesel oil dispensing equipment in good condition?
14. Is lubricating and transmission oil dispensing equipment O.K.?
15. Is ventilating equipment in good condition?
16. Is heating equipment in good condition?
17. Is general overhead lighting system adequate? Well maintained?
18. Is pit, storeroom and other special lighting adequate? Well maintained?
19. Is fire-fighting equipment adequate? Well maintained?
    - Fire extinguishers? (CO_2, dry powder?)
    - Fire hose?
    - Overhead and "beneath vehicle" sprinklers?
20. Is a safe storage provided for flammable liquids? Well maintained?
21. Are doors and windows kept in easy operating condition?
22. Are sufficient work benches provided? Well maintained?
23. Are vices, grinders and welding equipment in good condition?
24. Are portable electric tools safely grounded? Checked periodically?
25. Are tool rooms provided and are they properly supervised?
26. Is first-aid equipment kept in an accessible place? Well maintained?
27. Are washroom and locker room facilities adequate? Well maintained?
28. Are storage tanks provided? Well maintained?
29. Are tire storage facilities provided? Well maintained?
30. Are waste disposal drums or bins provided? Well maintained?
31. Is adequate personal protective equipment provided and well maintained?
    - Safety hats or caps?
    - Goggles, safety glasses, eye shields, face shields?
    - Respirators?
    - Gloves?
32. Do roofs leak?

Appendix I

STAFF INSPECTION AUDIT OF THE IDR FUNCTION

IDR Management

1. Has chief clearly defined role of the IDR director, his responsibility and authority?
2. Has the current chief published a general order outlining his policies concerning IDR?
3. Does IDR director report directly to chief, assistant chief, bureau commander?
4. Have IDR committees been named? Are they functioning as specified?
5. Are top command personnel attending IDR committee meetings regularly?
6. Is chief kept advised of all IDR deficiencies and follow-up actions through the IDR director or the IDR policy committee?
7. Is current IDR policy known to all personnel? Command? Supervisory? Subordinate?

IDR Manning

1. What is the current manning status of authorized IDR positions?
2. Are assigned IDR personnel qualified to fill their respective positions? Have they received formal IDR or safety training?
3. Do primary duty IDR officers have additional duties not related to their job?

IDR Function

1. Does the IDR director attend high level staff meetings?
2. Are all IDR functions integrated under the IDR director?
3. Have comprehensive IDR programs been established and published?
4. Are published programs adequate? Do they cover:
   - (*a*) IDR committees.
   - (*b*) Task hazard analysis.
   - (*c*) Driving and personnel training.
   - (*d*) Supervisory training.
   - (*e*) Personnel performance inspection.
   - (*f*) Equipment and vehicular inspection.
   - (*g*) Injury and damage investigation.
   - (*h*) Employee selection and health.
   - (*i*) Bilevel ID reporting?
5. Does IDR function have the cooperation of all units?

IDR Committees

1. Have IDR committees been organized properly on all personnel levels?
2. Have required permanent members of each committee been designated by letter, memo?
3. Are regular meetings being held at least monthly?
4. Is an agenda notice being provided to members in advance of meetings?
5. Does agenda include a review of pertinent ID incidents, department ID experience and current ID problems?
6. Are IDR committee minutes prepared, forwarded, and acted upon as required?

IDR Inspection

1. Have appropriate IDR inspection checklists been developed and results recorded?
2. Have corrective actions been taken and follow-up monitored?
3. Are commanders briefed on the results of performance, equipment and facilities inspections?
4. Is incidence of equipment failure recorded?

IDR Records

1. Are procedures established to insure prompt and accurate reporting of all ID events?
2. Is the ID information analyzed centrally so that the report of the event is tied directly to injury and damage cost data?
3. Is all of this information being processed in some ADP mode?
4. Is the bilevel data collection system being used? How effective is the technique in providing IDR countermeasures?

Employee Health

1. Is there an entry physical examination program for all personnel?
2. Is there a formal physical fitness program with established performance standards?
3. Are assignees to this program designated by department physician?
4. Is there a formal weight control program?

5. Are vision tests made at stated intervals?

6. Are audiometric tests given to all personnel at stated intervals?

7. Is injury due to accident, assault or ambush verified by medical staff?

Protective Equipment

1. Is need determined before personnel protective equipment is issued?

2. Is training in use of personnel protective equipment given before it is issued?

3. Is wearing of personnel protective equipment enforced?

4. Have performance specifications been written for critical protective equipment?

5. Are specifications for purchase of equipment checked by IDR staff?

6. Are IDR performance tests required for vehicles and other critical or protective equipment?

Appendix J

VEHICLE SPECIFICATIONS AND TESTING[1]

Requirements

Vendors, or manufacturers, submitting bids for this order will furnish a vehicle for testing and demonstrator purposes. This vehicle shall be equipped with brakes, suspension, including springs, stabilizer bars, torsion bars, shock absorbers, and steering gear called for as part of the specifications required as chassis components on all vehicles in this requisition. The demonstrator vehicles will be subjected to a brake and roadability test as described below. The city of Los Angeles will not be responsible for the condition of vehicles when returned to vendors after testing and all cars tested will be at the owner's risk for any damage occurring for any reason. Vehicles will be tested and driven by employees of the L.A.P.D. prior to the time of the testing. Only persons so designated by the L.A.P.D. will be permitted as passengers. Vendors or manufacturers' representatives will be permitted to witness the testing but may offer no direction to the driver, passenger or L.A.P.D. employees participating in the testing or in any way supervising the testing. However, advice may be solicited from them by the L.A.P.D. employees supervising the tests.

Roadability Test

Vehicles will be tested and evaluated for stability, cornering, driver comfort, and safety at low and high speeds. The testing will be conducted at the Pomona Fair Ground Sports Car Track or other suitable facility designated by the L.A.P.D. The actual test shall consist of practice laps and four timed laps to be driven by four separate drivers. This portion of the test will be individually evaluated, separately and apart, by each individual driver on forms provided for this purpose. Those vehicles which are reported as unsatisfactory in handling and steering characteristics must be corrected and approved before qualifying for the purposes of this bid.

[1] Los Angeles Police Department specifications for 1971 automobiles.

Brake Test

The brake test shall consist of two portions as follows:

1. Four stops from 90 m.p.h. at approximately 20 feet second per second deceleration rate at 2-minute intervals, followed by a "panic" or all-wheel lock stop from 60 m.p.h. to determine the vehicle's ability to stop in a straight line with the braking system warm.
2. Approximately 5 minutes following part 1, the above cycle will be repeated.

At the completion of the roadability and brake tests, the vehicles tested will remain in custody and possession of the L.A.P.D. They will be returned to the police garage, the brake shoes removed and impounded as a control and check of the brakes to be supplied with the vehicles purchased in this requisition. At this time the shock absorbers and springs will be examined as a further control of suspension supplied. Manufacturers or vendors shall furnish a complete set of brake shoes, which will be installed by the L.A.P.D. on vehicles returned to the suppliers. The low bidders vehicle will be held as a control until the first deliveries are made. Vehicle brake tests will be evaluated by the use of decelerometer and pressometer to determine fade characteristics. Failure to pass the test will be considered as disqualifying the vehicle for this bid. All components of the brake and suspension systems furnished on vehicles in this bid shall be identical to those submitted on vehicles for test. Due to the greater than average height of police personnel, bidders will submit head and leg room measurements as shown on the form provided with these specifications.

Appendix K

TRAFFIC RECORDS STANDARD AND RELATED FORMS

Issued June 27, 1967

Highway Safety Program Standard 10

TRAFFIC RECORDS

Introduction

Four classes of routinely collected information comprise the data base for all aspects of a coordinated State traffic safety program (a) data pertaining to drivers, their licensing, violation records, and financial responsibility, (b) vehicle data such as make, model, and serial number, (c) highway data on a milepost basis of bridges, structures, tangents, curves, intersections, and traffic control devices, and (d) accident data linked to the involved drivers, vehicles, and highway locations.

With modern electronic data processing systems, all of these data are amendable to efficient handling, including acquisition, encoding, storage and retrieval. Without efficient handling methods, costs become prohibitive and data cannot be fully or properly used.

The objective of the data systems program will be to upgrade all aspects of the accident information system, starting with the collection of raw data, followed by its encoding, storage, retrieval, analysis, and ultimate dissemination to users. Particular attention will be directed toward making State data useful to State and community executives and to their program directors and planners.

Background

. . . the most definitive, objective, and specialized accident investigation of which we are capable will be useless unless its results can be fed into a record system, correlated with other relevant data, and made to serve some purpose other than mere accumulation.

Uniform, complete, and accurate accident reports, stored in one center in every State, subject to rapid retrieval and analysis, and compatible with a national record system at the Federal level, can tell us not only how many accidents we have, but what kind of accidents they are, where and when they occur, the physical circumstances and the people, injuries, death and damage they involve, what emergency services and enforcement agencies responded and how, and what judicial actions resulted, to mention only the most obvious possibilities.

. . . No other part of the State program is as basic to ultimate success, nor as demanding of complete cooperation at every jurisdictional level . . . .

Report No. 1700, House of Representatives 89th Congress, 2d Session, July 15, 1966, pp. 10 and 11.

Purpose

To assure that appropriate data on traffic accidents, drivers, motor vehicles, and roadways are available to provide:

1. A reliable indication of the magnitude and nature of the highway traffic accident problem on a national, State and local scale.
2. A reliable means for identifying short-term changes and long-term trends in the magnitude and nature of traffic accidents.
3. A valid basis for:
   - A. The detection of high or potentially high accident locations and causes
   - B. The detection of health, behavioral and related factors contributing to accident causation
   - C. The design of accident, fatality, and injury countermeasures
   - D. Developing means for evaluating the cost effectiveness of these measures

E. The planning and implementation of selected enforcement and other operational programs.

Standard

Each State, in cooperation with its political subdivisions, shall maintain a traffic records system. The Statewide system (which may consist of compatible subsystems) shall include data for the entire State. Information regarding drivers, vehicles, accidents, and highways shall be compatible for purposes of analysis and correlation. Systems maintained by local governments shall be compatible with, and capable of furnishing data to the State system. The State system shall be capable of providing summaries, tabulations and special analyses to local governments on request.

The record system shall include: (a) certain basic minimum data and (b) procedures for statistical analyses of these data.

The program shall provide as a minimum that:

I. Information on vehicles and system capabilities includes (conforms to Motor Vehicle Registration standard):

A. Make

B. Model year

C. Identification number (rather than motor number)

D. Type of body

E. License plate number

F. Name of current owner

G. Current address of owner

H. Registered gross laden weight of every commercial vehicle

I. Rapid entry of new data into the records or data system

J. Controls to eliminate unnecessary or unreasonable delay in obtaining data

K. Rapid audio or visual response upon receipt at the records station of any priority request for status of vehicle possession authorization

L. Data available for statistical compilation as needed by authorized sources

M. Identification and ownership of vehicles sought for enforcement or other operational needs

II. Information on drivers and system capabilities includes (conforms to Driver Licensing standard):

A. Positive identification

B. Current address

C. Driving history

D. Rapid entry of new data into the system

E. Controls to eliminate unnecessary or unreasonable delay in obtaining data which is required for the system

F. Rapid audio or visual response upon receipt at the records station of any priority request for status of driver license validity

G. Ready availability of data for statistical compilation as needed by authorized sources

H. Ready identification of drivers sought for enforcement or other operational needs

III. Information on types of accidents includes:

A. Identification of location in space and time

B. Identification of drivers and vehicles involved

C. Type of accident

D. Description of injury and property damage

E. Description of environmental conditions

F. Causes and contributing factors, including the absence of or failure to use available safety equipment

IV. There are methods to develop summary listings, cross tabulations, trend analyses and other statistical treatments of all appropriate combinations and aggregations of data items in the basic minimum data record of drivers and accident and accident experience by specified groups.

V. All traffic records relating to accidents collected hereunder shall be open to the public in a manner which does not identify individuals.

VI. The program shall be periodically evaluated by the State and the National Highway Safety Bureau shall be provided with an evaluation summary.

STATE OF: _____

UNIFORM POLICE TRAFFIC CRASH REPORT

Sheet ..... of .....

SUMMARY: Total No. Killed ..... | Total No. Injured ..... | Total No. Vehicles ..... | ☐ Property Damage only

Additional Rep'ts Attached | Alcohol [ ] Influence | ☐ Pedestrian | ☐ Motorcycle | Emergency ☐ Med. Serv. | Suppl. ☐ Diagram/Narr. | (Specify Other) ☐ .....

PHOTOS TAKEN BY: Police ☐ other ☐ none ☐

Time

Date of Crash (Month-Day-Yr)	Day of Week	Time of Crash	Date Police Notified (Month-Day-Yr)	Time Police Notified	Time Arrived at Scene

Location

IN: Name of City or Town | Name of County

ON: No. (Name) of Highway or Street | At Intersection ☐ of | No. (Name) of Highway or Street

AT: (Distance) | ☐ Feet or ☐ Miles | (Direction) North ☐ E ☐ S ☐ W ☐ | of | (Reference)

☐ Not at Intersection.

Specific Landmark or Reference Incl.: Nearest Milepost, Intersection, Ramp, Interchange, Bridge, City/Town Line, County Line, etc.

Driver No. 1

Name of Driver | Sex

Address

License No. | State | Date of Birth

Type of License | License Restrictions ☐ None

In Armed Forces ☐ Yes ☐ No | CODES | Injury Class | Safety Belt | Ejected ☐ Yes ☐ No

Vehicle No. 1

Model Yr | Make | Model | Body Style or Type

License Plate No. | State | Year | Odometer

Vehicle Identification No. (VIN) | Trailer Plate No. | State

Name of Registered Owner

Address of Owner

No. of Occ's ___ | Veh. Drivable ☐ Yes ☐ No | Veh. Removed To:

Driver No. 2

Name of Driver | Sex

Address

License No. | State | Date of Birth

Type of License | License Restrictions ☐ None

In Armed Forces ☐ Yes ☐ No | CODES | Injury Class | Safety Belt | Ejected ☐ Yes ☐ No

Vehicle No. 2

Model Yr | Make | Model | Body Style or Type

License Plate No. | State | Year | Odometer

Vehicle Identification No. (VIN) | Trailer Plate No. | State

Name of Registered Owner

Address of Owner

No. of Occ's ___ | Veh. Drivable ☐ Yes ☐ No | Veh. Removed To:

Other Persons

TYPE and CODES | Occup't of Veh. .... | (Specify Other) ..... | Seat Pos: .... | Injury Class: .... | Safety Belt: .... | Ejected ☐ Yes ☐ No

Name | Sex

Address | Age

Occup't of Veh. .... | (Specify Other) ..... | Seat Pos: .... | Injury Class: | Safety Belt: .... | Ejected: ☐ Yes ☐ No

Name | Sex

Address | Age

Witness ☐ | Ped. No. ..... | (Specify Other) ..... | Seat Pos: ... | Injury Class: ... | Safety Belt: ... | Ejected: ☐ Yes ☐ No

Name | Sex

Address | Age

Occup't of Veh. .... | (Specify Other) ..... | Seat Pos: .... | Injury Class: | Safety Belt: .... | Ejected: ☐ Yes ☐ No

Name | Sex

Address | Age

Occup't of Veh. .... | (Specify Other) ..... | Seat Pos: .... | Injury Class: .... | Safety Belt: .... | Ejected: ☐ Yes ☐ No

Name | Sex

Address | Age

Witness ☐ | Ped. No. ..... | (Specify Other) ..... | Seat Pos: ... | Injury Class: ... | Safety Belt: ... | Ejected: ☐ Yes ☐ No

Name | Sex

Address | Age

INJURED TAKEN TO: _____ **BY:** _____

ENFORCEMENT ACTION *(Citations, Arrests, Violations, etc.)*

ALCOHOL TEST:

☐ Requested for: ☐ Driver No. 1

☐ Administered to: ☐ Driver No. 2

☐ No Test ☐ Pedestr. No. ....

Codes

SEAT POSITION:

6—Station Wagon *(Rear or sidefacing seats only)*
7—Motorcycle Passenger
8—Occup't of Bus, Truck, or Other Veh.
9—Position Unknown

INJURY CLASSIFICATION:

1—Fatal Injury | 0—No Injury
2—Disabling Injury | 4—Possible Injury
3—Non-Disabling (Evident) | 5—Unknown If Injured

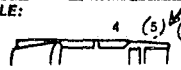
SAFETY BELT OR HARNESS:

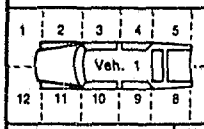
0—Not Installed | 3—Belt Failure
1—Not Fastened | 4—Unknown If Used
2—Fastened

Vehicle Damage

Instructions:
(1) CIRCLE the No. in the box for each damaged area.
(2) DRAW ARROWS to indicate direction of initial impact.

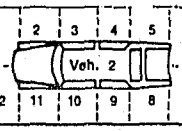
EXAMPLE:





13. Hood
14. Roof
15. Trunk
16 Undercarriage
17. Overturn

Use this space for sketching damage to trailers, buses, motorcycles, etc.



13. Hood
14. Roof
15. Trunk
16. Undercarriage
17. Overturn

Hazardous Materials Carried: ☐ Yes (Veh. No. .) ☐ No

OTHER PROPERTY DAMAGED

Name/Type of Object Hit:

Location
..... Feet off. ☐ Right or: ☐ Left Edge of Roadway or: ☐ In Roadway

Name of Owner

Address of Owner

Weather:
☐ Clear
☐ Cloudy
☐ Raining
☐ Snowing
☐ Fog
☐ ..... *(Specify Other)*

Light Conditions:
☐ Daylight
☐ Dawn ☐ Dusk
☐ Dark *(Street Lights On)*
☐ Dark *(Street Lights Off)*
☐ Dark *(No Lights)*
☐ ..... *(Specify Other)*

Road Surface Condition:
☐ Dry
☐ Wet
☐ Snowy
☐ Icy
☐ ..... *(Specify Other)*

Road Character: (Mark Two)
☐ Straight
☐ Curved
(and)
☐ Level
☐ Upgrade
☐ Hillcrest
☐ Downgrade

Road Conditions or Defects:
☐ No Apparent Defects, etc
☐ Under Constr./Repair.
☐ Soft/Defective Shoulder
☐ Obstruction—No Warning
☐ Debris on Roadway
☐ Reduced Road Width
☐ Holes, Ruts, Bumps
☐ ..... *(Specify Other)*

Traffic Controls: (Mark All That Apply)
☐ No Control Present
☐ Traffic Signal
☐ Stop Sign
☐ Yield Sign
☐ Stop/Go Signal or Flasher
☐ Caution Flasher
☐ R.R. Gates/Signals
☐ Police Officer
☐ ..... *(Specify Other)*
☐ Control Not Operating
☐ Not Visible/Legible

Posted Speed Limit:
..... (mph)

DIAGRAM or SKETCH

(Draw scene as observed, also indicate what probably happened by locating impact point & paths of traffic units prior to and after impact; refer to vehicles by No.; use supplemental sheet if more space is necessary.)

Indicate North by Arrow

Time Travel Lane(s) Cleared:

DESCRIPTION *(Describe, in your opinion, what happened; refer to vehicles by No.: use supplemental sheet if additional space is required.)*

Driver-Vehicle Actions:

1	2		1	2	
☐	☐	Going Straight Ahead	☐	☐	U-Turn
☐	☐	Turning Left	☐	☐	Turning Right
☐	☐	Slowing/Stopping in Roadway			
☐	☐	Overtaking	☐	☐	Passing
☐	☐	Entering/Leaving Parked Position			
☐	☐	Parked	☐	☐	Backing
☐	☐	..... *(Specify Other)*			

Pedestrian Actions:
☐ Crossing at Intersection
☐ Crossing—Not at Intersection
☐ Walking in Roadway with Traffic
☐ Walking in Roadway Against Traffic
☐ Standing, ☐ Playing, ☐ Working } In Roadway
☐ Getting on/off Vehicle
☐ Not in Roadway
☐ ..... *(Specify Other)*

Recommended Police, Engineering & Other Agency Actions:

Police Agency	Date Report Completed	
Officer's Signature	Badge No.	Reviewed by:

TRC 6-69 Printed in U.S.A.

POLICE REPORT OF MOTOR VEHICLE TRAFFIC ACCIDENT

TIME

DATE OF ACCIDENT _____ | TIME OF ACCIDENT ☐A.M. ☐P.M. | ARRIVED AT SCENE ☐A.M. ☐P.M.

LOCATION

PLACE WHERE ACCIDENT OCCURRED: County _____ City, town or township _____ State _____

If accident was outside city limits, indicate distance from nearest town _____ miles ☐ North ☐ S ☐ E ☐ W of _____ City or Town

ROAD ON WHICH ACCIDENT OCCURRED _____ Give name of street or highway number (U.S. or State). If no highway number, identify by name.

AT ITS INTERSECTION WITH _____ Name of intersecting street or highway number

IF NOT AT INTERSECTION _____ feet ☐ North ☐ S ☐ E ☐ W of _____ Show nearest intersecting street or highway, house no., bridge, RR crossing, alley, driveway, culvert, milepost, underpass, or other landmark.

VEHICLE NO. 1

CODE FOR INJURY

(Use only the most serious one in each space for injury)

K—Dead before report made.

A—Incapacitating injury rendering person unable to perform normal activities as walking or driving or to leave scene without assistance.

B—Nonincapacitating evident injury as oozing of blood, abrasions, lump on head, etc.

C—Possible injury indicated by complaint of pain, blackout, limping, nausea, etc.

VEHICLE _____ (Year Make Type (sedan, truck, taxi, bus, etc.)) License Plate _____ (Year State Number)

VEHICLE REMOVED TO _____ (Name and Address) By _____

OWNER _____ (Print or type FULL name) Address _____ (Street or R.F.D. City and State)

DRIVER _____ (Print or type FULL name) Address _____ (Street or R.F.D. City and State)

Driver's License _____ (State Number Specify Type) Date of Birth _____ (Month Day Year)

OCCUPANTS (Shown by seated positions: FC, FR, etc.)

_____ (Name) Address _____ (Street or R.F.D. City and State)

_____ Address _____

_____ Address _____

Total number vehicles involved _____

First Aid given by:

Injured taken to:

Age	Sex	Injury

VEHICLE NO. 2 or PEDESTRIAN

VEHICLE _____ (Year Make Type (sedan, truck, taxi, bus, etc.)) License Plate _____ (Year State Number)

VEHICLE REMOVED TO _____ (Name and Address) By _____

OWNER _____ (Print or type FULL name) Address _____ (Street or R.F.D. City and State)

DRIVER (or Pedestrian) _____ (Print or type FULL name) Address _____ (Street or R.F.D. City and State)

Driver's License _____ (State Number Specify Type) Date of Birth _____ (Month Day Year)

OCCUPANTS (Shown by seated positions: FC, FR, etc.)

_____ (Name) Address _____ (Street or R.F.D. City and State)

_____ Address _____

_____ Address _____

First Aid given by:

Injured taken to:

Age	Sex	Injury

DAMAGE

VEHICLE DAMAGE SEVERITY

Unit #1 _____

Unit #2 _____

CODE FOR VEHICLE DAMAGE SEVERITY

1—Disabling damage prevents vehicle from being driven without major repairs or without further damage to itself.

2—Functional damage is any non-disabling damage that affects the operation of a motor vehicle or its parts.

3—Other motor vehicle damage is any damage that is not disabling or functional damage.

4—No motor vehicle damage.

DAMAGE TO PROPERTY OTHER THAN VEHICLES _____ Name object and state nature of damage

Name and address of owner of object struck _____

WITNESSES (Name and addresses)

ACTIONS TAKEN (Arrests, etc.)

REPORTING OFFICER

FORM TRAFFIC 1 (Police) Rev. 1971 100M17101 COMPLETE REVERSE SIDE Stock No. 321.16

ROAD SURFACE (Check one)

- ☐ Dry
- ☐ Wet
- ☐ Snowy or Icy
- ☐ _____ Specify other

LIGHT CONDITIONS (Check one)

- ☐ Daylight
- ☐ Dawn or dusk
- ☐ Darkness

ROAD CHARACTER (Check one or more)

Driver 1	Driver 2	
☐	☐	1 lane or alley
☐	☐	2 lanes
☐	☐	3 lanes
☐	☐	4 lanes
☐	☐	Divided road or one way street
☐	☐	Expressway or toll road
☐	☐	Unpaved any width

WHAT DRIVERS WERE GOING TO DO BEFORE ACCIDENT (Check one for each driver)

Driver 1	Driver 2		Driver 1	Driver 2		Driver 1	Driver 2		Driver 1	Driver 2	
☐	☐	Go straight ahead	☐	☐	Make right turn	☐	☐	Make U turn	☐	☐	Backing
☐	☐	Overtake	☐	☐	Make left turn	☐	☐	Stopped	☐	☐	Remained parked

WHAT PEDESTRAIN WAS DOING (Check one)

- ☐ Crossing or entering at intersection or crosswalk
- ☐ Crossing or entering not at intersection or crosswalk
- ☐ Walking in roadway—with traffic
- ☐ Walking in roadway—against traffic
- ☐ Standing in roadway
- ☐ Pushing or working on vehicle
- ☐ Other working in roadway
- ☐ Playing in roadway
- ☐ Other in roadway
- ☐ Not in roadway

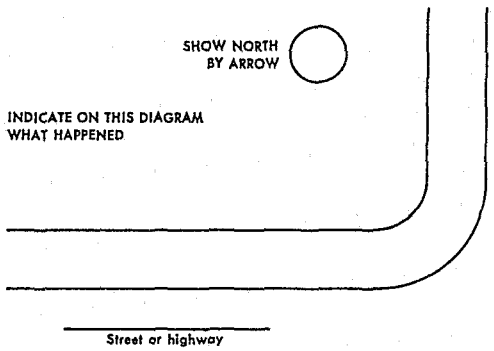
CONTRIBUTING CIRCUMSTANCES (Check one or more for each driver)

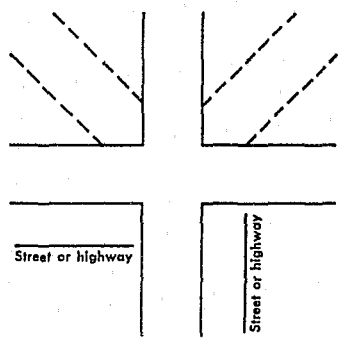
Driver 1	Driver 2		Driver 1	Driver 2		Driver 1	Driver 2		Driver 1	Driver 2	
☐	☐	Excessive speed	☐	☐	Drove left of center	☐	☐	Had been drinking	☐	☐	Other mechanical defects
☐	☐	Speed too fast for conditions	☐	☐	Improper overtaking	☐	☐	Other improper driving	☐	☐	Road defect
☐	☐	Failed to yield right of way	☐	☐	Followed too closely	☐	☐	Pedestrian error	☐	☐	Other not involving driver error
☐	☐	Passed stop sign	☐	☐	Made improper turn	☐	☐	Inadequate brakes			
☐	☐	Disregarded traffic signal	☐	☐	Driver inattention	☐	☐	Defective tires			

DESCRIPTION & DIAGRAM OF ACCIDENT DESCRIBE WHAT HAPPENED: (Refer to vehicles by number)

SHOW NORTH BY ARROW

INDICATE ON THIS DIAGRAM WHAT HAPPENED





SUPPLEMENTARY REPORT

Appendix L

CODING GUIDE FOR STANDARD FORM: POLICE INJURY AND DAMAGE EVENT

1. IDE Number (injury and damage event number assigned centrally rather than by the field investigator).
2. Number killed (total number of persons killed in the event).
3. Injured (total number of persons injured in the the event).
4. Police property damage (an on-scene estimate of amount of damage to police property).
   - 99 Unknown
   - 98 Not applicable
   - 97 Other
   - 96 None
   - 01 $1–50
   - 02 $51–100
   - 03 $101–150
   - 04 $151–200
   - 05 $201–250
   - 06 $251–300
   - 07 $301–350
   - 08 $351–400
   - 09 $401–450
   - 10 $451–500
   - 11 Over $500
5. Number of pages (total number of pages including the two pages of the form and each page of all attachments as of initial completion of report).
6. General type of event.
   - 01 Accident
   - 02 Assault
   - 03 Ambush
   - 04 Near Miss
7. Specific type of event.
   - 10 Vehicle accident (police vehicle)
     - 11 Patrol car
     - 12 Patrol wagon
     - 13 Truck
     - 14 Motorcycle (2–W)
     - 15 Motorcycle (3–W)
     - 16 Motor scooter
     - 17 Aircraft
     - 18 Boat
     - 19 Other
   - 30 Nonvehicle accident
     - 31 Fall (same level)
     - 32 Fall (different level)
     - 33 Trip, slip, or twist (no fall)
     - 34 Contact with noxious substance (smoke inhalation, acid, gas)
     - 35 Fire
     - 36 Exposure to extreme temperature (hot)
     - 37 Exposure to extreme temperature (cold)
     - 38 Explosion (accidental only)
     - 39 Strenuous effort (push, pull, lift, pry)
     - 40 Electric shock
     - 41 Animal related
     - 42 Struck by
     - 43 Caught in, under, between
     - 44 Other
   - 60 Assault or Ambush
     - 61 With gun
     - 62 With knife
     - 63 With club, stick
     - 64 With person (hands, feet, teeth)
     - 65 With bomb
     - 65 With thrown object
     - 67 With other
8. Type of call.
   - 99 Unknown
   - 98 Not applicable
   - 10 Calls handled as emergencies
     - 11 Police accident
     - 12 Other accident (includes fires)
     - 13 Officer in trouble
     - 14 Crime in progress
     - 15 First aid/assistance
     - 16 Ambulance
     - 17 Disturbance (family)
     - 18 Disturbance (other)
     - 19 Other emergency calls
   - 30 Calls not handled as emergencies (routine response)
     - 31 Service calls (escort, administrative, standby, subpœna)
     - 32 Police accident

33 Other accident
34 Crime in progress
(e.g., misdemeanors)
35 First aid/assistance
36 Ambulance
37 Disturbance (family)
38 Disturbance (other)
39 Other non-emergency calls
50 Pursuit

9. Duty status.
99 Unknown
01 On duty
02 Line of duty
03 Not in line of duty
04 Off duty

10. Supplementary report number.
01 Assistance and rescue
02 Daily activity report for motorcycles, etc.
03 Motorcycle accident report
04 Field interrogation report
05 Field interrogation injury report
06 Unprovoked assault, ambush, booby trap
07 Summons, prearrest report
08 Summons, prearrest injury report
09 Arrest and search report
10 Arrest and search injury report
11 Transportation of prisoner report
12 Transportation of prisoner injury report
13 Pursuit driving report
14 Pursuit driving accident supplement
15 Emergency driving report
16 Emergency driving accident supplement
17 Routine driving report
18 Routine driving accident supplement
19 Parked or rolling automobile accident report
20 Alcohol influence test
21 Emergency medical service data
22 Other local form A
23 Other local form B

11. General location.
99 Unknown
01 Inside police building
02 Inside other building
03 Outside on road or roadside (controlled access roads only)
04 Outside on road or roadside (other than controlled access roads)
05 Outside in parking lot
06 Outside in other area

12. Number of employees involved (number of *police* employees only).

13. State.
99 Unknown
01 Alabama
02 Alaska
03 Arizona
04 Arkansas
05 California
06 Colorado
07 Connecticut
08 Delaware
09 District of Columbia
10 Florida
11 Georgia
12 Hawaii
13 Idaho
14 Illinois
15 Indiana
16 Iowa
17 Kansas
18 Kentucky
19 Louisiana
20 Maine
21 Maryland
22 Massachusetts
23 Michigan
24 Minnesota
25 Mississippi
26 Missouri
27 Montana
28 Nebraska
29 Nevada
30 New Hampshire
31 New Jersey
32 New Mexico
33 New York
34 North Carolina
35 North Dakota
36 Ohio
37 Oklahoma
38 Oregon
39 Pennsylvania
40 Rhode Island
41 South Carolina
42 South Dakota
43 Tennessee
44 Texas
45 Utah
46 Vermont
47 Virginia
48 Washington
49 West Virginia
50 Wisconsin
51 Wyoming

14. City.

15. District (where event occurred).

16. Address of building.

17. Floor.
99 Unknown
98 Not applicable
01 1st floor (ground level)
02 2nd floor

03 3rd floor
04 4th floor
05 5th floor or higher floor
08 Roof
09 Basement

18. Room (number or name).
19. Area (corner or section of area within room).
20. Name of roadway.
21. At intersection with.
22. If not at intersection—— ____ feet (indicate number of feet).
23. *N E S W* (circle one) (north, east, south, west).
24. Of _____ (specific reference or landmark, i.e., nearest milepost, bridge, interchange, etc.).
25. Month.
    99 Unknown
    01 January
    02 February
    03 March
    04 April
    05 May
    06 June
    07 July
    08 August
    09 September
    10 October
    11 November
    12 December
26. Day.
    99 Unknown
    01 1st day
    31 31st day
27. Year.
    99 Unknown
    71 1971
    72 1972
    Etc.
28. Day of Week
    99 Unknown
    01 Sunday
    02 Monday
    03 Tuesday
    04 Wednesday
    05 Thursday
    06 Friday
    07 Saturday
29. Hour (2400) (insert time in hours and minutes using the 24 hour clock system.)
    0099 Unknown
    0000 Midnight
    0130 1:30 a.m.
    1508 3:08 p.m.
    Etc.
30. Weather
    99 Unknown
    98 Not applicable
    97 Other
    01 Clear
    02 Cloudy
    03 Rain
    04 Snow/sleet
    05 Fog
31. Surface
    99 Unknown
    98 Not applicable
    97 Other
    01 Concrete
    02 Black top
    03 Brick/cobblestone
    04 Gravel
    05 Dirt/grass
    06 Sand
    07 Tile
    08 Plastic
    09 Wood
    10 Glass
    11 Metal
    12 Carpet/rug
32. Surface condition.
    99 Unknown
    98 Not applicable
    97 Other
    01 Dry
    02 Wet
    03 Icy/snowy
    04 Firm
    05 Loose
    06 Oily or slick
33. Light condition.
    99 Unknown
    98 Not applicable
    10 Outside
        11 Daylight
        12 Dawn
        13 Dusk
        14 Dark (street lights on)
        15 Dark (street lights off/absent)
    20 Inside
        21 Daylight (good lighting)
        22 Dark (poor lighting)
        23 Dark (no lighting)
34. Property name
    (this excludes motor vehicles—when appropriate give model, number, year, size, brand, etc.).
35. Property location
    (in the case of portable properties, note where they may currently be found).
36. Property ownership.
    99 Unknown
    98 Not applicable
    97 Other
    01 Police

02 Other city agency
03 Police employee's personal property
04 Private corporation
05 Private individual
06 Rented by police

37. Police employee's name.
38. Police employee's employee number.
39. Police employee's social security number.
40. Police employee's rank.
41. Police employee's division (if coded locally, enter appropriate numbers).
42. Police employee's unit.
43. Age.

(Code to closest full year, e.g. 21¼ is listed as 21. If the date is precisely half way, always move forward, e.g., 21½ is coded as 22. Try to be exact, though a reasonable estimate is acceptable. Age is useful in determining fitness for duty problems, strenuous work assignments, etc.).

99 Unknown
01 One year old
02 Two years old
24 Twenty-four years old
Etc.

44. Sex.
    01 Male
    02 Female
45. Role in injury and damage event.
    99 Unknown
    97 Other
    01 Police operator
    02 Other operator
    03 Passenger in/on police vehicle
    05 Police pedestrian
    06 Other pedestrian
    07 Witness
    08 Assailant (person assaulting)
    09 Bystander
    10 Ambusher
    11 Person rescued or assisted
46. Hours worked before accident (nearest hour).
47. Police action.
    99 Unknown
    98 Not applicable
    97 Other
    10 Arrests related
        11 Field interrogation
        12 Search
        13 Arrest
        14 Transport of prisoner
        15 Pursuit by vehicle
        16 Pursuit on foot
    30 Not related to arrest.
        31 Police accident investigation
        32 Other accident investigation (includes fires)
        33 Officer in trouble
        34 First aid/assistance
        35 On routine vehicle patrol or service call
        36 On routine foot patrol or service call
        37 On emergency response by vehicle
        38 On emergency response by foot
        39 Sitting in parked vehicle
48. Length of service.
    99 Unknown
    00 Less than 1 year
    01 At least 1 but not more than 2 years
    02 At least 2 but not more than 3 years
    03 At least 3 but not more than 4 years
    04 At least 4 but not more than 5 years
    05 At least 5 but not more than 6 years
    06 At least 6 but not more than 10 years
    10 At least 10 but not more than 15 years
    15 At least 15 but not more than 20 years
    20 Twenty years or more
49. Time in this position (number of years in this particular position, e.g., motorcycle patrol, no matter where assigned or to which unit).
    99 Unknown
    00 Less than 1 year
    01 At least 1 but not more than 2 years
    02 At least 2 but not more than 3 years
    03 At least 3 but not more than 4 years
    04 At least 4 but not more than 5 years
    05 At least 5 but not more than 6 years
    06 At least 6 but not more than 10 years
    10 At least 10 but not more than 15 years
    15 At least 15 but not more than 20 years
    20 20 years or more
50. Type of assignment.
    99 Unknown
    97 Other
    01 Administrative
    02 Patrol
    03 Investigation
    04 Special assignment
51. Seat Position.
    99 Unknown
    98 Not applicable
    97 Other
    01 FL—Front left
    02 FC—Front center
    03 FR—Front right
    04 RL—Rear left

05 RC—Rear center
06 RR—Rear right
07 Motorcycle passenger
08 Station wagon—side or rear facing
09 Occupant of bus or other vehicle

52. Driver license number.
53. Driver license.
99 Unknown
01 Alabama
02 Alaska
03 Arizona
04 Arkansas
05 California
06 Colorado
07 Connecticut
08 Delaware
09 District of Columbia
10 Florida
11 Georgia
12 Hawaii
13 Idaho
14 Illinois
15 Indiana
16 Iowa
17 Kansas
18 Kentucky
19 Louisiana
20 Maine
21 Maryland
22 Massachusetts
23 Michigan
24 Minnesota
25 Mississippi
26 Missouri
27 Montana
28 Nebraska
29 Nevada
30 New Hampshire
31 New Jersey
32 New Mexico
33 New York
34 North Carolina
35 North Dakota
36 Ohio
37 Oklahoma
38 Oregon
39 Pennsylvania
40 Rhode Island
41 South Carolina
42 South Dakota
43 Tennessee
44 Texas
45 Utah
46 Vermont
47 Virginia
48 Washington
49 West Virginia
50 Wisconsin
51 Wyoming

54. Safety Belt Use
99 Unknown
98 Not applicable
97 Other
96 None
01 Lap belt not installed
02 Lap belt not installed
03 Lap belt fastened
04 Lap belt fastened but belt failed
05 Lap belt, unknown if used
11 Shoulder belt not installed
12 Shoulder belt not fastened
13 Shoulder belt fastened
14 Shoulder belt fastened but belt failed
15 Shoulder belt, unknown if used
21 Combined lap and shoulder belts not installed
22 Combined lap and shoulder belts not fastened
23 Combined lap and shoulder belts fastened
24 Combined lap and shoulder belts fastened but failed
25 Combined lap and shoulder belts, unknown if used

55. Apparent Violation
99 Unknown
98 Not applicable
97 Other
96 None (no apparent violation)
01 Excessive speed
02 Speed too fast for conditions
03 Failed to yield right of way
04 Failed to heed traffic signal
05 Passed stop sign
06 Drove left of center
07 Improper overtaking
08 Followed too closely
09 Improper turn
10 Driver inattention
11 Had been drinking

56. Nature of injury.
99 Unknown
98 Not applicable
97 Other
01 Amputation
03 Backstrain
05 Bites (animal or insect)
07 Bites (human)
09 Burns (chemical)
11 Burns (electrical)
13 Burns (hot substances)
15 Burns (radiation, sunburn)
17 Concussion (or any head blow causing unconsciousness)

19 Contagious disease (excluding respiratory infection)
21 Contusions (bruises, no broken skin)
23 Crushing
25 Cuts, scratches, abrasions (minor)
27 Cuts, scratches, abrasions (severe)
29 Dislocation
31 Drowning
33 Electrocution
35 Emotional stress
37 Exhaustion, overexertion
39 Foreign body in eye, nose, etc.
41 Fracture
43 Freezing
45 Gunshot wound
47 Hearing loss—total
49 Hearing loss—partial
51 Heart attack
53 Heat exhaustion
55 Hernia
57 Infection (nonrespiratory)
59 Infection (respiratory includes colds, flu, pneumonia)
61 Poisoning (gas or solid)
63 Shock (state of shock)
65 Skin irritation
67 Smoke inhalation
69 Sprain (pulled muscles, ligaments, tendons)
71 Vision loss—total
73 Vison loss—partial
75 Complaint of pain
77 Internal injury (includes hemorrhage)
79 Multiple injury [1]

57. Part of body affected.
99 Unknown
98 Not applicable
97 Other
96 None
10 Head area
11 Ears
12 Eyes
13 Scalp and skull
14 Nose
15 Jaw
16 Teeth
17 Neck
18 Multiple head injuries [2]
30 Arm—Hand area
31 Upper arm
32 Elbow
33 Lower arm
34 Wrist
35 Hand, not finger
36 Finger
37 Multiple arm-hand injuries
40 Trunk Area
41 Abdomen (includes internal organs)
42 Back (includes spine)
43 Chest (includes ribs, breast bones and internal organs)
44 Shoulder
45 Hips
46 Groin
47 Buttocks
48 Multiple trunk injuries [2]
50 Leg—Foot area
51 Thigh
52 Knee
53 Lower leg (above ankle)
54 Ankle
55 Foot (not ankle or toes)
56 Toes
57 Multiple leg-foot injuries [2]
60 Body Systems
61 Circulatory (heart, blood vessels)
62 Digestive (mouth, throat, stomach, intestines)
63 Respiratory (lungs)
64 Nervous
65 Reproductive
66 Excretory
67 Multiple body systems involved [2]
70 Multiple body parts involved.[2]

58. Degree of injury.
99 Unknown
98 Not applicable
01 Fatal
02 Disabling
03 Medical attention
04 First aid only

59. Injury source.
99 Unknown
98 Not applicable
97 Other
01 Impact with vehicle interior
02 Impact with vehicle exterior (pedestrian injuries)
03 Impact with ground or floor
04 Impact with other fixed object
05 Impact from weapon—Gunshot
06 Impact from weapon—Knife
07 Impact from weapon—Club, stick
08 Impact from weapon—Other held object
09 Impact from weapon—Thrown object

[1] Whenever "multiple injury" is coded, give the codes for each injury in the Supplementary Information section. List them in order for most severe to least severe, e.g., "Multiple Injuries: 41, 69."

[2] Whenever a "multiple" category is used, that category should be listed in the Supplementary Information section and the specific codes, in order of severity from most severe to least severe, should be given, e.g., "Multiple Head Injuries: 12, 15, 18."

10 Contact with electrical source
11 Contact with extreme temperature
12 Contact with bacteria or other disease-producing agents
13 Contact with noxious substances (gas, smoke, acid)
14 Contact with suffocating material (water, earth)

60. Pedestrian action.
99 Unknown
98 Not applicable
97 Other
10 Roadway related
11 Crossing or entering at intersection or crosswalk
12 Crossing or entering not at intersection or crosswalk
13 Walking in roadway—with traffic
14 Walking in roadway—against traffic
15 Standing in roadway to direct traffic not at accident scene
16 Standing in roadway at accident scene
17 Standing in roadway, other reason
18 Getting on, off, into or out of vehicle
19 Working on or pushing vehicle
20 Other working in roadway
21 Coming out from behind or between
22 Playing in roadway
23 Other in roadway
24 Not in roadway
30 Nonroadway related
31 Walking
32 Running after
33 Running away from
34 Climbing or jumping
35 Carrying
36 Standing
37 Forced entry to building or room
38 Crowd or riot control

61. Other Person No. 1: Name.
62. Other Person No. 1: Address.
63. Age (see data element 43).
64. Sex (see data element 44).
65. Role in ID event (see data element 45).
66. Occupant of vehicle number.
67. Driver's license number.
68. Driver's license State (see data element 13).
69. Driver's license expiration date.
70. Seat position (see data element 51).
71. Type of license.
99 Unknown
98 Not applicable
97 Other
96 None
01 Regular operator
02 Chauffeur
03 Motorcycle
04 Learner's permit
05 Temporary
06 Probationary
07 Military
08 Mixed (e.g., car and motorcycle)
09 License available, but expired

72. License Restrictions.
99 Unknown
98 Not applicable
97 Other
96 None
01 Eye glasses or contact lenses
02 Special controls or equipment
03 Restricted time
04 Restricted geography

73. Safety belt use (see data element 54).
74. Apparent violation (see data element 55).
75. Nature of injury (see data element 56).
76. Part of body (see data element 57).
77. Degree of injury (see data element 58).
78. Injury source (see data element 59).
79. Pedestrian action (see data element 60).
80. Other person number 2: Name.
81. Other person number 2: Address.
82. Age (see data element 43).
83. Sex (see data element 44).
84. Role in ID event (see data element 45).
85. Occupant in vehicle number.
86. Driver's license number.
87. Driver's license State (see data element 13).
88. Driver's license expiration date.
89. Seat position (see data element 51).
90. Type of license (see data element 71).
91. License restriction (see data element 72).
92. Safety belt use (see data element 54).
93. Apparent violation (see data element 55).
94. Nature of injury (see data element 56).
95. Part of body (see data element 57).
96. Degree of injury (see data element 58).
97. Injury source (see data element 59).
98. Pedestrian action (see data element 60).
99. Injured taken to.
100. Injured taken by.
101. Vehicle number 1: Year.
102. Vehicle number 1: Make.
103. Vehicle number 1: Model.
104. Body style.
105. License plate number.
106. License plate state (see data element 13).
107. License plate year.
108. Vehicle number (police).

109. VIN (manufacturers). Vehicle identification number.
110. Vehicle area damaged.
- 99 Unknown
- 98 Not applicable
- 97 Other
- 96 None (no damage to vehicle)
- 10 Front left
- 11 Front center
- 12 Front right
- 21 Right side—Front quarter
- 22 Right side—Front door area
- 23 Right side—Rear door area
- 24 Right side—Rear quarter
- 31 Rear right
- 32 Rear center
- 33 Rear left
- 41 Left side—Rear quarter
- 42 Left side—Rear door area
- 43 Left side—Front door area
- 44 Left side—Front quarter
- 50 Hood
- 51 Windshield
- 52 Side windows—Right side
- 53 Side windows—Left side
- 54 Rear window
- 55 Trunk
- 56 Undercarriage
- 60 Multiple areas (2 or 4 areas)[3]
- 70 Multiple areas (5 or more areas)[3]

111. No. of Occupants.
112. Vehicle mobility.
- 99 Unknown
- 98 Not Applicable
- 01 Drivable
- 02 Not Drivable

113. Vehicle removed to.
114. Vehicle action.
- 99 Unknown
- 98 Not applicable
- 97 Other
- 01 Going straight ahead
- 02 Left turn
- 03 Right turn
- 04 U-turn
- 05 Passing
- 06 Being passed
- 07 Backing
- 08 Slowing
- 09 Stopped in road
- 10 Parked
- 11 Skidding or sliding
- 12 Running off road
- 13 Pulling to curb
- 14 Pulling from curb
- 15 Changing lanes to left
- 16 Changing lanes to right
- 17 Merging
- 18 Avoiding object
- 19 Avoiding other vehicle
- 20 Unattended vehicle parked
- 21 Unattended vehicle moving

115. Type of patrol car.
- 99 Unknown
- 98 Not applicable
- 01 One man
- 02 Two man
- 03 Three man or more

116. Role of vehicle.
- 99 Unknown
- 98 Not applicable
- 01 Striking
- 02 Struck
- 03 Striking and struck

117. Possible vehicle defects.
- 99 Unknown
- 98 Not applicable
- 97 Other
- 96 None
- 01 Tires
- 02 Brake system
- 03 Suspension system
- 04 Steering system
- 05 Electrical system
- 06 Fuel system
- 07 Ventilation system
- 08 Exhaust system
- 09 Headlights
- 10 Tail lights
- 11 Side lights
- 12 Windshield wipers
- 13 Engine
- 14 Power transmission system
- 15 Lubrication
- 16 Wheels (other than tires)
- 17 Frame
- 18 Body (includes doors)
- 19 Multiple defects[4]

118. Vehicle No. 2: Year.
119. Vehicle No. 2: Make.
120. Vehicle No. 2: Model.
121. Body style.
122. License plate No.
123. License plate State (see data element 13).
124. License plate year.
125. VIN (manufacturers) Vehicle Identification Number.

[3] Whenever "multiple areas" is coded, give the codes for each area separately in the Supplementary Information section, e.g., "Multiple Areas: 12, 21, 22."

[4] When this category is coded, list each defect code separately in the Supplementary Information section, e.g., "Multiple Defects: 9, 10, 11."

126. Vehicle area damaged (see data element 110).
127. Number of occupants.
128. Vehicle mobility (see data element 112).
129. Vehicle removed to.
130. Vehicle action (see data element 114).
131. Role of vehicle (see data element 116).
132. Vehicle defects (see data element 117).
133. Registered owner's name.
134. Registered owner's address.
135. Registered gross laden weight (for commercial vehicles only).
136. Trailer license No.
137. Trailer license State.
138. Number of vehicles involved (total number in event).
139. Vehicle accident type.
    - 99 Unknown
    - 98 Not applicable
    - 97 Other
    - 01 Collision with motor vehicle (moving)
    - 02 Collision with motor vehicle (parked or stopped)
    - 03 Chain reaction, multiple vehicle collision
    - 04 Collision with pedestrian
    - 05 Collision with train
    - 06 Collision with pedalcycle
    - 07 Collision with animal
    - 08 Collision with fixed object
    - 09 Collision with other object
    - 10 Hit and run
    - 20 Overturning
    - 21 Jacknife
    - 22 Other Noncollision (fire, sudden stop or start, carbon monoxide poisoning, bee in vehicle, bridge collapse, etc.)
140. Relation to intersection (an intersection is the area inside the extended curb lines of roads that meet. Driveways and alleys are *not* intersections. An intersection accident is one in which the initial impact occurs within the area of an intersection).
    - 99 Unknown
    - 98 Not applicable
    - 01 At intersection
    - 02 At nonintersection
    - 03 Intersection—Related
    - 04 Driveway access accident
    - 05 Alley access accident
141. Collision Type.
    - 99 Unknown
    - 98 Not applicable
    - 97 Other
    - 01 Head-On
    - 02 Rear-End, Front to Back
    - 03 Rear-End, Back to Back
    - 04 Sideswipe, Same Direction
    - 05 Sideswipe, Opposite Direction
    - 06 Turning Movement, Same Direction
    - 07 Turning Movement, Opposite Direction
    - 08 Turning Movement, Intersecting Paths
    - 09 Angle, Intersecting Paths
    - 10 Front and Rear (as in "chain reaction," multiple vehicle collisions)
142. Traffic controls.
    - 99 Unknown
    - 98 Not applicable
    - 97 Other
    - 96 None (no controls present)
    - 01 Stop sign
    - 02 Yield sign
    - 03 Stop/go signal
    - 04 Caution flasher
    - 05 RR gates or signals
    - 06 Temporary lane control devices
    - 07 Police officer
    - 08 Control not operating
    - 09 Control not visible
143. Witness statement attached.
    - 01 Yes
    - 02 No
144. Enforcement actions.
145. Name of person completing this report.
146. Date.
147. Confirmation of report accuracy by employee.
148. Date.
149. Confirmation of report accuracy by supervisor.
150. Date.
151. Narrative.
152. Event diagram.
153. Directional arrow.
154. Supplementary information.

Appendix M

CODING GUIDE FOR SUPERVISOR'S REPORT: POLICE INJURY AND DAMAGE REPORT

S1. ID number: Injury and damage event number.
S2. Name of employee.
S3. Social security number.
S4. Date of event.
S5. Leave date: The date on which the employee failed to complete one full shift, as a result of the ID event. An event occurring on July 1 producing a disabling injury would produce a "leave date" of July 2.
S6. Return date: Date employee returns.
S7. Death date: When appropriate.
S8. Estimated total days lost: The supervisor's best guess as to how many days the employee will lose. This estimate is made when the supervisor completes this form. This should occur within 48 hours after the event took place.
S9. Actual total days lost: Completed by the supervisor or by the IDR director. On the employee's return to work, notification from the supervisor to the IDR director is given.
S10. Degree of disability.
- 01 Permanent total
- 02 Permanent partial
- 03 Temporary total

S11. Z.16 Status.
- 01 Chargeable
- 02 Not chargeable

S12. Days charged.
S13. Preventability.
- 01 Preventable
- 02 Not preventable

S14. Claim status.
- 01 Claim expected
- 02 Claim not expected
- 03 Uncertain

S15. Compensation forms completed: Circle appropriate response.
S16. Fitness for duty.
- 99 Unknown
- 98 Not applicable
- 96 Other
- 01 Work fatigue (working part-time elsewhere)
- 02 Work fatigue (overtime)
- 03 Work fatigue (from regular work)
- 04 Recurrence of old physical problem
- 05 Physical illness—Temporary
- 06 Emotional upset—Temporary
- 07 Allergy problem
- 08 Suspected alcohol or drug problem
- 09 Overweight
- 10 Underweight
- 11 Handicap—Senses (hearing, seeing)
- 12 Handicap—Deformity or impaired function
- 13 Physical illness—Permanent
- 14 Emotional illness—Permanent or recurring

S17. Human error: Select two when appropriate.
- 10 Vehicle Related Acts
  - 11 Failed to control skidding
  - 12 Failed to avoid parked cars
  - 13 Failed to maintain steering control
  - 14 Failed to use emergency equipment
  - 15 Failed to use safety belts
  - 16 Failed to check rear before backing
  - 17 Failed to secure vehicle before leaving it
  - 18 Failed to use flares or lights at accident scene
  - 19 Failed to give right of way
  - 20 Failed to check vehicle for defects
  - 21 Failed to signal
  - 22 Failed to look before pulling out/in
  - 23 Operating too slow
  - 24 Operating too fast
  - 25 Operating in wrong lane or position
  - 26 Operating over an excessive time period
  - 27 Passing on hill or curve
  - 28 Following too closely
  - 29 Improper turn
  - 30 Improper lane change
  - 31 Improper parking
  - 32 Disregard for traffic control
  - 33 Misjudged clearance
  - 34 Overloaded vehicle
  - 35 Unauthorized use of vehicle
  - 36 Unable to see
  - 37 Fell asleep
  - 38 Under influence of alcohol
  - 39 Under influence of drugs

40 Operator not attentive (distracted)
50 Acts *not* related to vehicles.
51 Failed to follow verbal procedures
52 Failed to follow written procedures
53 Failed to get help
54 Failed to use proper equipment (equipment available)
55 goggles, glasses
56 face shield
57 helmet or hat
58 gloves
59 high visibility vest or jacket
60 foot or leg protection
61 special pants
62 life jacket
70 Failed to secure one's own weapon
71 Failed to search
72 Failed to detect concealed weapon
73 Failed to secure equipment
74 Failed to secure prisoners
75 Failed to check equipment for defects
76 Failed to maintain attention
77 Failed to turn off equipment
78 Failed to clean equipment
79 Improper operation of equipment
80 improper use of body
81 used hands, not proper tool
82 insecure grip
83 lifted with back, not legs
84 overexertion
85 Deactivated safety equipment (removed, plugged)
86 Unauthorized use of equipment
87 Haste, taking shortcuts
88 Horseplay
89 Overloading
90 Unsafe carrying, placing, loading

S18. Kind of human error.
99 Unknown
98 Not applicable
01 Act performed intentionally
02 Act performed unintentionally
03 Act omitted

S19. Human error No. 2: See data element S17.

S20. Kind of human error: See data element S18. This should apply to human error No. 2 when appappropriate.

S21. Dangerous conditions No. 1: Select two when appropriate.
99 Unknown
98 Not applicable
97 Other

S21.
10 Dangerous equipment (defective, inadequate)
11 Vehicle related
12 Not related to vehicle
20 Dangerous environmental factors
21 Weather related
22 Noise related
23 Ventilation related
24 Illumination related
25 Terrain related
26 Animal related
27 Fire related
28 Space related
40 Dangerous procedures
41 Authorized in writing
42 Authorized orally
43 Unauthorized
50 Dangerous public factors
51 Dangerous persons (criminals, assailants, resisters)
52 Defective premises of others
53 Defective equipment of others

S22. Awareness by supervisor.
01 Presence of Dangerous Condition Known
02 Presence of Dangerous Condition Not Known

S23. Dangerous Condition No. 2: When appropriate.

S24. Awareness by Supervisor: See data element S22.

S25. Managerial Inadequacy: Select two when appropriate.
99 Unknown
98 Not Applicable
97 Other
10 Personnel Inadequacies
11 Not enough manpower
12 Too many persons to supervise effectively
13 Inadaquate employee selection
14 Inadequate employee assignment
15 Poor distribution of manpower
20 Training Inadequacies
21 Inadequate training for employee
22 Inadequate training for supervisor
23 Inadequate orientation to new task
30 Operating Procedure Inadequacies
31 Inadequately written procedures
32 No written procedures
33 Responsibility not clear
34 Inadequate communication
35 Unnecessary procedure
36 Not enough time for safe performance
37 Inadequate planning
38 Inadequate monitoring or inspection
40 Equipment inadequacies.
41 Not enough equipment available
42 Improper maintenance of equipment
43 Inadequate instructions on equipment
44 Inadequate design of equipment

S26. Managerial inadequacy No. 2: See data element S25.

S27. Task Performed? Describe exactly what employee was doing. What was his objective?

S28. Type of procedures.
- 01 Authorized in writing
- 02 Authorized orally
- 03 Unauthorized

S29. Procedures followed? Circle one.

S30. Frequency of task performance.
- 01 Hourly
- 02 Daily
- 03 Weekly
- 04 Monthly
- 05 Quarterly
- 06 Yearly
- 07 Performed less than once a year

S31. Frequency of human error: Apply only to human error No. 1.
- 01 Every time task is performed
- 02 Nearly every time task is performed
- 03 Sometimes when task is performed
- 04 Almost never when task is performed

S32. Frequency of dangerous condition: Apply only to dangerous condition No. 1.
- 01 Every time task is performed
- 02 Nearly every time task is performed
- 03 Sometimes when task is performed
- 04 Almost never when task is performed

S33. When did you last observe the employee perform this task?
- 01 Today, performed safely
- 02 Within last week, performed safely
- 03 Within last month, performed safely
- 04 Within last quarter, performed safely
- 05 Within last year or longer, performed safely
- 06 Today, not performed safely
- 07 Within last week, not performed safely
- 08 Within last month, not performed safely
- 09 Within last quarter, not performed safely
- 10 Within last year or longer, not performed safely
- 11 Never

S34. Should a job safety analysis be performed on this task? Circle one.

S35. If no change is made, what is the likelihood that another similar event will occur within a 1-month period?
- 01 100 percent
- 02 75 percent
- 03 50 percent
- 04 25 percent
- 05 0 percent
- 06 Don't know

S36. Other file number—Case.

S37. Other file number—Medical.

S38. Other file number—Compensation.

S39. Other file number—Vehicle repair.

S40. Other file number—Property repairs (other than vehicle).

S41. Other file number—Other (local file of interest).

S42. Other file number—Other (local file of interest).

S43. Estimated medical cost.

S44. Estimated vehicle cost.

S45. Estimated property cost.

S46. Estimated compensation cost.

S47. Estimated other cost.

S48. Estimated total cost.

S49. Actual medical cost.

S50. Actual vehicle cost.

S51. Actual property cost.

S52. Actual compensation cost.

S53. Actual other cost.

S54. Actual total cost.

S55. Suggested corrective action.

S56. Action taken with employee.
- 01 Informal instruction
- 02 Formal training
- 03 Discipline
- 04 Change of assignment or responsibility

S57. Supervisor's signature.

S58. Date.

S59. IDR director's signature.

S60. Date.

S61. One month up-date completed: Circle one.

S62. Initials.

S63. Six month up-date completed: Circle one.

S64. Initials.

Appendix N

SUPPLEMENTAL REPORT FORMS

List of Supplemental Report Forms

ROUTINE DRIVING REPORT

1 2 3 4

THIS FORM COVERS ONE FULL DAY'S TOUR AND IS TO BE COMPLETED BY POLICE OFFICER DRIVING A VEHICLE WHILE PERFORMING ROUTINE DUTIES.

Date ____/____/____ (Mo. 5 Day 6-7 Yr.) Rank____ (8) Assignment____ (9)

Age____ (10-11) Years on Force____ (12-13) Yrs. ____ Mos. Years on present assignment____ (14-15) Yrs. ____ Mos.

Shift start____ (16-19) AM / PM (20,1 20,2) Shift end____ (21-24) AM / PM (25,1 25,2) Odometer reading to nearest mile at shift start: ☐☐☐☐☐ (26-30)

Were there any unusual conditions such as sporting events, parades, inclement weather, or disturbances that resulted in a change in your routine duties? Yes ☐ (31,1) No ☐ (31,2) If Yes, describe circumstances: ____

1. Check the type of duty to which you are usually assigned and give the duty assigned today.

	Usual Duty	Today's Duty
One man patrol	☐ (32,1)	☐ (33,1)
Two man patrol	☐ (32,2)	☐ (33,2)
Three or more man patrol	☐ (32,3)	☐ (33,3)
Varies	☐ (32,4)	
Other____ (specify)	☐ (32,5)	☐ (33,4)

2. Type of police vehicle driven today.

☐ (34,1) Sedan ☐ (34,4) Bus or van
☐ (34,2) Compact ☐ (34,5) Squadrol
☐ (34,3) Canine patrol car ☐ (34,6) Other____ (specify)

Vehicle was: ☐ (35,1) Marked ☐ (35,2) Unmarked

Usual type of police vehicle driven:

☐ (36,1) Same as above, drive same car daily
☐ (36,2) Same as above, drive same type of car daily
☐ (36,3) Other____ (specify)

3. Check emergency equipment available on your vehicle:

☐ (37,1) None ☐ (39,1) Turret light
☐ (37,2) Siren ☐ (40,1) Window/roof brakelights
☐ (38,1) Spotlight ☐ (41,1) Other____ (specify)

4. In your judgment, what was the actual percent of driving time during which you used the following items today?

Percent	Door Lock	Safety Belt	Shoulder Harness	Helmet
0 %	☐ (42,1)	☐ (43,1)	☐ (44,1)	☐ (45,1)
1-15%	☐ (42,2)	☐ (43,2)	☐ (44,2)	☐ (45,2)
16-30%	☐ (42,3)	☐ (43,3)	☐ (44,3)	☐ (45,3)
31-45%	☐ (42,4)	☐ (43,4)	☐ (44,4)	☐ (45,4)
46-60%	☐ (42,5)	☐ (43,5)	☐ (44,5)	☐ (45,5)
61-75%	☐ (42,6)	☐ (43,6)	☐ (44,6)	☐ (45,6)
76-90%	☐ (42,7)	☐ (43,7)	☐ (44,7)	☐ (45,7)
91+ %	☐ (42,8)	☐ (43,8)	☐ (44,8)	☐ (45,8)

5. How many routine driving (non-emergency) accidents have you had driving since start of assignment?

☐ (46,1) None ☐ (46,2) One ☐ (46,3) Two ☐ (45,4) Three or more

6. Give odometer reading to nearest mile at shift end: ☐☐☐☐☐ (47-51)

7. Give total time spent in each of the following activities today:

Driving police vehicle	____ (52) hrs.	____ (53-54) mins.
Parked for surveillance/reporting	____ (55) hrs.	____ (56-57) mins.
Issuing summons	____ (58) hrs.	____ (59-60) mins.
Meal/gas stops	____ (61) hrs.	____ (62-63) mins.
Other____ (specify)	____ (64) hrs.	____ (65-66) mins.

8. Give average length of time you spent in uninterrupted driving today.

☐ (67,1) Less than 15 minutes ☐ (67,4) 46 minutes to 1 hour
☐ (67,2) 16 to 30 minutes ☐ (67,5) 1 to 1½ hours
☐ (67,3) 31 to 45 minutes ☐ (67,6) Over 1½ hours

9. What percent of your driving time was spent in each of the following densities of traffic today?

Heavy____ (68-69) % Medium____ (70-71) % Light____ (72-73) %

10. How many pursuit runs did you make today in which you drove 25 or more miles over the posted speed limit?

____ (74) pursuit run(s)

What was the estimated length of each pursuit run? 171 (75-80)

1.____ (5-6) miles 2.____ (7-8) miles 3.____ (9-10) miles.

How long did each pursuit run last?

1.____ (11-12) mins. 2.____ (13-14) mins. 3.____ (15-16) mins.

11. How many emergency runs did you make today?

____ (17) emergency run(s)

What was the estimated length of each emergency run?

1.____ (18-19) miles 2.____ (20-21) miles 3.____ (22-23) miles

How long did each emergency run last?

1.____ (24-25) mins. 2.____ (26-27) mins. 3.____ (28-29) mins.

12. Indicate below the typical posted speed limit, and estimate your average cruising speed and the percentage of your driving time spent on the following types of roads:

	Typical speed limit	Average Cruis. speed	Percent of time
Interstate system	____ (30-31) mph	____ (32-33) mph	____ (34-35) %
Other controlled access Highway	____ (36-37) mph	____ (38-39) mph	____ (40-41) %
Major arterial route	____ (42-43) mph	____ (44-45) mph	____ (46-47) %
Local or residential st.	____ (48-49) mph	____ (50-51) mph	____ (52-53) %
One lane or alley	____ (54-55) mph	____ (56-57) mph	____ (58-59) %
Other____ (specify)	____ (60-61) mph	____ (62-63) mph	____ (64-65) %
		Total	100%

13. Indicate the degree of difficulty you experienced in the following driving tasks during today's non-emergency routine driving.

	DEGREE OF DIFFICULTY					
	high		moderate		low	none
a. keeping in lane	66,1	66,2	66,3	66,4	66,5	66,6
b. avoiding pedestrian	67,1	67,2	67,3	67,4	67,5	67,6
c. avoiding tailgating	68,1	68,2	68,3	68,4	68,5	68,6
d. avoiding parked vehicle	69,1	69,2	69,3	69,4	69,5	69,6
e. avoiding fixed object	70,1	70,2	70,3	70,4	70,5	70,6
f. passing	71,1	71,2	71,3	71,4	71,5	71,6
g. making turns	72,1	72,2	72,3	72,4	72,5	72,6
h. changing lanes	73,1	73,2	73,3	73,4	73,5	73,6
i. parking	74,1	74,2	74,3	74,4	74,5	74,6
j. leaving parked position	75,1	75,2	75,3	75,4	75,5	75,6
k. crossing intersection	76,1	76,2	76,3	76,4	76,5	76,6

172
78-80

14. Were any of the following conditions present in your vehicle today?

	Yes	No	Not Sure
a. improperly inflated tires	5,1	5,2	5,3
b. bald or worn tires	6,1	6,2	6,3
c. tire blowout or flat	7,1	7,2	7,3
d. front end shimmy	8,1	8,2	8,3
e. engine miss on acceleration	9,1	9,2	9,3
f. sideways pull when braking	10,1	10,2	10,3
g. rocking or dipping when braking	11,1	11,2	11,3
h. sideways pull on straightaways	12,1	12,2	12,3
i. binding steeringwheel in full turns	13,1	13,2	13,3
j. noticeable steeringwheel play	14,1	14,2	14,3
k. spongy or fading brakes	15,1	15,2	15,3
l. faulty windshield wiper	16,1	16,2	16,3
m. faulty ventilation / defroster	17,1	17,2	17,3
n. faulty headlights	18,1	18,2	18,3
o. other_____ (Specify)	19,1	19,2	19,3

15. Give approximate number of hours of formal police department driver training received upon joining force or upon assignment to patrol vehicle driving.

- 20,1 None given
- 20,2 Classroom lecture _____ hrs. (21-22)
- 23,1 Practice track _____ hrs. (24-25)
- 26,1 Simulator _____ hrs. (27-28)
- 29,1 Skid pan _____ hrs. (30-31)
- 32,1 Other_____ (Specify) _____ hrs. (33-34)

16. How long ago did you receive this training?

- 35,1 Less than 6 months ago
- 35,2 6 months to 1 year ago
- 35,3 1 to 2 years ago
- 35,4 2 to 5 years ago
- 35,5 More than 5 years ago

17. What type of examination did you take?

- 36,1 None given
- 36,2 On road
- 37,1 Practice track
- 38,1 Written
- 39,1 Other_____ (specify)

18. When did you last receive refresher driving instruction lasting 30 minutes or more?

- 40,1 None given
- 40,2 Less than 6 mos. ago
- 40,3 6 mos. to 1 yr. ago
- 40,4 1 to 2 yrs. ago
- 40,5 More than 2 yrs. ago

19. When was your routine driving last observed by your immediate supervisor?

- 41,1 Never observed
- 41,2 In the last month
- 41,3 1 to 6 months ago
- 41,4 6 months to 1 year ago
- 41,5 1 to 2 years ago
- 41,6 More than 2 years ago

20. When was routine driving last discussed in roll call training?

- 42,1 In the last month
- 42,2 1 to 6 months ago
- 42,3 6 months to 1 year ago
- 42,4 More than 1 year ago

21. Have you received any special training in the following?

Emergency pursuit driving	Yes 43,1	No 43,2
Defensive Driving	Yes 44,1	No 44,2

22. In the last 24 hours, how much of your off-duty time was spent driving a motor vehicle?

- 45,1 None
- 45,2 Less than one hour
- 45,3 1 to 2 hours
- 45,4 2 to 3 hours
- 45,5 3 to 4 hours
- 45,6 More than 4 hours

23. In the last 24 hours, how much of your off-duty time was spent working at a part-time job?

- 46,1 None, but I have a part-time job
- 46,2 Less than one hour
- 46,3 1 to 2 hours
- 46,4 2 to 3 hours
- 46,5 3 to 4 hours
- 46,6 More than 4 hours

24. If you have charged shifts in the last three on-duty days, give hours of prior shift:

_____ AM / PM (47-50, 51,1 51,2) to _____ AM / PM (52-55, 56,1 56,2)

25. To what type of duty were you assigned yesterday?

- 57,1 Regular or routine tour
- 57,2 Vacation day
- 58,1 Overtime (Total overtime hours worked _____ hrs.) (59)
- 60,1 Other_____ (specify)

171
78-AC

Name_____ ROUTINE DRIVING ACCIDENT SUPPLEMENT [ ][ ][ ][ ] 1 2 3 4

THIS FORM IS TO BE COMPLETED BY POLICE OFFICER DRIVING A VEHICLE WHICH BECOMES INVOLVED IN AN ACCIDENT WHILE ON ROUTINE PATROL.

Date_____ Time of accident_____ AM / PM Assignment_____ Age _____
Mo. (5)/Day 6-7 /Yr. 8 11 12,1 12,2 (13) 14 15

Years on present assignment_____ Yrs._____ Mos. Years on Force_____ Yrs._____ Mos. Shift start_____ AM / PM Shift end_____ AM / PM
16-17 18-19 20-21 24,1 24,2 25-26 29,1 29,2

1. Check the type of duty to which you are usually assigned and give the duty assigned on day of accident.

	Usual Assignment	Assignment at Time of Accident
One man patrol	[ ] 30,1	[ ] 31,1
Two man patrol	[ ] 30,2	[ ] 31,2
Three or more man patrol	[ ] 30,3	[ ] 31,3
Varies	[ ] 30,4	
Other_____ (specify)	[ ] 30,5	[ ] 31,4

2. Type of police vehicle driven at time of accident.

[ ] 32,1 Sedan
[ ] 32,2 Compact
[ ] 32,3 Canine patrol car
[ ] 32,4 Bus or van
[ ] 32,5 Squadrol
[ ] 32,6 Other_____ (specify)

Vehicle was: [ ] 33,1 Marked [ ] 33,2 Unmarked

Usual type of police vehicle driven:

[ ] 34,1 Same as above, drive same car daily
[ ] 34,2 Same as above, drive same type of car daily
[ ] 34,3 Other_____ (specify)

3. Check emergency equipment in use at time of accident

[ ] 35,1 None
[ ] 35,2 Siren
[ ] 36,1 Spotlight
[ ] 37,1 Turret light
[ ] 38,1 High beam headlights
[ ] 39,1 Other_____ (specify)

4. Check type of equipment used by occupant(s) at time of accident.

	Driver	Passenger(s)
Safety belt	[ ] 40,1	[ ] 41,1
Shoulder harness	[ ] 42,1	[ ] 43,1
Helmet	[ ] 44,1	[ ] 45,1

Was door locked on:

	Yes	No	Not Sure
Driver's side	[ ] 46,1	[ ] 46,2	[ ] 46,3
Passenger's side	[ ] 47,1	[ ] 47,2	[ ] 47,3
Did vehicle have headrests?	[ ] 48,1	[ ] 48,2	[ ] 48,3

5. Accident Speed:

Speed when danger of accident became apparent_____ mph 49-50
Speed when accident occurred_____ mph 51-52
Speed of surrounding traffic_____ mph 53-54

6. Give road type on which accident occurred:

[ ] 54,1 Interstate system
[ ] 55,2 Other controlled access hwy.
[ ] 55,3 Major arterial route
[ ] 55,4 Local or residential street
[ ] 55,5 One lane or alley
[ ] 55,6 Other_____ (specify)

What was posted speed limit_____ mph.

7. Were any of the following conditions noticeable before time of the accident?

	Yes	No	Not Sure
a. Improperly inflated tires	[ ] 56,1	[ ] 56,2	[ ] 56,3
b. Bald or worn tires	[ ] 57,1	[ ] 57,2	[ ] 57,3
c. Tire blowout or flat	[ ] 58,1	[ ] 58,2	[ ] 58,3
d. Front end shimmy	[ ] 59,1	[ ] 59,2	[ ] 59,3
e. Sideways pull on straightaways	[ ] 60,1	[ ] 60,2	[ ] 60,3
f. Engine miss on acceleration	[ ] 61,1	[ ] 61,2	[ ] 61,3
g. Sideways pull when braking	[ ] 62,1	[ ] 62,2	[ ] 62,3
h. Rocking or dipping when braking	[ ] 63,1	[ ] 63,2	[ ] 63,3
i. Binding steeringwheel in full turns	[ ] 64,1	[ ] 64,2	[ ] 64,3
j. Noticeable steeringwheel play	[ ] 65,1	[ ] 65,2	[ ] 65,3
k. Spongy or fading brakes	[ ] 66,1	[ ] 66,2	[ ] 66,3
l. Faulty windshield wiper	[ ] 67,1	[ ] 67,2	[ ] 67,3
m. Faulty ventilation / defroster	[ ] 68,1	[ ] 68,2	[ ] 68,3
n. Faulty headlights	[ ] 69,1	[ ] 69,2	[ ] 69,3
o. Other_____ (Specify)	[ ] 70,1	[ ] 70,2	[ ] 70,3

Which of the above conditions contributed most to the cause of the accident? (check one)

[ ] 71,1 None [ ] 71,2 a. [ ] 71,3 b. [ ] 71,4 c. [ ] 71,5 d. [ ] 71,6 e. [ ] 71,7 f. [ ] 71,8 g.
[ ] 71,9 h. [ ] 72,1 i. [ ] 72,2 j. [ ] 72,3 k. [ ] 72,4 l. [ ] 72,5 m. [ ] 72,6 n. [ ] 72,7 o.

Explain circumstances: _____

8. Check any of the following visual obstructions which contributed to the cause of the accident.

[ ] 73,1 None
[ ] 73,2 Rain, snow on windshield
[ ] 74,1 Blinded by sunlight glare
[ ] 74,2 Blinded by headlight glare
[ ] 75,1 Other_____ (specify)

9. Activity at time of accident:

[ ] 76,1 Returning from an emergency or pursuit run
[ ] 76,2 Following or stopping a traffic violator
[ ] 76,3 Answering a non-emergency call
[ ] 76,4 Routine cruising
[ ] 76,5 Other_____ (specify)

[1][8][1] 78 79 80

[ ][ ][ ][ ] 1 2 3 4

10. Indicate the degree of difficulty you experienced in the following driving tasks during routine patrol on the day of the accident.

	DEGREE OF DIFFICULTY					
	high	moderate		low		none
	5	4	3	2	1	0
a. Keeping in lane	5,1	5,2	5,3	5,4	5,5	5,6
b. Avoiding pedestrian	6,1	6,2	6,3	6,4	6,5	6,6
c. Avoiding tailgating	7,1	7,2	7,3	7,4	7,5	7,6
d. Avoiding parked vehicle	8,1	8,2	8,3	8,4	8,5	8,6
e. Avoiding fixed object	9,1	9,2	9,3	9,4	9,5	9,6
f. Passing	10,1	10,2	10,3	10,4	10,5	10,6
g. Making turns	11,1	11,2	11,3	11,4	11,5	11,6
h. Changing lanes	12,1	12,2	12,3	12,4	12,5	12,6
i. Parking	13,1	13,2	13,3	13,4	13,5	13,6
j. Leaving parked position	14,1	14,2	14,3	14,4	14,5	14,6
k. Crossing intersection	15,1	15,2	15,3	15,4	15,5	15,6

Which of the above contributed most to cause of accident?

☐ None (16,1) ☐ a. (16,2) ☐ b. (16,3) ☐ c. (16,4) ☐ d. (16,5) ☐ e. (16,6) ☐ f. (16,7) ☐ g. (16,8)
☐ h. (16,9) ☐ i. (17,1) ☐ j. (17,2) ☐ k. (17,3) Explain circumstances:

_____

_____

11. Give approximate number of hours of formal police department driver training received upon joining force or upon assignment to patrol vehicle driving.

☐ None given (18,1)
☐ Skid pan _____ hrs (18,2) (19-20)
☐ Simulator _____ hrs (21,1) (22-23)
☐ Practice track _____ hrs (24,1) (25-26)
☐ Classroom Lect. _____ hrs (27,1) (28-29)
☐ Other _____/_____ hrs (10,1) (specify) (31-32)

12. How long ago did you receive this training?

☐ Less than 6 mos. (33,1)
☐ 6 mos. to 1 yr. (33,2)
☐ 1 to 2 yrs. (33,3)
☐ 2 to 5 yrs. (33,4)
☐ More than 5 yrs. (33,5)

13. What type of examination did you take?

☐ None given (34,1)
☐ Written (34,2)
☐ On road (35,1)
☐ Other _____ (37,1) (specify)
☐ Practice track (36,1)

14. When did you last receive refresher driving instruction lasting 30 minutes or more?

☐ Less than 6 mos. (38,1)
☐ 6 mos. to 1 yr. (38,2)
☐ 1 to 2 yrs. (38,3)
☐ More than 2 yrs. (38,4)
☐ None given (38,5)

15. When was routine driving last discussed in roll call training?

☐ In the last month (39,1)
☐ 1 to 6 mos. ago (39,2)
☐ 6 mos. to 1 yr. ago (39,3)
☐ More than 1 yr. ago (39,4)

16. When was your routine driving last observed by your immediate supervisor?

☐ Never observed (40,1)
☐ In the last month (40,2)
☐ 1 to 6 months ago (40,3)
☐ 6 mos. to 1 yr. ago (40,4)
☐ 1 to 2 yrs. ago (40,5)
☐ More than 2 yrs. ago (40,6)

17. Have you received any special training in the following?

Emergency pursuit driving ☐ Yes (41,1) ☐ No (41,2)

Defensive Driving ☐ Yes (42,1) ☐ No (42,2)

18. In the last 24 hours, how much of your off-duty time was spent driving a motor vehicle?

☐ None (43,1)
☐ Less than one hour (43,2)
☐ 1 to 2 hours (43,3)
☐ 2 to 3 hours (43,4)
☐ 3 to 4 hours (43,5)
☐ More than 4 hours (43,6)

19. In the last 24 hours, how much of your off-duty time was spent working at a part-time job?

☐ None, but I have a part-time job (44,1)
☐ Less than one hour (44,2)
☐ 1 to 2 hours (44,3)
☐ 2 to 3 hours (44,4)
☐ 3 to 4 hours (44,5)
☐ More than 4 hours (44,6)
☐ No part-time job (44,7)

20. How many routine driving (non-emergency) accidents have you had driving since start of assignment?

☐ None (45,1) ☐ One (45,2) ☐ Two (45,3) ☐ Three or more (45,4)

21. If you have changed shifts in the last three on-duty days, give hours of prior shift:

_____ AM / PM (46-49) (50,1) (50,2) _____ AM / PM (51-54) (55,1) (55,2)

22. Type of duty on day before accident:

☐ Regular or routine tour (56,1) ☐ Vacation (56,2)
☐ Overtime (Total overtime hours worked: _____ hrs) (56,3) (57-58)
☐ Other _____ (56,4) (specify)

24. In which of the following, if any, were you involved at the time of the accident? (check one or more).

☐ Talking on radio (59,1)
☐ Listening to radio (60,1)
☐ Talking to passenger(s) (61,1)
☐ Scanning streets or other buildings (62,1)
☐ Observing suspects or suspicious circumstances (63,1)
☐ Talking or motioning to someone outside vehicle (64,1)
☐ Other _____ (68,1) (specify)
☐ Scanning traffic behind (65,1)
☐ Scanning traffic ahead (66,1)
☐ Scanning traffic to the side (67,1)

(69) (70)

1 8 2 (78) (79) (80)

1 2 3 4

EMERGENCY DRIVING REPORT

TO BE FILLED OUT BY POLICE OFFICER DRIVING UNDER EMERGENCY CONDITIONS OTHER THAN IN PURSUIT OF A MOTOR VEHICLE OPERATOR.

Date ___/___/___ (Mo. 5 Day 6-7 Yr.) Assignment_____ 8 Age _____ 9-10 Years on Force_____ 11-12 Yrs._____Mos.

Time of emergency incident_____ 13-16 AM / PM 17, 1 17, 2 Shift start_____ 18-21 AM / PM 22, 1 22, 2

Type of patrol: ☐ 23, 1 One man ☐ 23, 2 Two man ☐ 23, 3 Other_____ Years on present assignment_____ 24-25 Yrs._____Mos.

1. What was the nature of emergency call?

☐ 26, 1 Officer in danger
☐ 26, 2 Crime in progress
☐ 26, 3 Fire
☐ 26, 4 Ambulance
☐ 26, 5 First aid/assistance
☐ 26, 6 Other_____ (specify)

2. Number of occupants in police vehicle: _____ 27

3. Check type of equipment used by occupant(s) on emergency run.

	Driver	Passenger
Safety belt	☐ 28, 1	☐ 29, 1
Shoulder harness	☐ 30, 1	☐ 31, 1
Helmet	☐ 32, 1	☐ 33, 1

Was door locked on:	Yes	No	Not Sure
Driver's side?	☐ 34, 1	☐ 34, 2	☐ 34, 3
Passenger's side?	☐ 35, 1	☐ 35, 2	☐ 35, 3
Did vehicle have:			
Headrests?	☐ 36, 1	☐ 36, 2	☐ 36, 3

4. Weather Condition

☐ 37, 1 Clear/cloudy
☐ 37, 2 Snow
☐ 37, 3 Fog
☐ 37, 4 Rain
☐ 37, 5 Sleet
☐ 37, 6 Other_____ (specify)

5. Light Condition

☐ 38, 1 Daylight
☐ 38, 2 Dusk
☐ 38, 3 Dawn
☐ 38, 4 Dark (road lighted)
☐ 38, 5 Dark (road unlighted)
☐ 38, 6 Other_____ (specify)

6. Type of Police Vehicle

☐ 39, 1 Marked
☐ 40, 1 6 cylinder
☐ 41, 1 Compact
☐ 39, 2 Unmarked
☐ 40, 2 8 cylinder
☐ 41, 2 Full size

Estimate mileage to nearest 1000, use odometer if available ☐☐☐,000 42-43

7. Emergency Equipment Used

☐ 44, 1 None
☐ 44, 2 Spotlight
☐ 45, 1 Siren
☐ 46, 1 High beam headlights
☐ 47, 1 Turret light
☐ 48, 1 Other_____ (specify)

8. Total Miles Driven:

During emergency run _____ 49-50 miles
Before emergency run _____ 51-53 miles
Entire shift _____ 54-56 miles

9. Pursuit Speed

Average emergency speed _____ 57-59 mph
Top emergency speed _____ 60-62 mph
Average traffic speed _____ 63-64 mph

10. How long did emergency run last? _____ 65-66 minutes

11. How did emergency run end?

☐ 67, 1 Successful
☐ 67, 2 Police vehicle involved in accident
☐ 67, 3 Discontinued run
☐ 67, 4 Other_____ (specify)

12. Were any of the following conditions present in your vehicle during the emergency run?

	Yes	No	Not Sure
Improperly inflated tires	☐ 68, 1	☐ 68, 2	☐ 68, 3
Bald or worn tires	☐ 69, 1	☐ 69, 2	☐ 69, 3
Tire blowout or flat	☐ 70, 1	☐ 70, 2	☐ 70, 3
Front end shimmy	☐ 71, 1	☐ 71, 2	☐ 71, 3
Sideways pull when braking	☐ 72, 1	☐ 72, 2	☐ 72, 3
Sideways pull on straightaways	☐ 73, 1	☐ 73, 2	☐ 73, 3
Rocking or dipping when braking	☐ 74, 1	☐ 74, 2	☐ 74, 3
Engine miss on acceleration	☐ 75, 1	☐ 75, 2	☐ 75, 3
Binding steering wheel in full turns	☐ 76, 1	☐ 76, 2	☐ 76, 3
Noticeable steering wheel play	☐ 77, 1	☐ 77, 2	☐ 77, 3
Spongy or fading brakes	☐ 5, 1	☐ 5, 2	☐ 5, 3
Faulty windshield wiper	☐ 6, 1	☐ 6, 2	☐ 6, 3
Faulty ventilation/defroster	☐ 7, 1	☐ 7, 2	☐ 7, 3
Faulty headlights	☐ 8, 1	☐ 8, 2	☐ 8, 3
Other_____ (specify)	☐ 9, 1	☐ 9, 2	☐ 9, 3

151 78-80

13. Check and give typical speed limit of road types encountered during emergency run and indicate traffic density (Heavy, Medium or Light). Also, give condition of each road type checked.

	ROAD TYPE (Check one or more)	TYPICAL SPEED LIMIT	TRAFFIC DENSITY Heavy	Medium	Light	ROAD CONDITION Dry	Wet	Snowy	Icy
A ☐ 16	Interstate system	_____ mph 11-12	☐ 13,1	☐ 13,2	☐ 13,3	☐ 14,1	☐ 14,2	☐ 14,3	☐ 14,4
B ☐ 15	Other controlled access highway	_____ mph 16-17	☐ 18,1	☐ 18,2	☐ 18,3	☐ 19,1	☐ 19,2	☐ 19,3	☐ 19,4
C ☐ 20	Major arterial route	_____ mph 21-22	☐ 23,1	☐ 23,2	☐ 23,3	☐ 24,1	☐ 24,2	☐ 24,3	☐ 24,4
D ☐ 25	Local or residential street	_____ mph 26-27	☐ 28,1	☐ 28,2	☐ 28,3	☐ 29,1	☐ 29,2	☐ 29,3	☐ 29,4
E ☐ 30	One lane or alley	_____ mph 31-32	☐ 33,1	☐ 33,2	☐ 33,3	☐ 34,1	☐ 34,2	☐ 34,3	☐ 34,4
F ☐ 35	Other _____ (specify)	_____ mph 36-37	☐ 38,1	☐ 30,2	☐ 38,3	☐ 39,1	☐ 39,2	☐ 39,3	☐ 39,4

14. On which of the above roads did you reach top speed? ☐ A 40,1 ☐ B 40,2 ☐ C 40,3 ☐ D 40,4 ☐ E 40,5 ☐ F 40,6

15. How long had you been driving your vehicle without interruption prior to the emergency run?

☐ Less than 15 minutes 41,1
☐ 16 to 30 minutes 41,2
☐ 31 to 45 minutes 41,3
☐ 46 minutes to 1 hour 41,4
☐ 1 to 2 hours 41,5
☐ More than 2 hours 41,6

16. If you experienced any difficulty with the following problems during this emergency run, check the degree.

	Moderate Difficulty	Extreme Difficulty	Near-Miss or Accident
Avoiding parked cars	☐ 42,1	☐ 42,2	☐ 42,3
Control of skidding	☐ 43,1	☐ 43,2	☐ 43,3
Making left turns	☐ 44,1	☐ 44,2	☐ 44,3
Making right turns	☐ 45,1	☐ 45,2	☐ 45,3
Overdriving headlights	☐ 46,1	☐ 46,2	☐ 46,3
Maintaining steering control	☐ 47,1	☐ 47,2	☐ 47,3
Keeping vehicle in lane	☐ 48,1	☐ 48,2	☐ 48,3
Moving through narrow spaces	☐ 49,1	☐ 49,2	☐ 49,3
Judging distances	☐ 50,1	☐ 50,2	☐ 50,3
Passing other vehicles	☐ 51,1	☐ 51,2	☐ 51,3
Stopping on time	☐ 52,1	☐ 52,2	☐ 52,3

16. Indicate type of formal emergency or pursuit training received. (check as many as apply)

☐ None given 53,1
☐ Class lecture 53,2
☐ Skid pan 54,1
☐ Practice track 55,1
☐ Defensive driving 56,1
☐ Other _____ (specify) 57,1

17. How long ago did you receive this training?

☐ Less than 6 mos. 58,1
☐ 6 mos. to 1 yr. 58,2
☐ 1 to 2 yrs. 58,3
☐ 2 to 5 yrs. 58,4
☐ More than 5 yrs. 58,5

18. What type of examination did you take?

☐ None 59,1
☐ Written 59,2
☐ On road 60,1
☐ Practice track 61,1
☐ Other _____ (specify) 62,1

19. When did you last receive refresher emergency or pursuit driving instruction?

☐ None given 63,1
☐ Less than 6 mos. ago 63,2
☐ 6 mos. to 1 yr. ago 63,3
☐ 1 to 2 yrs. ago 63,4
☐ More than 2 yrs. ago 63,5

20. When was emergency or pursuit driving last discussed in roll call training?

☐ Never 64,1
☐ In the last month 64,2
☐ 1 to 6 mos. ago 64,3
☐ 6 mos. to 1 yr. ago 64,4
☐ More than 1 yr. ago 64,5

21. When was your emergency or pursuit driving last observed by your immediate supervisor?

☐ In the last month 65,1
☐ 1 to 6 mos. ago 65,2
☐ 6 mos. to 1 yr. ago 65,3
☐ 1 to 2 yrs. ago 65,4
☐ More than 2 yrs. ago 65,5
☐ Never observed 65,6

22. During the last 24 hours, how much of your off-duty time was spent driving a motor vehicle?

☐ None 66,1
☐ Less than one hour 66,2
☐ 1 to 2 hours 66,3
☐ 2 to 3 hours 66,4
☐ 3 to 4 hours 66,5
☐ More than 4 hours 66,6

23. During the last 24 hours, how much of your off-duty time was spent working at a part-time job?

☐ None, but I have a part-time job 67,1
☐ Less than 1 hr. 67,2
☐ 1 to 2 hrs. 67,3
☐ 2 to 3 hrs. 67,4
☐ 3 to 4 hrs. 67,5
☐ More than 4 hrs. 67,6
☐ No part-time job 67,7

24. How many emergency run accidents have you had while driving since start of patrol assignment?

☐ None 68,1 ☐ One 68,2 ☐ Two 68,3 ☐ Three or more 68,4

25. If you have changed shifts in the last three on-duty days give start hour of prior shift: _____ AM / PM 69-72 73,1 73,2

26. Type of duty on day before emergency run:

☐ Regular or routine tour 74,1
☐ Overtime (total overtime hours worked: _____ hrs.) 74,2 75
☐ Other _____ (specify) 74,4
☐ Vacation day 74,3

152
78 80

Name _____ EMERGENCY DRIVING ACCIDENT SUPPLEMENT [ ][ ][ ][ ] 1 2 3 4

TO BE FILLED OUT BY A POLICE OFFICER INVOLVED IN AN ACCIDENT WHILE DRIVING UNDER EMERGENCY CONDITIONS OTHER THAN IN PURSUIT OF A MOTOR VEHICLE

Rank _____ Age _____ (5-6) Date _____ Mo. (7) / Day (8-9) Yr. Assignment _____ (10)

Years on Force _____ (11-12) Yrs. _____ Mos. Time of emergency accident _____ (13-16) AM/PM (17,1 17,2) Shift start _____ (18-21) AM/PM (22,1 22,2)

Type of patrol: [ ] (23,1) One man [ ] (23,2) Two man [ ] (23,3) Other _____ (specify) Years on present assignment _____ (24-25) Yrs. _____ Mos.

1. What was the nature of emergency call?

[ ] (26,1) Officer in danger
[ ] (26,2) Crime in progress
[ ] (26,3) Fire
[ ] (26,4) Ambulance
[ ] (26,5) First aid/assistance
[ ] (26,6) Other _____ (specify)

2. How long had you been driving your vehicle without interruption prior to beginning emergency run?

[ ] (27,1) Less than 15 minutes
[ ] (27,2) 16 to 30 minutes
[ ] (27,3) 31 to 45 minutes
[ ] (27,4) 46 minutes to 1 hour
[ ] (27,5) 1 to 2 hours
[ ] (27,6) More than 2 hours

3. Number of occupants in police vehicle at time of accident, including driver. _____ (28)

4. Check type of equipment used by occupant(s) at time of accident.

	Driver	Passenger(s)
Safety belt	[ ] (29,1)	[ ] (30,1)
Shoulder harness	[ ] (31,1)	[ ] (32,1)
Helmet	[ ] (33,1)	[ ] (34,1)

Was door locked on:	Yes	No	Not Sure
Driver's side?	[ ] (35,1)	[ ] (35,2)	[ ] (35,3)
Passenger's side?	[ ] (36,1)	[ ] (36,2)	[ ] (36,3)
Did vehicle have headrests?	[ ] (37,1)	[ ] (37,2)	[ ] (37,3)

5. Type of Police Vehicle

[ ] (38,1) Marked [ ] (38,2) Unmarked
[ ] (39,1) 6 cylinder [ ] (39,2) 8 cylinder
[ ] (40,1) Compact [ ] (40,2) Full size

Estimate mileage to nearest 1000, use odometer if available [ ][ ],0 0 0 (42 43)

6. Emergency Equipment Used:

[ ] (44,1) None
[ ] (44,2) Siren
[ ] (45,1) Spotlight
[ ] (46,1) Turret light
[ ] (47,1) High beam headlights
[ ] (48,1) Other _____ (specify)

7. Total Miles Driven:

During emergency run _____ (49-50) miles

Before emergency run _____ (51-53) miles Entire shift _____ (54-56) miles

8. Emergency Speed:

Average emergency speed _____ (57-59) mph

Top emergency speed _____ (60-62) mph

Average speed of traffic _____ (63-64) mph

9. Accident speed:

Speed when danger of accident became apparent: _____ (65-66) mph.

Speed when accident occurred _____ (67-68) mph.

10. How long did emergency run last before accident?

_____ (69-70) minutes

11. Were any of the following vehicle conditions present during emergency run?

	Yes	No	Not Sure
a. Improperly inflated tires	[ ] (71,1)	[ ] (71,2)	[ ] (71,3)
b. Bald or worn tires	[ ] (72,1)	[ ] (72,2)	[ ] (72,3)
c. Tire blowout or flat	[ ] (73,1)	[ ] (73,2)	[ ] (73,3)
d. Front end shimmy	[ ] (74,1)	[ ] (74,2)	[ ] (74,3)
e. Sideways pull on straightaways	[ ] (75,1)	[ ] (75,2)	[ ] (75,3)
f. Engine miss on acceleration	[ ] (76,1)	[ ] (76,2)	[ ] (76,3)
g. Sideways pull when braking	[ ] (77,1)	[ ] (77,2)	[ ] (77,3)
h. Rocking or dipping when braking	[ ] (78-80)	[ ] (5,2)	[ ] (5,3)
i. Binding steeringwheel in full turns	[ ] (6,1)	[ ] (6,2)	[ ] (6,3)
j. Noticeable steeringwheel play	[ ] (7,1)	[ ] (7,2)	[ ] (7,3)
k. Spongy or fading brakes	[ ] (8,1)	[ ] (8,2)	[ ] (8,3)
l. Faulty windshield wiper	[ ] (9,1)	[ ] (9,2)	[ ] (9,3)
m. Faulty ventilation/defroster	[ ] (10,1)	[ ] (10,2)	[ ] (10,3)
n. Faulty headlights	[ ] (11,1)	[ ] (11,2)	[ ] (11,3)
o. Other _____ (specify)	[ ] (12,1)	[ ] (12,2)	[ ] (12,3)

Which one of the above conditions contributed most to the cause of the accident? (Check one.)

[ ] (13,1) None [ ] (13,2) a. [ ] (13,3) b. [ ] (13,4) c. [ ] (13,5) d. [ ] (13,6) e. [ ] (13,7) f.
[ ] (13,8) g. [ ] (13,9) h. [ ] (14,1) i. [ ] (14,2) j. [ ] (14,3) k. [ ] (14,4) l. [ ] (14,5) m.
[ ] (14,6) n. [ ] (14,7) o.

Explain circumstances:

_____

_____

12. Check any of the following visual obstructions which contributed to the cause of the accident.

[ ] (15,1) None
[ ] (15,2) Rain, snow on windshield
[ ] (16,1) Blinded by sunlight glare
[ ] (16,2) Blinded by headlight glare
[ ] (17,1) Other _____ (specify)

13. Check and give typical speed limit of road types encountered during the emergency run and indicate traffic density (heavy, medium or light) and condition of each road type checked. Also indicate the road on which the accident occurred.

ROAD TYPE (check one or more)	TYPICAL SPEED LIMIT	TRAFFIC DENSITY			ROAD CONDITION				ACCIDENT OCCURRENCE
		Heavy	Medium	Light	Dry	Wet	Snowy	Icy	
A ☐ Interstate system	____ mph (18-19)	☐ 20,1	☐ 20,2	☐ 20,3	☐ 21,1	☐ 21,2	☐ 21,3	☐ 21,4	☐ 42,1
B ☐ Other controlled access hwy.	____ mph (22-23)	☐ 24,1	☐ 24,2	☐ 24,3	☐ 25,1	☐ 25,2	☐ 25,3	☐ 25,4	☐ 42,2
C ☐ Major arterial route	____ mph (26-27)	☐ 28,1	☐ 28,2	☐ 28,3	☐ 29,1	☐ 29,2	☐ 29,3	☐ 29,4	☐ 42,3
D ☐ Local or residential street	____ mph (30-31)	☐ 32,1	☐ 32,2	☐ 32,3	☐ 33,1	☐ 33,2	☐ 33,3	☐ 33,4	☐ 42,4
E ☐ One lane or alley	____ mph (34-35)	☐ 36,1	☐ 36,2	☐ 36,3	☐ 37,1	☐ 37,2	☐ 37,3	☐ 37,4	☐ 42,5
F ☐ Other _____ (specify)	____ mph (38-39)	☐ 40,1	☐ 40,2	☐ 40,3	☐ 41,1	☐ 41,2	☐ 41,3	☐ 41,4	☐ 42,6

14. On which of the above roads did you reach top speed?

A ☐ 43,1 B ☐ 43,2 C ☐ 43,3 D ☐ 43,4 E ☐ 43,5 F ☐ 43,6

15. If you experienced any difficulty with the following problems during the run, check the degree. (Check any that apply.)

	Moderate Difficulty	Extreme Difficulty	Near Miss Or Accident
a. Avoiding parked cars	☐ 44,1	☐ 44,2	☐ 44,3
b. Control of skidding	☐ 45,1	☐ 45,2	☐ 45,3
c. Making left turns	☐ 46,1	☐ 46,2	☐ 46,3
d. Making right turns	☐ 47,1	☐ 47,2	☐ 47,3
e. Overdriving headlights	☐ 48,1	☐ 48,2	☐ 48,3
f. Maintaining steering control	☐ 49,1	☐ 49,2	☐ 49,3
g. Keeping vehicle in lane	☐ 50,1	☐ 50,2	☐ 50,3
h. Moving through narrow spaces	☐ 51,1	☐ 51,2	☐ 51,3
i. Judging distances	☐ 52,1	☐ 52,2	☐ 52,3
j. Passing other vehicles	☐ 53,1	☐ 53,2	☐ 53,3
k. Stopping on time	☐ 54,1	☐ 54,2	☐ 54,3

Which one of the above problems contributed most to the accident?

☐ 55,1 None ☐ 55,2 a. ☐ 55,3 b. ☐ 55,4 c. ☐ 55,5 d. ☐ 55,6 e.
☐ 55,7 f. ☐ 55,8 g. ☐ 55,9 h. ☐ 56,1 i. ☐ 56,2 j. ☐ 56,3 k.

Explain circumstances: _____

16. Indicate type of formal emergency or pursuit training received (check one or more).

☐ 57,1 None given ☐ 58,1 Skid pan ☐ 60,1 Defensive driving
☐ 57,2 Class lecture ☐ 59,1 Practice track ☐ 61,1 Other _____ (specify)

17. How long ago did you receive this training?

☐ 62,1 Less than 6 mos. ☐ 62,3 1 to 2 yrs. ☐ 62,5 More than 5 yrs.
☐ 62,2 6 mos. to 1 yr. ☐ 62,4 2 to 5 yrs.

18. What type of examination did you take? (check one or more)

☐ 63,1 None ☐ 64,1 Written ☐ 66,1 Other _____ (specify)
☐ 63,2 On road ☐ 65,1 Practice track

19. When did you last receive refresher emergency or pursuit instruction lasting 30 minutes or more?

☐ 67,1 None given ☐ 67,4 1 to 2 yrs. ago
☐ 67,2 Less than 6 mos. ago ☐ 67,5 More than 2 yrs. ago
☐ 67,3 6 mos. to 1 yr. ago

20. When was your emergency or pursuit driving last observed by your immediate supervisor?

☐ 68,1 Never observed ☐ 68,4 6 mos. to 1 yr. ago
☐ 68,2 In the last month ☐ 68,5 1 to 2 yrs. ago
☐ 68,3 1 to 6 months ago ☐ 68,6 More tnan 2 yrs. ago

21. When was emergency or pursuit driving discussed in roll call training?

☐ 69,1 In the last month ☐ 69,3 6 mos. to 1 yr. ago ☐ 69,5 Not discussed
☐ 69,2 1 to 6 mos. ago ☐ 69,4 More than 1 yr. ago

22. In the last 24 hours, how much of your off-duty time was spent driving a motor vehicle?

☐ 70,1 None ☐ 70,3 1 to 2 hrs. ☐ 70,5 3 to 4 hrs.
☐ 70,2 Less than 1 hr. ☐ 70,4 2 to 3 hrs. ☐ 70,6 More than 4 hrs.

23. In the last 24 hours, how much of your off-duty time was spent working at a part-time job?

☐ 71,1 None, but I have a part-time job
☐ 71,2 Less than 1 hr. ☐ 71,4 2 to 3 hrs. ☐ 71,6 More than 4 hrs.
☐ 71,3 1 to 2 hrs. ☐ 71,5 3 to 4 hrs. ☐ 71,7 No part-time job

24. How many emergency run accidents have you had while driving since start of patrol assignment?

☐ 72,1 None ☐ 72,2 One ☐ 72,3 Two ☐ 72,4 Three or more

25. If you have changed shifts in the last three on-duty days give start hour of prior shift: ____ (73-74) AM/PM (75,1 75,2)

26. Type of duty on day before emergency run accident:

☐ 76,1 Regular or routine tour ☐ 76,2 Vacation day
☐ 76,3 Overtime (total overtime hours worked ____ (77) hrs.)
☐ 76,4 Other (specify) _____

162 (78-80)

PURSUIT DRIVING REPORT

TO BE FILLED OUT BY POLICE OFFICERS DRIVING AT HIGH SPEEDS IN PURSUIT OF A MOTORIST WHO KNOWINGLY REFUSES TO OBEY A SIGNAL FROM A POLICE OFFICER TO STOP: OR IN PURSUIT OF A MOTORIST WHO IS TRAVELING AT SPEEDS OF 25 MILES OR MORE OVER THE POSTED LIMIT.

Date ____/____/____ (Mo. 5, Day 6-7, Yr.) Assignment _____ (8) Age ____ (9-10) Years on Force ____ Yrs. ____ Mos. (11-12)

Time of pursuit incident _____ (13-16) AM/PM (17) Shift start _____ (18-21) AM/PM (22)

Type of patrol: ☐ One man (23,1) ☐ Two man (23,2) ☐ Other (23,3) _____ (specify) Years on present assignment _____ (24-25) Yrs. ____ Mos.

1. How long had you been driving your vehicle without interruption prior to the pursuit incident?

☐ Less than 15 minutes (26,1) ☐ 46 minutes to 1 hour (26,4)
☐ 16 to 30 minutes (26,2) ☐ 1 to 2 hours (26,5)
☐ 31 to 45 minutes (26,3) ☐ More than 2 hours (26,6)

2. Number of occupants in police vehicle _____ (27)

3. Check type of equipment used by occupant(s) on pursuit run:

	Driver	Passenger
Safety belt	☐ (28,1)	☐ (29,1)
Shoulder harness	☐ (30,1)	☐ (31,1)
Helmet	☐ (32,1)	☐ (33,1)

Was door locked on:

	Yes	No	Not Sure
Driver's side?	☐ (34,1)	☐ (34,2)	☐ (34,3)
Passenger's side?	☐ (35,1)	☐ (35,2)	☐ (35,3)

Did vehicle have:

Headrests?	☐ (36,1)	☐ (36,2)	☐ (36,3)

4. Weather Condition

☐ Clear/cloudy (37,1) ☐ Rain (37,4)
☐ Snow (37,2) ☐ Sleet (37,5)
☐ Fog (37,3) ☐ Other (37,6) _____ (specify)

5. Light Condition

☐ Daylight (38,1) ☐ Dark (road lighted) (38,4)
☐ Dusk (38,2) ☐ Dark (road unlighted) (38,5)
☐ Dawn (38,3) ☐ Other (38,6) _____ (specify)

6. Type of Police vehicle

☐ Marked (39,1) ☐ Unmarked (39,2)
☐ 6 cylinder (40,1) ☐ 8 cylinder (40,2)
☐ Compact (41,1) ☐ Full size (41,2)

Estimate mileage to nearest 1000; use odometer if available (42-43) | | | 0 | 0 | 0 |

7. Emergency Equipment Used

☐ Turret Light (44,1) ☐ High beam headlights (46,1)
☐ Spotlight (44,2) ☐ None (47,1)
☐ Siren (45,1) ☐ Other (48,1) _____ (specify)

8. Total Miles Driven:

During pursuit _____ (49-50) miles
Before pursuit _____ (51-53) miles
Entire shift _____ (54-56) miles

9. Pursuit speed

Average pursuit speed _____ (57-59) mph.
Top pursuit speed _____ (60-62) mph.
Average traffic speed _____ (63-64) mph.

10. How long did pursuit last? _____ (65-66) minutes

11. How did pursuit end?

☐ Apprehension, no accident (67,1)
☐ Pursued car escaped (67,2)
☐ Discontinued chase (67,3)
☐ Police vehicle involved in accident (67,4)
☐ Pursued car involved in accident (67,5)
☐ Other (67,6) _____ (specify)

12. Were any of the following vehicle conditions present during pursuit?

	Yes	No	Not Sure
Improperly inflated tires	☐ (68,1)	☐ (68,2)	☐ (68,3)
Bald or worn tires	☐ (69,1)	☐ (69,2)	☐ (69,3)
Tire blowout or flat	☐ (70,1)	☐ (70,2)	☐ (70,3)
Front end shimmy	☐ (71,1)	☐ (71,2)	☐ (71,3)
Sideways pull when braking	☐ (72,1)	☐ (72,2)	☐ (72,3)
Sideways pull on straightaways	☐ (73,1)	☐ (73,2)	☐ (73,3)
Engine miss on acceleration	☐ (74,1)	☐ (74,2)	☐ (74,3)
Rocking or dipping when braking	☐ (75,1)	☐ (75,2)	☐ (75,3)
Binding steering wheel in full turns	☐ 5,1	☐ 5,2	☐ 5,3
Noticeable steering wheel play	☐ 6,1	☐ 6,2	☐ 6,3
Spongy or fading brakes	☐ 7,1	☐ 7,2	☐ 7,3
Faulty windshield wiper	☐ 8,1	☐ 8,2	☐ 8,3
Faulty ventilation/defroster	☐ 9,1	☐ 9,2	☐ 9,3
Faulty headlights	☐ 10,1	☐ 10,2	☐ 10,3
Other _____ (specify)	☐ 11,1	☐ 11,2	☐ 11,3

131 (78-80)

13. Check and give typical speed limit of road types encountered during pursuit and indicate traffic density (Heavy, Medium or Light). Also, give condition of each road type checked. If more than one road type was encountered, indicate the roads driven at the "start" and "end" of pursuit.

ROAD TYPE (Check one or more)	TYPICAL SPEED LIMIT	TRAFFIC DENSITY			ROAD CONDITION				PURSUIT START (Check one)	PURSUIT END (Check one)
		Heavy	Medium	Light	Dry	Wet	Snowy	Icy		
A ☐ (12) Interstate system	_____ mph (13-14)	☐ 15, 1	☐ 15, 2	☐ 15, 3	☐ 16, 1	☐ 16, 2	☐ 16, 3	☐ 16, 4	☐ 42, 1	☐ 43, 1
B ☐ (17) Other controlled access hwy.	_____ mph (18-19)	☐ 20, 1	☐ 20, 2	☐ 20, 3	☐ 21, 1	☐ 21, 2	☐ 21, 3	☐ 21, 4	☐ 42, 2	☐ 43, 2
C ☐ (22) Major arterial route	_____ mph (23-24)	☐ 25, 1	☐ 25, 2	☐ 25, 3	☐ 26, 1	☐ 26, 2	☐ 26, 3	☐ 26, 4	☐ 42, 3	☐ 43, 3
D ☐ (27) Local or residential street	_____ mph (28-29)	☐ 30, 1	☐ 30, 2	☐ 30, 3	☐ 31, 1	☐ 31, 2	☐ 31, 3	☐ 31, 4	☐ 42, 4	☐ 43, 4
E ☐ (32) One lane or alley	_____ mph (33-34)	☐ 35, 1	☐ 35, 2	☐ 35, 3	☐ 36, 1	☐ 36, 2	☐ 36, 3	☐ 36, 4	☐ 42, 5	☐ 43, 5
F ☐ (37) Other_____	_____ mph (38-39)	☐ 40, 1	☐ 40, 2	☐ 40, 3	☐ 41, 1	☐ 41, 2	☐ 41, 3	☐ 41, 4	☐ 42, 6	☐ 43, 6

14. On which of the above roads did you reach top pursuit speed? A ☐ 44, 1 B ☐ 44, 2 C ☐ 44, 3 D ☐ 44, 4 E ☐ 44, 5 F ☐ 44, 6

15. If you experienced any difficulty with the following problems during this pursuit, check the degree.

	Moderate Difficulty	Extreme Difficulty	Almost Caused Accident
Avoiding parked cars	☐ 45, 1	☐ 45, 2	☐ 45, 3
Control of skidding	☐ 46, 1	☐ 46, 2	☐ 46, 3
Making left turns	☐ 47, 1	☐ 47, 2	☐ 47, 3
Making right turns	☐ 48, 1	☐ 48, 2	☐ 48, 3
Overdriving headlights	☐ 49, 1	☐ 49, 2	☐ 49, 3
Maintaining steering control	☐ 50, 1	☐ 50, 2	☐ 50, 3
Keeping vehicle in lane	☐ 51, 1	☐ 51, 2	☐ 51, 3
Moving through narrow spaces	☐ 52, 1	☐ 52, 2	☐ 52, 3
Judging distances	☐ 53, 1	☐ 53, 2	☐ 53, 3
Passing other vehicles	☐ 54, 1	☐ 54, 2	☐ 54, 3
Stopping on time	☐ 55, 1	☐ 55, 2	☐ 55, 3

16. Indicate type of formal pursuit or emergency training received. (check as many as apply)

- ☐ 56, 1 None given
- ☐ 56, 2 Class Lecture
- ☐ 57, 1 Skid pan
- ☐ 58, 1 Practice Track
- ☐ 59, 1 Defensive Driving
- ☐ 60, 1 Other_____ (specify)

17. How long ago did you receive this training?

- ☐ 61, 1 Less than 6 months
- ☐ 61, 2 6 months to 1 year
- ☐ 61, 3 1 to 2 years
- ☐ 61, 4 2 to 5 years
- ☐ 61, 5 More than 5 years

18. What type of examination did you take?

- ☐ 62, 1 None
- ☐ 62, 2 Written
- ☐ 63, 1 On road
- ☐ 64, 1 Practice track
- ☐ 65, 1 Other_____ (specify)

19. When did you last receive refresher emergency or pursuit instruction lasting 30 minutes or more?

- ☐ 66, 1 Less than 6 months ago
- ☐ 66, 2 6 months to 1 year ago
- ☐ 66, 3 1 to 2 years ago
- ☐ 66, 4 More than 2 years ago
- ☐ 66, 5 None given

20. When was your emergency or pursuit driving last observed by your immediate supervisor?

- ☐ 67, 1 In the last month
- ☐ 67, 2 1 to 6 months ago
- ☐ 67, 3 6 months to 1 year ago
- ☐ 67, 4 1 to 2 years ago
- ☐ 67, 5 More than 2 years ago
- ☐ 67, 6 Never observed

21. When was emergency or pursuit driving last discussed in roll call training?

- ☐ 68, 1 In the last month
- ☐ 68, 2 1 to 6 months ago
- ☐ 68, 3 6 months to 1 year ago
- ☐ 68, 4 More than 1 year ago
- ☐ 68, 5 Never given

22. In the last 24 hours, how much of your off-duty time was spent driving a motor vehicle?

- ☐ 69, 1 None
- ☐ 69, 2 Less than one hour
- ☐ 69, 3 1 to 2 hours
- ☐ 69, 4 2 to 3 hours
- ☐ 69, 5 3 to 4 hours
- ☐ 69, 6 More than 4 hours

23. In the last 24 hours, how much of your off-duty time was spent working at a part-time job?

- ☐ 70, 1 None, but I have a part-time job
- ☐ 70, 2 Less than one hour
- ☐ 70, 3 1 to 2 hours
- ☐ 70, 4 2 to 3 hours
- ☐ 70, 5 3 to 4 hours
- ☐ 70, 6 More than 4 hours
- ☐ 70, 7 No part-time job

24. How many pursuit accidents have you had while driving since start of patrol assignment?

- ☐ 71, 1 None
- ☐ 71, 2 One
- ☐ 71, 3 Two
- ☐ 71, 4 Three or more

25. If you have changed shifts in the last three on-duty days, give start hour of prior shift:

_____ (72-73) AM / PM (74)

26. Type of duty on day before pursuit incident:

- ☐ 75, 1 Regular or routine tour
- ☐ 75, 2 Overtime (specify total overtime hours worked: _____ hrs.) (76-77)
- ☐ 75, 3 Other _____ (specify)

132
78-80

Name_____ PURSUIT DRIVING ACCIDENT SUPPLEMENT [ ][ ][ ][ ] 1 2 3 4

TO BE FILLED OUT BY A POLICE OFFICER INVOLVED IN AN ACCIDENT WHILE DRIVING AT HIGH SPEEDS IN PURSUIT OF A MOTORIST WHO KNOWINGLY REFUSES TO OBEY A SIGNAL FROM A POLICE OFFICER TO STOP; OR IN PURSUIT OF A MOTORIST WHO IS TRAVELING AT SPEEDS OF 25 MILES OR MORE OVER THE POSTED SPEED LIMIT.

Date ___/___/___ (Mo.(5) Day 6-7 Yr.) Time of pursuit accident _____ (8-11) AM / PM Assignment_____ (13) Age _____ (14-15)

Years on present assignment _____ (16-17) Yrs. _____ Mos. Shift start _____ (18-21) AM (22,1) / PM (22,2)

Type of patrol: ☐ (27,1) One man ☐ (27,2) Two man ☐ (27,3) Other_____ (Specify) Years on Force _____ (28-29) Yrs. _____ Mos.

1. How long had you been driving your vehicle without interruption prior to beginning the pursuit?

☐ (30,1) Less than 15 minutes ☐ (30,4) 46 minutes to 1 hour
☐ (30,2) 16 to 30 minutes ☐ (30,5) 1 to 2 hours
☐ (30,3) 31 to 45 minutes ☐ (30,6) More than 2 hours

2. Number of occupants in police vehicle at time of accident (including driver) _____ (31)

3. Check type of equipment used by occupant(s) at time of accident.

	Driver	Passenger(s)
Safety belt	☐ (32,1)	☐ (33,1)
Shoulder harness	☐ (34,1)	☐ (35,1)
Helmet	☐ (36,1)	☐ (37,1)

Was door locked on:

	Yes	No	Not Sure
Driver's side	☐ (38,1)	☐ (38,2)	☐ (38,3)
Passenger's side	☐ (39,1)	☐ (39,2)	☐ (39,3)
Did vehicle have headrests?	☐ (40,1)	☐ (40,2)	☐ (40,3)

4. Type of Police Vehicle

☐ (41,1) Marked ☐ (41,2) Unmarked
☐ (42,1) 6 cylinder ☐ (42,2) 8 cylinder
☐ (43,1) Compact ☐ (43,2) Full size

Estimate mileage to nearest 1000; use odometer if available ☐☐,000 (44 45)

5. Emergency Equipment Used

☐ (46,1) None ☐ (48,1) Turret light
☐ (46,2) Siren ☐ (49,1) High beam headlights
☐ (47,1) Spotlight ☐ (50,1) Other_____ (specify)

6. Total miles Driven:

During pursuit _____ (51-52) miles Before pursuit _____ (53-55) miles

7. Pursuit Speed:

Average pursuit speed _____ (56-58) mph
Top pursuit speed _____ (59-61) mph
Average traffic speed _____ (62-63) mph

8. Accident Speed:

Speed when danger of accident became apparent _____ (64-65) mph
Speed when accident occurred _____ (66-67) mph

9. How long did pursuit last before accident?

_____ (68-69) minutes

10. Were any of the following vehicle conditions present during pursuit?

	Yes	No	Not Sure
a. Improperly inflated tires	☐ (70,1)	☐ (70,2)	☐ (70,3)
b. Bald or worn tires	☐ (71,1)	☐ (71,2)	☐ (71,3)
c. Tire blowout or flat	☐ (72,1)	☐ (72,2)	☐ (72,3)
d. Front end shimmy	☐ (73,1)	☐ (73,2)	☐ (73,3)
e. Sideways pull on straightaways	☐ (74,1)	☐ (74,2)	☐ (74,3)
f. Engine miss on acceleration	☐ (75,1)	☐ (75,2)	☐ (75,3)
g. Sideways pull when braking	☐ (76,1)	☐ (76,2)	☐ (76,3)
h. Rocking or dipping when braking	☐ (77,1)	☐ (77,2)	☐ (77,3) 141 (78-80)
i. Binding steeringwheel in full turns	☐ (5,1)	☐ (5,2)	☐ (5,3)
j. Noticeable steeringwheel play	☐ (6,1)	☐ (6,2)	☐ (6,3)
k. Spongy or fading brakes	☐ (7,1)	☐ (7,2)	☐ (7,3)
l. Faulty windshield wiper	☐ (8,1)	☐ (8,2)	☐ (8,3)
m. Faulty ventilation / defroster	☐ (9,1)	☐ (9,2)	☐ (9,3)
n. Faulty headlights	☐ (10,1)	☐ (10,2)	☐ (10,3)
o. Other_____ (specify)	☐ (11,1)	☐ (11,2)	☐ (11,3)

Which one of the above conditions contributed most to the cause of the accident? (check one)

☐ (12,1) None ☐ (12,2) a. ☐ (12,3) b. ☐ (12,4) c. ☐ (12,5) d. ☐ (12,6) e. ☐ (12,7) f. ☐ (12,8) g.
☐ (12,9) h. ☐ (13,1) i. ☐ (13,2) j. ☐ (13,3) k. ☐ (13,4) l. ☐ (13,5) m. ☐ (13,6) n. ☐ (13,7) o.

Explain circumstances:_____

11. Check any of the following visual obstructions which contributed to the cause of the accident.

☐ (14,1) None ☐ (15,1) Blinded by sunlight glare
☐ (14,2) Rain, snow on windshield ☐ (15,2) Blinded by headlight glare
☐ (16,1) Other_____ (specify)

12. How many pursuit accidents have you had while driving since start of patrol assignment?

☐ (17,1) None ☐ (17,2) One ☐ (17,3) Two ☐ (17,4) Three or more

13. If you have changed shifts in the last three on-duty days, give start hour of prior shift: _____ (18-19) AM (20,1) / PM (20,2)

14. Type of duty on day before pursuit accident

☐ (21,1) Regular or routine tour ☐ (21,2) Vacation
☐ (21,3) Overtime (Total overtime hours worked: _____ (22) hrs)
☐ (21,4) Other_____ (specify)

15. Check and give typical speed limit of road types encountered during pursuit and indicate traffic density (Heavy, Medium or Light). Also, give condition of each road type checked. If more than one road type was encountered, check the road driven at the "start" of the pursuit and the road on which the accident occurred.

	ROAD TYPE (Check one or more)	TYPICAL SPEED LIMIT	TRAFFIC DENSITY Heavy	Medium	Light	ROAD CONDITION Dry	Wet	Snowy	Icy	PURSUIT START (Check one)	ACCIDENT OCCURRENCE
A	☐ Interstate system	_____mph 23-24	☐ 25,1	☐ 25,2	☐ 25,3	☐ 26,1	☐ 26,2	☐ 26,3	☐ 26,4	☐ 47,1	☐ 48,1
B	☐ Other controlled access hwy.	_____mph 27-28	☐ 29,1	☐ 29,2	☐ 29,3	☐ 30,1	☐ 30,2	☐ 30,3	☐ 30,4	☐ 47,2	☐ 48,2
C	☐ Major arterial route	_____mph 31-32	☐ 33,1	☐ 33,2	☐ 33,3	☐ 34,1	☐ 34,2	☐ 34,3	☐ 34,4	☐ 47,3	☐ 48,3
D	☐ Local or residential street	_____mph 35-36	☐ 37,1	☐ 37,2	☐ 37,3	☐ 38,1	☐ 38,2	☐ 38,3	☐ 38,4	☐ 47,4	☐ 48,4
E	☐ One lane or alley	_____mph 39-40	☐ 41,1	☐ 41,2	☐ 41,3	☐ 42,1	☐ 42,2	☐ 42,3	☐ 42,4	☐ 47,5	☐ 48,5
F	☐ Other_____ (specify)	_____mph 43-44	☐ 45,1	☐ 45,2	☐ 45,3	☐ 46,1	☐ 46,2	☐ 46,3	☐ 46,4	☐ 47,6	☐ 48,6

16. On which of the above roads did you reach top pursuit speed? ☐ 49,1 A ☐ 49,2 B ☐ 49,3 C ☐ 49,4 D ☐ 49,5 E ☐ 49,6 F

17. If you experienced any difficulty with the following problems during this pursuit, check the degree (check any that apply).

	Moderate Difficulty	Extreme Difficulty	Near Miss or Accident
a. Avoiding parked cars	☐ 50,1	☐ 50,2	☐ 50,3
b. Control of skidding	☐ 51,1	☐ 51,2	☐ 51,3
c. Making left turns	☐ 52,1	☐ 52,2	☐ 52,3
d. Making right turns	☐ 53,1	☐ 53,2	☐ 53,3
e. Overdriving headlights	☐ 54,1	☐ 54,2	☐ 54,3
f. Maintaining steering control	☐ 55,1	☐ 55,2	☐ 55,3
g. Keeping vehicle in lane	☐ 56,1	☐ 56,2	☐ 56,3
h. Moving through narrow spaces	☐ 57,1	☐ 57,2	☐ 57,3
i. Judging distances	☐ 58,1	☐ 58,2	☐ 58,3
j. Passing other vehicles	☐ 59,1	☐ 59,2	☐ 59,3
k. Stopping on time	☐ 60,1	☐ 60,2	☐ 60,3

Which one of the above problems contributed most to accident?

☐ 61,1 None ☐ 61,2 a. ☐ 61,3 b. ☐ 61,4 c. ☐ 61,5 d. ☐ 61,6 e. ☐ 61,7 f. ☐ 61,8 g.
☐ 61,9 h. ☐ 62,1 i. ☐ 62,2 j. ☐ 62,3 k.

Explain circumstances:

_____

_____

18. Indicate type of formal emergency or pursuit training received (Check one or more).

☐ 63,1 None given ☐ 64,1 Defensive Driving ☐ 66,1 Practice track
☐ 63,2 Class Lecture ☐ 65,1 Skid pan ☐ 67,1 Other_____ (specify)

19. How long ago did you receive this training?

☐ 68,1 Less than 6 mos. ☐ 68,3 1 to 2 yrs. ☐ 68,5 More than 5 yrs.
☐ 68,2 6 mos. to 1 yr. ☐ 68,4 2 to 5 yrs.

20. What type of examination did you take? (check one or more)

☐ 69,1 None given ☐ 70,1 On road ☐ 71,1 Practice track
☐ 69,2 Written ☐ 72,1 Other_____ (specify)

21. When did you last receive refresher emergency or pursuit instruction lasting 30 minutes or more?

☐ 73,1 Less than 6 mos. ago ☐ 73,3 1 to 2 yrs. ago ☐ 73,5 None given
☐ 73,2 6 mos. to 1 yr. ago ☐ 73,4 More than 2 yrs. ago

22. When was your emergency or pursuit driving last observed by your immediate supervisor?

☐ 74,1 Never observed ☐ 74,4 6 mos. to 1 yr. ago
☐ 74,2 In the last month ☐ 74,5 1 to 2 yrs. ago
☐ 74,3 1 to 6 mos. ago ☐ 74,6 More than 2 yrs. ago

23. When was emergency or pursuit driving last discussed in roll call training?

☐ 75,1 Not discussed ☐ 75,2 In the last Mo. ☐ 75,3 1 to 6 mos. ago
☐ 75,4 6 mos. to 1 yr. ago ☐ 75,5 More than 1 yr. ago

24. In the last 24 hours, how much of your off-duty time was spent driving a motor vehicle?

☐ 76,1 None ☐ 76,4 2 to 3 hours
☐ 76,2 Less than one hour ☐ 76,5 3 to 4 hours
☐ 76,3 1 to 2 hours ☐ 76,6 More than 4 hours

25. In the last 24 hours, how much of your off-duty time was spent working at a part-time job?

☐ 77,1 None, but I have a part-time job
☐ 77,2 Less than one hour ☐ 77,5 3 to 4 hours
☐ 77,3 1 to 2 hours ☐ 77,6 More than 4 hours
☐ 77,4 2 to 3 hours ☐ 77,7 No part time job.

1	4	2
78	79	80

Name _____ 1 2 3 4

PARKED OR ROLLING AUTOMOBILE ACCIDENT SUPPLEMENT

THIS FORM IS TO BE COMPLETED BY THE DRIVER OF A POLICE VEHICLE INVOLVED IN AN ACCIDENT AFTER IT HAS BEEN PARKED, WHETHER OCCUPIED OR UNOCCUPIED. EXCLUDE PARKING LOT ACCIDENTS AND ACCIDENTS OCCURRING WHILE MANEUVERING INTO OR OUT OF A PARKED POSITION.

Date ___/___/___ (Mo. 5, Day 6-7, Yr.) Time of parked accident _____ (8-11) ☐ AM ☐ PM (12,1 12,2) Assignment _____ (13) Age _____ (14-15)

Years on present assignment _____ (16-17) Yrs. _____ Mos. Shift start ___:___ (18-21) ☐ AM ☐ PM (22,1 22,2)

Type of patrol: ☐ One man (23,1) ☐ Two man (23,2) ☐ Other (23,3) _____ (specify) Years on Force _____ (24-25) Yrs. _____ Mos.

1. Indicate type of police vehicle involved in accident.

☐ Sedan (26,1) ☐ Squadrol (26,3) ☐ Canine patrol car (26,5)
☐ Compact (26,2) ☐ Bus/van (26,4) ☐ Other (26,6) _____ (specify)

a. Vehicle was: ☐ Marked (27,1) ☐ Unmarked (27,2)

2. Indicate use of the following devices at time of accident.

	Used	Not Used	Not Available
a. Four-way flasher light	☐ 28,1	☐ 28,2	☐ 28,3
b. Headlights	☐ 29,1	☐ 29,2	☐ 29,3
c. Parking lights	☐ 30,1	☐ 30,2	☐ 30,3
d. Siren	☐ 31,1	☐ 31,2	☐ 31,3
e. Flashing or turret light	☐ 32,1	☐ 32,2	☐ 32,3
f. Flares	☐ 33,1	☐ 33,2	☐ 33,3
g. Window or roof mounted tail lights	☐ 34,1	☐ 34,2	☐ 34,3
h. Other _____ (specify)	☐ 35,1	☐ 35,2	☐ 35,3

3. Indicate position of gearshift lever at time of accident.

☐ Park (36,1) ☐ Reverse (36,3) ☐ Low (36,5)
☐ Neutral (36,2) ☐ Drive (36,4) ☐ High (36,3)

4. Was motor running at time of accident? ☐ Yes (37,1) ☐ No (37,2)

5. Indicate position of emergency brake at time of accident.

☐ Emergency brake on (38,1) ☐ Emergency brake off (38,2)

6. Were you in or near vehicle at time of accident?

☐ No (39,1) ☐ Near vehicle (39,2) ☐ In vehicle (39,3)

If you were in vehicle, what were your doing?

☐ Surveillance (40,1) ☐ About to vacate parking area (40,4)
☐ Filling out report(s) (40,2) ☐ Other (40,5) _____ (specify)
☐ Just completed parking (40,3)

7. Indicate total number of occupants in vehicle (excluding yourself) at time of accident: _____ (41)

8. Check purpose(s) for which police vehicle was parked:

☐ To assist at scene of accident (42,1)
☐ To assist or protect a disabled vehicle (43,1)
☐ To issue a traffic or parking violation (44,1)
☐ At scene of emergency call or end of pursuit run (45,1)
☐ At scene of non-emergency call (46,1)
☐ Lunch or gas stop (47,1)
☐ Observation of passing traffic or stake-out (48,1)
☐ To serve as a road block (49,1)
☐ Other _____ (specify) (50,1)

If police vehicle was disabled, what was the cause?

☐ Fire or explosion (51,1) ☐ Out of gas (51,4) ☐ Vehicle not disabled (51,6)
☐ Flat tire (51,2) ☐ Overheating (51,5)
☐ Unknown mechanical Failure (51,3) ☐ Other _____ (specify) (51,7)

9. For how long a period was car parked before damage occurred or was observed? _____ (52-53) hours _____ (54-55) minutes

10. On or near what type of roadway was vehicle parked?

☐ Interstate system (56,1) ☐ Local or residential street (56,4)
☐ Other controlled access hwy (56,2) ☐ One lane or alley (56,5)
☐ Major arterial route (56,3) ☐ Other _____ (specify) (56,6)

11. What was posted speed limit on roadway? _____ (57-58) mph

12. What was condition of roadway?

☐ Dry (59,1) ☐ Wet (59,2) ☐ Icy (59,3) ☐ Snowy (59,4)

13. What was traffic density on roadway?

☐ Heavy (60,1) ☐ Medium (60,2) ☐ Light (60,3)

14. Indicate position of parked vehicle.

☐ Level (61,1)
☐ Slight incline (front end higher than rear) (61,2)
☐ Slight incline (rear end higher than front) (61,3)
☐ Sharp incline (front end higher than rear) (61,4)
☐ Sharp incline (rear end higher then front) (61,5)
☐ Other _____ (specify) (61,6)

15. On what section of road was police vehicle parked? Check one and follow the appropriate directions.

- ☐ At curb in legal parking zone (62, 1)
- ☐ At curb next to fire hydrant (62, 2)
- ☐ At curb in bus stop zone (62, 3)
- ☐ At curb in other no-parking zone (62, 4)

→ If police vehicle struck by other car, complete section on CURB PARKED VEHICLE

- ☐ Double parked in street (62, 5)

→ If police vehicle struck by other car, complete section on DOUBLE PARKED VEHICLE

- ☐ On shoulder or median strip (62, 6)

→ If police vehicle struck by other car, complete section on SHOULDER OR MEDIAN VEHICLE PARKING

- ☐ Blocking alley or driveway (62, 7)
- ☐ Across two or more lanes of traffic (62, 8)
- ☐ Other _____ (specify) (62, 9)

→ If check mark falls in this bracket, stop here and return this form.

CURB-PARKED VEHICLE ONLY

1. Indicate position of police vehicle relative to curb. ☐ Parallel (63, 1) ☐ Angle (63, 2)

   IF PARALLEL-PARKED:

   a. What was the approximate distance of front and back wheels from curb?

	Front Wheels		Back Wheels	
	ft. (64-65)	in. (66-67)	ft. (68-69)	in. (70-71)

   b. In what direction were front wheels turned?

   ☐ Toward curb (72, 1) ☐ Away from curb (72, 2) ☐ Straight (72, 3)

2. In what direction was police vehicle facing relative to other vehicles in its lane?

   ☐ Facing with the direction of other parked cars (73, 1) ☐ Facing opposite the direction of other parked cars (73, 2)

3. Estimate distance of police vehicle from nearest intersection: _____ ft. (74-76)

THE FOLLOWING QUESTIONS REFER TO CIRCUMSTANCES EXISTING WHEN THE POLICE VEHICLE WAS INITIALLY PARKED

4. What was the density of parked cars on portion of road where the police vehicle was initially parked?

   ☐ No parked cars (77, 1) ☐ Light congestion (77, 2) ☐ Moderate congestion (77, 3) ☐ Heavy congestion (77, 4)

   191 (78-80)

5. Were cars parked between police vehicle and nearest intersection forward to parked position ☐ Yes (5, 1) ☐ No (5, 2)

   How much space was between police vehicle and nearest forward vehicle? ☐ Less than full car length (6, 1) ☐ 1-2 car lengths (6, 2) ☐ 2-3 car lengths (6, 3) ☐ More than 3 car lengths (6, 4)

   In what position was nearest forward car parked? ☐ Parallel (7, 1) ☐ Angle (7, 2) ☐ Right angle (7, 3) ☐ Other _____ (specify) (7, 4)

6. Were cars parked between police vehicle and nearest intersection rearward to parked position ☐ Yes (8, 1) ☐ No (8, 2)

   How much space was between police vehicle and nearest rearward vehicle? ☐ Less than full car length (9, 1) ☐ 1-2 car lengths (9, 2) ☐ 2-3 car lengths (9, 3) ☐ More than 3 car lengths (9, 4)

   In what position was nearest rearward car parked? ☐ Parallel (10, 1) ☐ Angle (10, 2) ☐ Right angle (10, 3) ☐ Other _____ (specify) (10, 4)

7. Did accident result from the parking maneuvers of another vehicle? ☐ Yes (11, 1) ☐ No (11, 2)

DOUBLE PARKED-VEHICLE ONLY

1. How many full traffic lanes were left open:
   a. In direction police vehicle was facing? _____ lanes (12)
   b. Opposite to the direction police vehicle was facing? _____ lanes (13)
2. Did accident result from the attempt of another vehicle to pass police vehicle? ☐ Yes (14, 1) ☐ No (14, 2)
3. Estimate distance of police vehicle from nearest intersection: _____ ft. (15-17)

SHOULDER OR MEDIAN-PARKED VEHICLE ONLY

1. Indicate position of police vehicle relative to nearest lane of moving traffic

   ☐ Parallel (18, 1) ☐ Angle (18, 2) ☐ Right angle (18, 3) ☐ Other _____ (specify) (18, 4)

2. Estimate the distance of the police vehicle from the nearest lane of moving traffic _____ ft. (19-21)
3. If sighting of police vehicle was obstructed to any degree from moving traffic, indicate the obstruction.

   Police vehicle was parked:

   - ☐ Just over rise or hill (22, 1)
   - ☐ Near bushes or trees (22, 4)
   - ☐ Just over embankment (22, 2)
   - ☐ Just around curve (22, 5)
   - ☐ Near abuttment (22, 3)
   - ☐ Other _____ (specify) (22, 6)

   192 (78-80)

DAILY ACTIVITY REPORT FOR MOTORCYCLES AND MOTORSCOOTERS INCLUDING SOLO (2-WHEEL) AND SERVICAR (3-WHEEL) TYPES.

This form is to be completed by all police personnel who operate motorcycles, motor-scooters or other motor-driven cycles. (If you are assigned to operate a vehicle of this type but are "grounded" because of inclement weather or any other reason, please complete each question in terms of the last day on which you were not grounded.)

Name _____ Age _____ Badge Number _____

Date (today) ___/___/___ (mo. day yr.) Date (last motorcycle assignment) ___/___/___

Time duty began ___:___ a.m./p.m. Odometer Reading _____ Time duty ended ___:___ a.m./p.m. Odometer Reading _____

(Note: Give Odometer Reading to the nearest mile.)

SECTION I

(THE FOLLOWING QUESTIONS REFER TO YOUR ACTIVITIES TODAY OR ON THE LAST DAY ON WHICH YOU OPERATED A CYCLE.)

1. What kind of cycle did you operate today? (Check one)

- ☐ Solo motorcycle (2 wheel)
- ☐ Motor scooter (2 wheel)
- ☐ Motorscooter (3 wheel)
- ☐ Servicar motorcycle (3 wheel)
- ☐ Other _____ (specify)

2. Experience: (Give estimate if unsure)

a) Driving any kind of motor vehicle? ___/___ (yrs. mos.)

b) Driving any kind of cycle? ___/___ (yrs. mos.)

c) Length of assignment to your current type of cycle? ___/___ (yrs. mos.)

3. What percent of your time on duty today involved the following activities? (The total must equal 100%. Review the whole list first before estimating a particular category.)

a) Operating a motorcycle or motorscooter _____%

b) Passenger in other type of motor vehicle _____%

c) Directing traffic (on foot) _____%

d) Patrol (on foot) _____%

e) Investigation (on foot) _____%

f) Report writing _____%

g) Other _____ (specify) _____%

100 %

4. Were there any unusual conditions such as sporting events, concerts, adverse weather, etc., which resulted in a change in your "routine" duties?

☐ Yes ☐ No

If yes, please describe briefly both the conditions and the change in your duties.

5. Of the time spent in operating your cycle or scooter what percent involved each of the following activities? (Total must equal 100%. Review the full list first.)

A) Traffic law enforcement _____%

b) Patrol (other than traffic) _____%

c) Talking with public _____%

d) Emergency run _____%

e) Hot pursuit _____% 0 2 1

f) Parking law enforcement _____%

g) Other (specify) _____ _____%

100 %

6. As closely as possible, please estimate the percent of on-duty cycle driving time spent today on each of the following kinds of road. (The total must equal 100%.)

a) Divided roadway where maximum speed limit is 50 mph. or more _____%

b) Other roadway where maximum speed limit is 50 mph. or more _____%

c) Roadway where maximum speed limit is 40 or 45 mph. _____%

d) Roadway where maximum speed limit is 30 or 35 mph. _____%

e) Roadway where maximum speed limit is less than 30 mph. _____%

100 %

7. The following table is designed to determine the predominant kind of road on which you operate your cycle during the different periods of the day while on duty. For example, if you worked between 12-6 a.m., check one box in the "Early Morning" column to indicate which type of road you travel most.

Road Type	TIME: Early Morning 12-6am	AM Rush Hour 6-9am	Mid-day 9-3p	PM Rush Hour 3-6p	Evening 6-12p
a) Divided roadway, speed limit 50 mph. or more	☐	☐	☐	☐	☐
b) Other roadway, speed limit 50 mph or more	☐	☐	☐	☐	☐
c) Roadway, speed limit 40 or 45 mph.	☐	☐	☐	☐	☐
d) Roadway, speed limit 30 or 35 mph.	☐	☐	☐	☐	☐
e) Roadway, speed limit less than 30 m.p.h.	☐	☐	☐	☐	☐

8. On which of the road types in question 7 do you usually spend the majority of your routine, on duty time operating a cycle? (Indicate by choosing one letter.) _____ [23]

9. Please estimate the <u>percent of on-duty driving time</u> spent operating your cycle in each of the following types of areas. (The total must equal 100%.)

a. Business, stores offices _____ % [24-25]

b. Industry, factories _____ % [26-27]

c. Residential _____ % [28-29]

d. Parks, open areas _____ % [30-31]

e. Freeway, expressway _____ % [32-33]

f. Other _____ (specify) _____ % [34-35]

100 %

10. Which, if any of the following conditions or events were present today which you found troublesome? (Check any that apply.)

- [36] Windblasts from other vehicles
- [37] Road hazards (lumps, holes, grease, debris)
- [38] Impaired visibility due to weather (sunglare, fog)
- [39] Impaired visibility due to conditions other than weather
- [40] Wind-borne objects (insects, leaves, dust)
- [41] Unusually heavy traffic
- [42] Vehicle defect (specify) _____
- [43] Slipping or skidding on wet road surface
- [44] Other traffic changing lanes abruptly
- [45] Other traffic "not seeing you."
- [46] Other (specify) _____

SECTION II

THE FOLLOWING QUESTIONS REFER TO THE MOTORCYCLE (SCOOTER) YOU OPERATE, YOUR TRAINING AND THE PROTECTIVE EQUIPMENT YOU USE. IF YOU <u>DID NOT</u> OPERATE SUCH A VEHICLE TODAY, ANSWER THE QUESTIONS ACCORDING TO THE LAST DAY ON WHICH YOU DID.

1. Please indicate the cylinder displacement and horsepower of the vehicle you operated today. (If unsure, check with garage or someone who knows.)

Displacement _____ [47-50] cc.

Horsepower _____ [51-53] hp.

2. Do you usually operate <u>the same vehicle</u>?

[54,1] Yes [54,2] No

3. Do you usually operate the same <u>type</u> of vehicle?

[55,1] Yes [55,2] No

4. Of the following items, check the ones that are on the vehicle you operated today.

- [56] 2-way radio
- [57] Rear view mirrors
- [58] Pursuit lights
- [59] Siren
- [60] Flasher
- [61] Windscreen
- [62] Fire extinguisher
- [63] Turn signals
- [64] Horn
- [65] Side reflectors or lights
- [66] Roll or crash-bars
- [67] All of the above
- [68] Other _____ (specify)

5. Please indicate which of the following items of personal protective equipment you used today while riding the vehicle.

- [69] Helmet
- [70] Full face shield
- [71] Goggles, eyeshield
- [72] Boots above ankle high
- [73] Boots ankle high
- [74] High-visibility vest or jacket
- [75] Raingear
- [76] Sunglasses or other anti-glare equipment.
- [77] Gloves
- [4] Long sleeve heavy jacket (leather or other similar material)
- [5] Heavy trousers (leather or other similar material)
- [6] Kidney belt or similar support
- [7] Other _____ (specify)

[78 0] [79 2] [80 2]

6. Before being assigned to drive this type of vehicle, did you receive special training from the department in its operation?

[8,1] Yes [8,2] No

a. If yes, please indicate the approximate number of hours in:

1. Classroom instruction _____ [9-10] hours
2. Riding instruction _____ [11-12] hours
3. Reading materials for private study _____ [12-13] hours

b. If no, describe how you learned to operate the vehicle. _____ [14]

7. Were you required to pass a department examination before being assigned to drive this kind of vehicle?

[15,1] Yes [15,2] No

If yes, please indicate which of the following were a part of the exam. (Check as many as apply.)

- [16] Written test
- [17] Riding test (in traffic)
- [18] Riding test (off street)

8. Since being assigned to drive this vehicle have you had any "refresher" training related to its operation?

- [19,1] Yes, less than 6 mos. ago
- [19,2] Yes, 6 mos. to 1 yr. ago
- [19,3] Yes, 1 to 2 yrs. ago
- [19,4] Yes, more than 2 yrs. ago
- [19,5] None given

9. If you had a refresher course, what did the training involve?

- [20] Classroom instruction
- [21] Reading material only
- [22] Written test
- [23] Riding instruction
- [24] Riding test (in traffic)
- [25] Riding test (off street)

[78 2] [79 3] [80]

Thank you for your time and cooperation.

MOTORCYCLE ACCIDENT REPORT

☐☐☐ 1-3

FOR MOTORCYCLES AND MOTORSCOOTERS INCLUDING SOLO (2-WHEEL) AND SERVICAR (3-WHEEL) TYPES.

This form is to be completed by all police personnel involved in an accident while operating a motorcycle, motor-scooter or other motor-driven cycle, in addition to other accident report forms required by the department.

Name _____ Age ____ (4-5) Badge Number _____

Date (today) ____/____/____ (mo. 6-7, day 8-9, yr.) Date (last motorcycle assignment) ____/____/____ (mo. 10-11, day 12-13, yr.)

Date (of accident) ____/____/____ (mo. 14-15, day 16-17, yr.) Years on Force _____ years _____ months

Time on duty _____ (18-19 : 20-21) ☐ a.m. (22,1) ☐ p.m. (22,2) Odometer Reading (nearest mile) _____ (23-27)

Time of accident _____ (28-29 : 30-31) ☐ a.m. (32,1) ☐ p.m. (32,2) Odometer Reading _____ (33-37)

Time off duty _____ (38-39 : 40-41) ☐ a.m. (42,1) ☐ p.m. (42,2) Odometer Reading _____ (43-47)

SECTION I

THE FOLLOWING QUESTIONS REFER TO CIRCUMSTANCES ASSOCIATED WITH THE ACCIDENT.

1. What kind of vehicle were you driving at the time of the accident?

☐ (48,1) Solo motorcycle (2-wheel)
☐ (48,2) Motorscooter (2-wheel)
☐ (48,3) Servicar motorcycle (3-wheel)
☐ (48,4) Motorscooter (3-wheel)
☐ (48,5) Other kind of cycle _____ (specify)

2. At the time of the accident, in which of the following activities were you engaged? (Check one.)

☐ (49,1) Traffic law enforcement
☐ (49,2) Patrol (other than traffic)
☐ (49,3) Non-emergency escort (parades, etc.)
☐ (49,4) Emergency run
☐ (49,5) Hot pursuit
☐ (49,6) Parking law enforcement
☐ (49,7) Talking with public
☐ (49,8) Other (specify) _____

3. At the time of the accident were you driving in heavily congested traffic?

☐ (50,1) Yes ☐ (50,2) No

4. On what kind of street were you driving at the time of the accident? (Check one.)

☐ (51,1) Divided roadway, speed limit 50 mph. or more
☐ (51,2) Other roadway, speed limit 50 mph. or more
☐ (51,3) Any roadway, speed limit 40 or 45 mph.
☐ (51,4) Any roadway, speed limit 30 or 35 mph.
☐ (51,5) Any roadway, speed limit less than 30 mph.

5. At the time of the accident what was your speed

a. Just before you realized there might be an accident _____ (52-53) mph.

b. At the moment of first impact _____ (54-55) mph.

6. What was the speed of the other traffic moving in the same direction? _____ (56-57) mph.

7. Was your vehicle operative after the accident?

☐ (58,1) Yes ☐ (58,2) No

8. What type of accident was it? (First event.)

☐ (59,1) Collision with pedestrian
☐ (59,2) Collision with other moving vehicle
☐ (59,3) Collision with parked or non-moving vehicle
☐ (59,4) Non-collision
☐ (59,5) Non-collision to avoid a collision (e.g. "laying cycle down")
☐ (59,6) Collision with fixed object
☐ (59,7) Other (specify) _____

9. Briefly describe the accident:

_____

_____

_____ ☐ (60)

10. Did you fill out an accident report form other than this?

☐ (61,1) Yes ☐ (61,2) No

If yes, please attach a copy of it to this form.

SECTION II

THE FOLLOWING QUESTIONS REFER TO THE VEHICLE YOU WERE USING AND THE TRAINING YOU HAVE HAD.

1. Please indicate the cylinder displacement and/or horsepower of the vehicle you were operating. (If unsure, please check with garage or someone who knows.)

Displacement _____ (63-66) cc.

Horsepower _____ (67-69) hp.

2. Do you usually operate the same kind of cycle or scooter?

☐ (70,1) Yes ☐ (70,2) No

a. If yes, do you usually operate the same vehicle?

☐ (71,1) Yes ☐ (71,2) No

b. If no, what other kinds of cycles or scooters do you operate on duty and when did you last operate them? _____ ☐ (72)

3. Of the following items, check those that were part of the vehicle you were operating at the time of the accident.

- ☐ 73 2-way radio
- ☐ 74 Siren
- ☐ 75 Flasher
- ☐ 76 Turn signals
- ☐ 77 Horn (0 3 1) 78 79 80
- ☐ 4 Roll or crash-bars
- ☐ 5 Rear-view mirrors
- ☐ 6 Windscreen
- ☐ 7 Side reflectors or lights
- ☐ 8 Pursuit lights
- ☐ 9 Fire extinguisher
- ☐ 10 All of the above
- ☐ 11 Other _____ (specify)

4. Which of the following devices were actually being operated at the time of the accident?

- ☐ 12 2-way radio
- ☐ 13 Flasher
- ☐ 14 Headlights
- ☐ 15 Turn signals
- ☐ 16 Siren
- ☐ 17 Horn
- ☐ 18 Pursuit lights
- ☐ 19 Other _____ (specify)

5. Please indicate which of the following items of protective equipment you were wearing at the time of the accident, those you sometimes use on duty but were not at that moment, and those you never wear while on duty driving the cycle or scooter.

	Wearing	Sometimes Used, Not Worn	Never Wear
Helmet	☐ 20,1	☐ 20,2	☐ 20,3
Full face shield	☐ 21,1	☐ 21,2	☐ 21,3
Goggles, eyeshield	☐ 22,1	☐ 22,2	☐ 22,3
Sunglasses or other antiglare equipment	☐ 23,1	☐ 23,2	☐ 23,3
Gloves	☐ 24,1	☐ 24,2	☐ 24,3
Long sleeve leather jacket (or similar material)	☐ 25,1	☐ 25,2	☐ 25,3
Leather trousers (or similar material)	☐ 26,1	☐ 26,2	☐ 26,3
Boots, above ankle high	☐ 27,1	☐ 27,2	☐ 27,3
Boots, ankle high	☐ 28,1	☐ 28,2	☐ 28,3
Kidney belt	☐ 29,1	☐ 29,2	☐ 29,3
Raingear	☐ 30,1	☐ 30,2	☐ 30,3
Hi-visibility vest	☐ 31,1	☐ 31,2	☐ 31,3
Other _____ (specify)	☐ 32,1	☐ 32,2	☐ 32,3

6. Before being assigned to drive this type of vehicle, did you receive special training from the department in its operation?

☐ 33,1 Yes ☐ 33,2 No

a. If yes, please indicate the approximate number of hours

1. Classroom instruction _____ hours (34-35)
2. Riding instruction _____ hours (36-37)
3. Reading materials for private study _____ hours (38-39)

b. If no, describe how you learned to operate the vehicle _____

_____ ☐ 40

7. Were you required to pass a departmental examination before being assigned to drive this kind of vehicle?

☐ 41,1 Yes ☐ 41,2 No

If yes, please indicate which of the following were part of the exam. (Check as many as apply.)

- ☐ 42 Riding test (in traffic)
- ☐ 43 Riding test (off street)
- ☐ 44 Written test

8. Since being assigned to drive this vehicle have you had any "refresher" training related to its operation?

- ☐ 45,1 Yes, less than 6 mos. ago
- ☐ 45,2 Yes, 6 mos. to 1 yr. ago
- ☐ 45,3 Yes, 1 to 2 yrs. ago
- ☐ 45,4 Yes, more than 2 yrs. ago
- ☐ 45,5 None given

9. If you had a refresher course, what did the training involve?

- ☐ 46 Classroom instruction
- ☐ 47 Riding instruction
- ☐ 48 Reading material only
- ☐ 49 Written test
- ☐ 50 Riding test (in traffic)
- ☐ 51 Riding test (off street)

10. Experience

a. Driving any kind of motor vehicle? yrs. (52-53) mos. (54-55)

b. Driving any kind of cycle? yrs. (56-57) mos. (58-59)

c. Length of assignment to your current type of cycle? yrs. (60-61) mos. (62-63)

SECTION III

THE FOLLOWING QUESTIONS REFER TO ANY INJURIES YOU RECEIVED IN THE ACCIDENT.

1. Did you receive an injury?

☐ 64,1 Yes ☐ 64,2 No

(If "no," this form is complete; if "yes," please answer the following.)

2. Did you complete an injury report?

☐ 65,1 Yes ☐ 65,2 No

If yes, please attach a copy of it to this form. Be sure it includes the type and severity of injury and the body part injured. Thank you for your time and cooperation.

Any additional comments you wish to add below are welcome.

(0 3 2) 74 75 76 77 78 79 80

FIELD INTERROGATION REPORT

TO BE COMPLETED BY OFFICERS WHO HAVE CONDUCTED FIELD INTERROGATIONS.

Date and time of incident ____/____/____ (mo. 4 / day 5-6 / yr.) at ____:____ (7-10) a.m./p.m. (11,1 11,2) Rank or title _____ [12]

Years on Force ____ (13-14) years ____ (15) months Shift start ____:____ (16-19) a.m./p.m. (20,1 20,2)

1. Maximum number of each of the following persons at the scene

____ (21) Subjects ____ (22) Police officers (include yourself) ____ (23) Bystanders ____ (24) Other (specify)_____

2. For each person listed below indicate his age, height and weight using the spaces provided; circle "M" if male or "F" if female; then write in his race. If more officers or subjects were present than the table allows, fill in the lines for the officer most directly involved (usually your partner) and for the subjects who were or could have been most trouble. If necessary, estimate age, height and weight.

	Age	Height	Weight	Sex	Race
Yourself	____ (25-26)	____ (27) ft. ____ (28-29) in.	____ (30-32) lbs.	M 1 (33) F 2	_____ [34]
Other officer	____ (35-36)	____ (37) ft. ____ (38-39) in.	____ (40-42) lbs.	M 1 (43) F 2	_____ [44]
Subject 1	____ (45-46)	____ (47) ft. ____ (48-49) in.	____ (50-52) lbs.	M 1 (53) F 2	_____ [54]
Subject 2	____ (55-56)	____ (57) ft. ____ (58-59) in.	____ (60-62) lbs.	M 1 (63) F 2	_____ [64]
Subject 3	____ (65-66)	____ (67) ft. ____ (68-69) in.	____ (70-72) lbs.	M 1 (73) F 2	_____ [74]

3. Did the subject(s) speak or understand English?

[ ] (75,1) Yes [ ] (75,2) No [ ] (75,3) Uncertain

4. Did you come within arm's length of the subject(s)?

[ ] (76,1) Yes [ ] (76,2) No

5. Was it necessary to grasp, hold, support or touch the subject(s)?

[ ] (77,1) Yes [ ] (77,2) No [041] (78-80)

6. Did the subject(s)...

	Yes	No	Uncertain
...use profane language or gesture	[ ] (4,1)	[ ] (4,2)	[ ] (4,3)
...act belligerently	[ ] (5,1)	[ ] (5,2)	[ ] (5,3)
...try to escape	[ ] (6,1)	[ ] (6,2)	[ ] (6,3)
...threathen you	[ ] (7,1)	[ ] (7,2)	[ ] (7,3)
...assault you	[ ] (8,1)	[ ] (8,2)	[ ] (8,3)

...Other (specify)_____ [ ] (9)

7. Where did the incident take place? (Check one.)

[ ] (11,1) On a street/sidewalk
[ ] (11,2) In an alley
[ ] (11,3) In a yard or field
[ ] (11,4) In a tavern/lounge
[ ] (11,5) In another public place of business
[ ] (11,6) In an apartment
[ ] (11,7) In an apt. bldg. but not in apt.
[ ] (11,8) In another type of building
[ ] (11,9) In a house
[ ] (10-11,10) Other (specify)_____

8. Was a physical barrier (e.g. patrol car, lamp post, door, etc.) between you and the subject(s)?

[ ] (12,1) Yes [ ] (12,2) No

9. Indicate your use of equipment (make one check for each item listed).

	Used	Weapon in hand Not Used	Available Not Used	Not Available
Revolver	[ ] (13,1)	[ ] (13,2)	[ ] (13,3)	[ ] (13,4)
Rifle/shotgun	[ ] (14,1)	[ ] (14,2)	[ ] (14,3)	[ ] (14,4)
Night stick/baton	[ ] (15,1)	[ ] (15,2)	[ ] (15,3)	[ ] (15,4)
Mace or similar spray	[ ] (16,1)	[ ] (16,2)	[ ] (16,3)	[ ] (16,4)
Handcuffs	[ ] (17,1)		[ ] (17,2)	[ ] (17,3)
Helmet	[ ] (18,1)		[ ] (18,2)	[ ] (18,3)
Flashlight	[ ] (19,1)		[ ] (19,2)	[ ] (19,3)
Other _____	[ ] (20,1)		[ ] (20,2)	[ ] (20,3)

10. Why did you decide to field interrogate the subject(s)? (Check one.)

[ ] (21,1) He appeared out of place or acted suspiciously
[ ] (21,2) He fit the description of a wanted person or had a known criminal record
[ ] (21,3) He appeared intoxicated
[ ] (21,4) He appeared ill
[ ] (21,5) I was seeking information
[ ] (21,6) Other _____ (specify)

11. Did field interrogation lead to arrest of subject?

[ ] (22,1) Yes, and I was injured after arrest was effected
[ ] (22,2) Yes, and I was not injured after arrest was effected
[ ] (22,3) No

12. When you joined the force, did you receive any training in how to conduct field interrogation?

☐ Yes (23,1) ☐ No (23,2)

13. Have you received any refresher or roll call training in field interrogation?

☐ Yes, less than 6 mos. ago (24,1) ☐ Yes, more than 2 yrs. ago (24,4)
☐ Yes, 6 mos. to 1 yr. ago (24,2) ☐ No (24,5)
☐ Yes, 1 to 2 yrs. ago (24,3)

14. When was the last time your immediate supervisor observed you conducting a field interrogation?

☐ In the last month (25,1) ☐ 1 to 2 yrs. ago (25,4)
☐ 1 to 6 mos. ago (25,2) ☐ More than 2 yrs. ago (25,5)
☐ 6 mos. to 1 yr. ago (25,3) ☐ Never observed (25,6)

15. At time of incident I was in . . .

☐ Plainclothes (26,1) ☐ Uniform (26,2)

16. At time of incident were you working from a department vehicle?

☐ Yes, marked (27,1) ☐ Yes, unmarked (27,2) ☐ No (27,3)

17. Was your last working day on a different shift?

☐ Yes (28,1) ☐ No (28,2)

If yes,...

...previous shift started _____ : _____ (29-32) a.m. (33,1) / p.m. (33,2)

...my last working day on previous shift was

☐ Yesterday (34,1) ☐ 3 days ago (34,3)
☐ 2 days ago (34,2) ☐ More than 3 days ago (34,4)

18. Assignment

☐ Foot patrol (35,1) ☐ Traffic (motor) (35,4)
☐ Motor patrol (35,2) ☐ Investigative (Det.) (35,5)
☐ Traffic (foot) (35,3) ☐ Other (35,6) _____ (specify)

19. Years on assignment: _____ (36-37) years and _____ (38) months

20. Last rest stop of 10 or more minutes (e.g. lunch, coffee, etc.) before incident _____ : _____ (39-42) a.m. (43,1) / p.m. (43,2)

21. Do you follow a regular exercise program?

☐ Yes (44,1) ☐ No (44,2)

If yes,...

...is the program required or run by the department?

☐ Yes (45,1) ☐ No (45,2)

...how often do you exercise?

☐ Daily (46,1) ☐ Every 3 days (46,3)
☐ Every other day (46,2) ☐ Other (46,4) _____ (specify)

...indicate what you do (e.g., calisthenics, jogging, sports, etc.)

_____ _____ ☐ (47)

22. Have you taken a physical fitness test in the past year?

☐ Yes, passed (48,1) ☐ Yes, failed (48,2) ☐ Not given (48,3)

23. When was the last time you received a complete physical examination by a physician?

☐ Less than 6 mos. ago (49,1) ☐ 2 to 5 yrs. ago (49,4)
☐ 6 mos. to 1 yr. ago (49,2) ☐ More than 5 yrs. ago (49,5)
☐ 1 to 2 yrs. ago (49,3)

24. Do you have another job in your off duty hours?

☐ Yes (50,1) ☐ No (50,2)

042 (78-80)

(1-3)

FIELD INTERROGATION INJURY REPORT

Name_____

TO BE COMPLETED BY ALL OFFICERS INJURED WHILE CONDUCTING A FIELD INTERROGATION BUT BEFORE AN ARREST WAS EFFECTED

Date and time of incident ___/___/___ (mo. 4, day 5-6, yr.) at ___:___ (7-10) a.m. / p.m. (11,1 / 11,2) Rank or title_____ (12)

Years on force ___ (13-14) years ___ (15) months

Shift start ___:___ (16-19) a.m. / p.m. (20,1 / 20,2)

1. Before you were injured, what was the maximum number of each of the following persons at the scene?

___ (21) Subjects ___ (22) Police officers (include yourself) ___ (23) Bystanders ___ (24) Other (specify)_____

2. For each person listed below indicate his age, height and weight using the spaces provided; circle "M" if male or "F" if female; then write in his race. If more officers or subjects were present than the table allows, fill in the lines for the officer most directly involved (usually your partner) and for the subjects who were or could have been most trouble. If necessary, estimate age, height and weight.

	Age	Height	Weight	Sex	Race	
Yourself	___ (25-26)	___ (27) ft. ___ (28-29) in.	___ (30-32) lbs.	M (1) (33) F (2)	_____	(34)
Other officer	___ (35-36)	___ (37) ft. ___ (38-39) in.	___ (40-42) lbs.	M (1) (43) F (2)	_____	(44)
Subject 1	___ (45-46)	___ (47) ft. ___ (48-49) in.	___ (50-52) lbs.	M (1) (53) F (2)	_____	(54)
Subject 2	___ (55-56)	___ (57) ft. ___ (58-59) in.	___ (60-62) lbs.	M (1) (63) F (2)	_____	(64)
Subject 3	___ (65-66)	___ (67) ft. ___ (68-69) in.	___ (70-72) lbs.	M (1) (73) F (2)	_____	(74)

3. Did the subject(s) speak or understand English?

☐ (75,1) Yes ☐ (75,2) No ☐ (75,3) Uncertain

4. Before you were injured, did you come within arm's length of the subject(s)?

☐ (76,1) Yes ☐ (76,2) No

5. Was it necessary to grasp, hold, support or touch the subject(s)?

☐ (77,1) Yes ☐ (77,2) No

051 (78-80)

6. Before you were injured, did the subject(s) ...

	Yes	No	Uncertain
... use profane language or gesture	(4,1)	(4,2)	(4,3)
... act belligerently	(5,1)	(5,2)	(5,3)
... try to escape	(6,1)	(6,2)	(6,3)
... threaten you	(7,1)	(7,2)	(7,3)
... assault you	(8,1)	(8,2)	(8,3)

... Other (specify)_____ (9)

7. Where did the incident take place? (check one)

☐ (11,1) On a street/sidewalk
☐ (11,2) In an alley
☐ (11,3) In a yard or field
☐ (11,4) In a tavern or lounge
☐ (11,5) In another public place of business
☐ (11,6) In a house
☐ (11,7) In an apartment
☐ (11,8) In an apt. bldg. but not in apt.
☐ (11,9) In another type of building
☐ (10-11,10) Other (specify)_____

8. Before you were injured, was there a physical barrier (e.g. patrol car, lamp post, door, etc.) between you and the subject(s)?

☐ (12,1) Yes ☐ (12,2) No

9. Indicate your use of equipment before you were injured (make one check for each item listed)

	Used	Weapon in hand not used	Available not used	Not available
Revolver	(13,1)	(13,2)	(13,3)	(13,4)
Rifle/shotgun	(14,1)	(14,2)	(14,3)	(14,4)
Night stick/baton	(15,1)	(15,2)	(15,3)	(15,4)
Mace or similar spray	(16,1)	(16,2)	(16,3)	(16,4)
Handcuffs	(17,1)		(17,2)	(17,3)
Helmet	(18,1)		(18,2)	(18,3)
Flashlight	(19,1)		(19,2)	(19,3)
Other (specify)_____	(20,1)		(20,2)	(20,3)

10. Why did you decide to field interrogate the subject(s)? (check one)

☐ (21,1) He appeared out of place or acted suspiciously
☐ (21,2) He fit the description of a wanted person or had a known criminal record
☐ (21,3) He appeared intoxicated
☐ (21,4) He appeared ill
☐ (21,5) I was seeking information
☐ (21,6) Other (Specify)_____

11. Did field interrogation lead to arrest of subject(s)?

☐ (22,1) Yes, and I was injured after arrest was effected.
☐ (22,2) Yes, and I was not injured after arrest was effected
☐ (22,3) No

12. When you joined the force, did you receive any training in how to conduct field interrogation?

☐ 23,1 Yes ☐ 23,2 No

13. Have you received any refresher or roll call training in field interrogation?

☐ 24,1 Yes, less than 6 mos. ☐ 24,2 Yes, 6 mos. to 1 yr. ago ☐ 24,3 Yes, 1 to 2 yrs. ago ☐ 24,4 Yes, more than 2 yrs. ago ☐ 24,5 No

14. When was the last time your immediate supervisor observed you conducting a field interrogation?

☐ 25,1 In the last month ☐ 25,2 1 to 6 mos. ago ☐ 25,3 6 mos. to 1 yr. ago ☐ 25,4 1 to 2 yrs. ago ☐ 25,5 More than 2 yrs. ago ☐ 25,6 Never observed

15. At the time of the incident I was in ...

☐ 26,1 Plainclothes ☐ 26,2 Uniform

16. Who injured you? (check one)

☐ 27,1 Subject ☐ 27,2 Subject's friend ☐ 27,3 Myself ☐ 27,4 Other_____ (specify)

17. In your opinion which of the following best describes the actions of the person checked above? (check one)

☐ 28,1 Intended to injure me ☐ 28,2 Intended to interfere with performance of my duty ☐ 28,3 Intended as part of escape ☐ 28,4 Not intended to injure me, interfere or escape ☐ 28,5 Unknown ☐ 28,6 Other_____ (specify)

18. What were you doing when injured? (check one)

☐ 29,1 Approaching subject ☐ 29,2 Stopping subject ☐ 29,3 Questioning subject ☐ 29,4 Other_____ (specify)

19. What was used to cause your injury? (check one)

☐ 31,1 Revolver /pistol ☐ 31,2 Rifle/shotgun ☐ 31,3 Knife/razor ☐ 31,4 Thrown object ☐ 31,5 Hands/arms ☐ 31,6 Legs/feet ☐ 31,7 Teeth ☐ 31,8 Other body part (specify) _____ ☐ 31,9 Other_____ (specify)

20. Be sure to attach a copy of the department's injury report form, making certain that it indicates the severity of injury, the part of body injured, the type of injury (i.e., laceration) and the cause of injury (i.e., fall, stab, slip, assault).

21. At time of incident were you working from a department vehicle?

☐ 32,1 Yes, marked ☐ 32,2 Yes, unmarked ☐ 32,3 No

22. Was your last working day on a different shift?

☐ 33,1 Yes ☐ 33,2 No

If Yes, ..

.. previous shift started ____:____ (34-37) a.m. (38,1) / p.m. (38,2)

.. my last working day on previous shift was:

☐ 39,1 Yesterday ☐ 39,2 2 days ago ☐ 39,3 3 days ago ☐ 39,4 More than 3 days ago

23. Assignment:

☐ 40,1 Foot patrol ☐ 40,2 Motor patrol ☐ 40,3 Traffic (foot) ☐ 40,4 Traffic (motor) ☐ 40,5 Investigative (Det.) ☐ 40,6 Other_____ (specify)

24. Years on assignment:____ (41-42) Years and ____ (43) Months

25. Last rest stop of 10 or more minutes (e.g., lunch, coffee, etc.) before incident ____ (44-47) a.m. (48,1) / p.m. (48,2)

26. Do you follow a regular exercise program?

☐ 49,1 Yes ☐ 49,2 No

If Yes, ..

.. is the program required or run by the department?

☐ 50,1 Yes ☐ 50,2 No

.. how often do you exercise?

☐ 51,1 Daily ☐ 51,2 Every other day ☐ 51,3 Every 3 days ☐ 51,4 Other_____ (specify)

.. indicate what you do (e.g., calisthenics, jogging, sports, etc.)

_____ ☐ 52

27. Have you taken a physical fitness test in the past year?

☐ 53,1 Yes, passed ☐ 53,2 Yes, failed ☐ 53,3 Not given

28. When was the last time you received a complete physical examination by a physician?

☐ 54,1 Less than 6 mos. ago ☐ 54,2 6 mos. to 1 yr. ago ☐ 54,3 1 to 2 yrs. ago ☐ 54,4 2 to 5 yrs. ago ☐ 54,5 More than 5 yrs. ago

29. Do you have another job in your off-duty hours?

☐ 55,1 Yes ☐ 55,2 No

052 (78-80)

BE SURE TO ATTACH DEPARTMENT INJURY REPORT FORM

1-3

SUMMONS, PREARREST REPORT

TO BE COMPLETED BY OFFICERS FOR THAT TIME PERIOD BEFORE AN ARREST WAS EFFECTED OR A SUMMONS OR WARNING WAS ISSUED.

Date and time of incident ____ / ____ / ____ (mo. 4, day 5-6, yr.) at ____ : ____ (7-10) a.m./p.m. (11,1 11,2) Rank or title _____ 12

Years on force ____ (13-14) years ____ (15) months Shift start ____ : ____ (16-19) a.m./p.m. (20,1 20,2)

---

1. What was the maximum number of each of the following persons at the scene

____ (21) Subjects ____ (22) Police officers (include yourself) ____ (23) Bystanders ____ (24) Other (specify) _____

2. For each person listed below indicate his age, height and weight using the spaces provided; circle "M" if male or "F" if female; then write in his race. If more officers or subjects were present that the table allows, fill in the lines for the officer most directly involved (usually your partner) and for the subjects who were or could have been most trouble. If necessary, estimate age, height, and weight.

	Age	Height	Weight	Sex	Race
Yourself	____ (25-26)	____ (27) ft. ____ (28-29) in.	____ (30-32) lbs.	M 1 (33) F 2	____ 34
Other officer	____ (35-36)	____ (37) ft. ____ (38-39) in.	____ (40-42) lbs.	M 1 (43) F 2	____ 44
Subject 1	____ (45-46)	____ (47) ft. ____ (48-49) in.	____ (50-52) lbs.	M 1 (53) F 2	____ 54
Subject 2	____ (55-56)	____ (57) ft. ____ (58-59) in.	____ (60-62) lbs.	M 1 (63) F 2	____ 64
Subject 3	____ (65-66)	____ (67) ft. ____ (68-69) in.	____ (70-72) lbs.	M 1 (73) F 2	____ 74

---

3. Did the subject(s) speak or understand English?

☐ Yes (75,1) ☐ No (75,2) ☐ Uncertain (75,3)

4. Did you come within arm's length of the subject(s)?

☐ Yes (76,1) ☐ No (76,2)

5. Was it necessary to grasp, hold, support or touch the subject(s)?

☐ Yes (77,1) ☐ No (77,2) 071 (78-80)

6. Did the subject(s)...

	Yes	No	Uncertain
...use profane language or gesture	4,1	4,2	4,3
...act belligerently	5,1	5,2	5,3
...try to escape	6,1	6,2	6,3
...threathen you	7,1	7,2	7,3
...assault you	8,1	8,2	8,3
...Other (specify) _____			9

7. Where did the incident take place? (Check one.)

☐ On a street/sidewalk (11,1) ☐ In a house (11,6)
☐ In an alley (11,2) ☐ In an apartment (11,7)
☐ In a yard or field (11,3) ☐ In an apt. bldg. but not in apt. (11,8)
☐ In a tavern/lounge (11,4) ☐ In another type of bldg. (11,9)
☐ In another public place of business (11,5) ☐ Other (10-11,10) _____ (specify)

8. Was there a physical barrier (e.g. patrol car, lamp post, door, etc.) between you and the subject(s)?

☐ Yes (12,1) ☐ No (12,2)

9. Indicate your use of equipment (make one check for each item listed).

	Used	Weapon in Hand Not Used	Available Not Used	Not Available
Revolver	13,1	13,2	13,3	13,4
Rifle/shotgun	14,1	14,2	14,3	14,4
Night stick/baton	15,1	15,2	15,3	15,4
Mace or similar spray	16,1	16,2	16,3	16,4
Handcuffs	17,1		17,2	17,3
Helmet	18,1		18,2	18,3
Flashlight	19,1		19,2	19,3
Other _____	20,1		20,2	20,3

10. When this incident began, was your intent to issue a summons or warning for a misdemeanor?

☐ Yes (21,1) ☐ No (21,2)

11. When you joined the force, did you receive any training in how to issue a summons and/or warning?

☐ Yes (22,1) ☐ No (22,2)

12. Have you received any refresher or roll call training in how to issue summons and/or warnings?

☐ Yes, less than 6 mos. ago (23,1)
☐ Yes, 6 mos. to 1 yr. ago (23,2)
☐ Yes, 1 to 2 yrs. ago (23,3)
☐ Yes, more than 2 years ago (23,4)
☐ No (23,5)

13. When was the last time your immediate supervisor observed you issuing a summons and/or warning?

☐ In the last month (24,1)
☐ 1 to 6 mos. ago (24,2)
☐ 6 mos. to 1 yr. ago (24,3)
☐ 1 to 2 yrs. ago (24,4)
☐ More than 2 yrs. ago (24,5)
☐ Never observed (24,6)

14. When this incident began, was your intent to make an arrest?

☐ Yes (25,1) ☐ No (25,2)

15. When you joined the force, did you receive any training in prearrest procedures?

☐ Yes (26,1) ☐ No (26,2)

16. Have you received any refresher or roll call training in prearrest procedures?

☐ Yes, less than 6 mos. ago (27,1) ☐ Yes, more than 2 yrs. ago (27,4)
☐ Yes, 6 mos. to 1 yr. ago (27,2) ☐ No (27,5)
☐ Yes, 1 to 2 yrs. ago (27,3)

17. When was the last time your immediate supervisor observed you in prearrest situations?

☐ In the last month (28,1) ☐ 1 to 2 yrs. ago (28,4)
☐ 1 to 6 mos. ago (28,2) ☐ More than 2 yrs. ago (28,5)
☐ 6 mos. to 1 yr. ago (28,3) ☐ Never observed (28,6)

18. At the time of the incident I was in:

☐ Plainclothes (29,1) ☐ Uniform (29,2)

19. At time of incident were you working from a department vehicle

☐ Yes, marked (30,1) ☐ Yes, unmarked (30,2) ☐ No (30,3)

20. Were you injured after arrest was effected?

☐ Yes, subject caused injury (31,1)
☐ Yes, subject did not cause injury (31,2) ☐ No (31,3)

21. Was your last working day on a different shift?

☐ Yes (32,1) ☐ No (32,2)

If yes,...

...previous shift started _____ : _____ a.m./p.m. (33-36) (37,1) (37,2)

...my last working day on previous shift was

☐ Yesterday (38,1) ☐ 3 days ago (38,3)
☐ 2 days ago (38,2) ☐ More than 3 days ago (38,4)

22. Assignment

☐ Foot patrol (39,1) ☐ Traffic (motor) (39,4)
☐ Motor patrol (39,2) ☐ Investigative (Det.) (39,5)
☐ Traffic (foot) (39,3) ☐ Other (39,6) _____ (specify)

23. Years on assignment: _____ (40-41) years and _____ (42) months

24. Last rest stop of 10 or more minutes (e.g. lunch, coffee, etc.) before incident _____ (43-46) : _____ (47,1) (47,2) a.m./p.m.

25. Do you follow a regular exercise program?

☐ Yes (48,1) ☐ No (48,2)

If yes,...

...is the program required or run by the department?

☐ Yes (49,1) ☐ No (49,2)

...how often do you exercise?

☐ Daily (50,1) ☐ Every 3 days (50,3)
☐ Every other day (50,2) ☐ Other (50,4) _____ (specify)

...indicate what you do (e.g., calisthenics, jogging, sports, etc.)

_____ ☐ (51)

26. Have you taken a physical fitness test in the past year?

☐ Yes, passed (52,1) ☐ Yes, failed (52,2) ☐ Not given (52,3)

27. When was the last time you received a complete physical examination by a physician?

☐ Less than 6 mos. ago (53,1) ☐ 2 to 5 yrs. ago (53,4)
☐ 6 mos. to 1 yr. ago (53,2) ☐ More than 5 yrs. ago (53,5)
☐ 1 to 2 yrs. ago (53,3)

28. Do you have another job in your off duty hours?

☐ Yes (54,1) ☐ No (54,2)

BE SURE TO ATTACH DEPARTMENT INJURY REPORT FORM

072 (76-80)

1-3

SUMMONS, PREARREST INJURY REPORT

Name _____

TO BE COMPLETED BY ALL OFFICERS INJURED BEFORE AN ARREST WAS EFFECTED OR A SUMMONS OR WARNING WAS ISSUED.

Date and time of incident ___/___/___ (mo. 4 day 5-6 yr.) at ___:___ (7-10) a.m./p.m. (11,1 11,2) Rank or title _____ [ ] 12

Years on force ___ (13-14) years ___ (15) months Shift start ___:___ (16-19) a.m./p.m. (20,1 20,2)

---

1. Before you were injured, what was the maximum number of each of the following persons at the scene

___ (21) Subjects ___ (22) Police officers (include yourself) ___ (23) Bystanders ___ (24) Other (specify) _____

2. For each person listed below indicate his age, height and weight using the spaces provided; circle "M" if male or "F" if female; then write in his race. If more officers or subjects were present than the table allows, fill in the lines for the officer most directly involved (usually your partner) and for the subjects who were or could have been most trouble. If necessary, estimate age, height, and weight.

	Age	Height	Weight	Sex	Race	
Yourself	___ (25-26)	___ (27) ft. ___ (28-29) in.	___ (30-32) lbs.	M (1) (33) F (2)	_____	[ ] 34
Other officer	___ (35-36)	___ (37) ft. ___ (38-39) in.	___ (40-42) lbs.	M (1) (43) F (2)	_____	[ ] 44
Subject 1	___ (45-46)	___ (47) ft. ___ (48-49) in.	___ (50-52) lbs.	M (1) (53) F (2)	_____	[ ] 54
Subject 2	___ (55-56)	___ (57) ft. ___ (58-59) in.	___ (60-62) lbs.	M (1) (63) F (2)	_____	[ ] 64
Subject 3	___ (65-66)	___ (67) ft. ___ (68-69) in.	___ (70-72) lbs.	M (1) (73) F (2)	_____	[ ] 74

---

3. Did the subject(s) speak or understand English?

[ ] Yes (75,1) [ ] No (75,2) [ ] Uncertain (75,3)

4. Before you were injured, did you come within arm's length of the subject(s)?

[ ] Yes (76,1) [ ] No (76,2)

5. Was it necessary to grasp, hold, support or touch the subject(s)?

[ ] Yes (77,1) [ ] No (77,2) 001 (78-80)

6. Before you were injured, did the subject(s)...

	Yes	No	Uncertain
...use profane language or gesture	[ ] 4,1	[ ] 4,2	[ ] 4,3
...act belligerently	[ ] 5,1	[ ] 5,2	[ ] 5,3
...try to escape	[ ] 6,1	[ ] 6,2	[ ] 6,3
...threathen you	[ ] 7,1	[ ] 7,2	[ ] 7,3
...assault you	[ ] 8,1	[ ] 8,2	[ ] 8,3

...Other (specify) _____ [ ] 9

7. Where did the incident take place? (Check one.)

- [ ] On a street or sidewalk (11,1)
- [ ] In an alley (11,2)
- [ ] In a yard or field (11,3)
- [ ] In a tavern/lounge (11,4)
- [ ] In another public place of business (11,5)
- [ ] In a house (11,6)
- [ ] In an apartment (11,7)
- [ ] In an apt. bldg. but not in an apt. (11,8)
- [ ] In another type of bldg. (11,9)
- [ ] Other _____ (specify) (10-11,10)

8. Before you were injured, was there a physical barrier (e.g. patrol car, lamp post, door, etc.) between you and the subject(s)?

[ ] Yes (12,1) [ ] No (12,2)

9. Indicate your use of equipment before you were injured (make one check for each item listed).

	Used	Weapon in Hand Not Used	Available Not Used	Not Available
Revolver	[ ] 13,1	[ ] 13,2	[ ] 13,3	[ ] 13,4
Rifle shotgun	[ ] 14,1	[ ] 14,2	[ ] 14,3	[ ] 14,4
Night stick/baton	[ ] 15,1	[ ] 15,2	[ ] 15,3	[ ] 15,4
Mace or similar spray	[ ] 16,1	[ ] 16,2	[ ] 16,3	[ ] 16,4
Handcuffs	[ ] 17,1		[ ] 17,2	[ ] 17,3
Helmet	[ ] 18,1		[ ] 18,2	[ ] 18,3
Flashlight	[ ] 19,1		[ ] 19,2	[ ] 19,3
Other _____	[ ] 20,1		[ ] 20,2	[ ] 20,3

10. When this incident began, was your intent to issue a summons or warning for a misdemeanor?

[ ] Yes (21,1) [ ] No (21,2)

11. When you joined the force, did you receive any training in how to issue summons and/or warnings?

[ ] Yes (22,1) [ ] No (22,2)

12. Have you received any refresher or roll call training in how to issue summons and/or warnings?

- [ ] Yes, less than 6 mos. ago (23,1)
- [ ] Yes, 6 mos. to 1 yr. ago (23,2)
- [ ] Yes, 1 to 2 yrs. ago (23,3)
- [ ] Yes, more than 2 yrs. ago (23,4)
- [ ] No (23,5)

13. When was the last time your immediate supervisor observed you issuing a summons and/or warning?

- [ ] In the last month (24,1)
- [ ] 1 to 6 mos. ago (24,2)
- [ ] 6 mos. to 1 yr. ago (24,3)
- [ ] 1 to 2 yrs. ago (24,4)
- [ ] More than 2 yrs. ago (24,5)
- [ ] Never observed (24,6)

14. When this incident began, was your intent to make an arrest?

☐ Yes (25,1) ☐ No (25,2)

15. When you joined the force, did you receive any training in prearrest procedures?

☐ Yes (26,1) ☐ No (26,2)

16. Have you received any refresher or roll call training in prearrest procedures?

☐ Yes, less than 6 months ago (27,1) ☐ No (27,5)
☐ Yes, 6 months to 1 year ago (27,2)
☐ Yes, 1 to 2 years ago (27,3)
☐ Yes, more than 2 years ago (27,4)

17. When was the last time your immediate supervisor observed you in prearrest situations?

☐ In the last month (28,1) ☐ 1 to 2 yrs. ago (28,4)
☐ 1 to 6 mos. ago (28,2) ☐ More than 2 yrs. ago (28,5)
☐ 6 mos. to 1 yr. ago (28,3) ☐ Never observed (28,6)

18. At the time of the incident I was in:

☐ Plainclothes (29,1) ☐ Uniform (29,2)

19. Who injured you? (Check one.)

☐ Subject (30,1) ☐ Myself (30,3)
☐ Subject's friend (30,2) ☐ Other (30,4) _____ (specify)

20. In your opinion which of the following best describes the actions of the person checked above? (Check one.)

☐ Intended to injure me (31,1) ☐ Not intended to injure me, interfere or escape (31,4)
☐ Intended to interfere with the performance of my duty (31,2) ☐ Unknown (31,5)
☐ Intended as part of escape (31,3) ☐ Other (31,6) _____ (specify)

21. What were you doing when injured?

☐ Investigating suspicious circumstances (32,1) ☐ Confronting subject (32,3)
☐ Questionning subject (32,4)
☐ Following or pursuing subject (32,2) ☐ Other (32,5) _____ (specify)

22. What was used to cause your injury? (Check one.)

☐ Revolver/pistol (34,1) ☐ Hands/arms (34,5) ☐ Other body part (34,8)
☐ Rifle/shotgun (34,2) ☐ Legs/feet (34,6) _____ (specify)
☐ Knife razor (34,3) ☐ Teeth (34,7)
☐ Other (34,9) _____ (specify)
☐ Thrown object (34,4)

23. Be sure to attach a copy of the department's injury report form, making certain that it indicates the severity of injury, the part of body injured, the type of injury (i.e., laceration) and the cause of injury (i.e., fall, stab, slip, assault).

24. At time of incident were you working from a department vehicle?

☐ Yes marked (35,1) ☐ Yes, unmarked (35,2) ☐ No (35,3)

25. Were you injured after arrest was effected?

☐ Yes, subject caused injury (36,1)
☐ Yes, subject did not cause injury (36,2) ☐ No (36,3)

26. Was your last working day on a different shift?

☐ Yes (37,1) ☐ No (37,2)

If yes,...

...previous shift started ____:____ (38-41) a.m./p.m. (42,1 / 42,2)

...my last working day on previous shift was

☐ Yesterday (43,1) ☐ 3 days ago (43,3)
☐ 2 days ago (43,2) ☐ More than 3 days ago (43,4)

27. Assignment

☐ Foot patrol (44,1) ☐ Traffic (motor) (44,4)
☐ Motor patrol (44,2) ☐ Investigative (Det.) (44,5)
☐ Traffic (foot) (44,3) ☐ Other (44,6) _____ (specify)

28. Years on assignment _____ (45-46) years and _____ (47) months

29. Last rest stop of 10 or more minutes (e.g. lunch, coffee, etc.) before incident ____:____ (48-51) a.m./p.m. (52,1 / 52,2)

30. Do you follow a regular exercise program?

☐ Yes (53,1) ☐ No (53,2)

If yes,...

...is the program required or run by the department?

☐ Yes (54,1) ☐ No (54,2)

...how often do you exercise?

☐ Daily (55,1) ☐ Every 3 days (55,3)
☐ Every other day (55,2) ☐ Other (55,4) _____ (specify)

...indicate what you do (e.g., calisthenics, jogging, sports, etc.)

_____ ☐ (56)

31. Have you taken a physical fitness test in the past year?

☐ Yes, passed (57,1) ☐ Yes, failed (57,2) ☐ Not given (57,3)

32. When was the last time you received a complete physical examination by a physician?

☐ Less than 6 mos. ago (58,1) ☐ 2 to 5 yrs. ago (58,4)
☐ 6 mos. to 1 yr. ago (58,2) ☐ More than 5 yrs. ago (58,5)
☐ 1 to 2 yrs. ago (58,3)

33. Do you have another job in your off duty hours?

☐ Yes (59,1) ☐ No (59,2)

082 (78-80)

BE SURE TO ATTACH DEPARTMENT INJURY REPORT FORM

1-3

ARREST AND SEARCH REPORT

TO BE COMPLETED BY OFFICERS FOR THAT TIME PERIOD STARTING WHEN AN ARREST HAS BEEN EFFECTED AND ENDING WHEN THE PRISONER IS ESCORTED TO A VEHICLE FOR TRANSPORTATION OR IS ESCORTED DIRECTLY TO THE STATION.

Date and time of incident ____ / ____ / ____ (mo. 4, day 5-6, yr.) at ____ : ____ (7-10) a.m. / p.m. (11,1 / 11,2) Rank or title ____ (12)

Years on force ____ (13-14) years ____ (15) months Shift start ____ : ____ (16-19) a.m. / p.m. (20,1 / 20,2)

SECTION I

1. What was the maximum number of each of the following persons at the scene?

____ (21) Subjects ____ (22) Police officers (include yourself) ____ (23) Bystanders ____ (24) Other (specify) ____

2. For each person listed below indicate his age, height and weight using the spaces provided; circle "M" if male or "F" if female; then write in his race. If more officers or subjects were present than the table allows, fill in the lines for the officer most directly involved (usually your partner) and for the subjects who were or could have been most trouble. If necessary, estimate age, height and weight.

	Age	Height	Weight	Sex	Race
Yourself	____ (25-26)	____ (27) ft. ____ (28-29) in.	____ (30-32) lbs.	M (33) 1 F 2	____ (34)
Other officer	____ (35-36)	____ (37) ft. ____ (38-39) in.	____ (40-42) lbs.	M (43) 1 F 2	____ (44)
Subject 1	____ (45-46)	____ (47) ft. ____ (48-49) in.	____ (50-52) lbs.	M (53) 1 F 2	____ (54)
Subject 2	____ (55-56)	____ (57) ft. ____ (58-59) in.	____ (60-62) lbs.	M (63) 1 F 2	____ (64)
Subject 3	____ (65-66)	____ (67) ft. ____ (68-69) in.	____ (70-72) lbs.	M (73) 1 F 2	____ (74)

3. Did the subject(s) speak or understand English?

☐ (75,1) Yes ☐ (75,2) No ☐ (75,3) Uncertain

4. Did you come within arm's length of the subject(s)?

☐ (76,1) Yes ☐ (76,2) No

5. Was it necessary to grasp, hold, support or touch the subject(s)?

☐ (77,1) Yes ☐ (77,2) No

091 (78-80)

6. Before you were injured, did the subject(s) ..

	Yes	No	Uncertain
...use profane language or gesture	☐ 4,1	☐ 4,2	☐ 4,3
...act belligerently	☐ 5,1	☐ 5,2	☐ 5,3
...try to escape	☐ 6,1	☐ 6,2	☐ 6,3
...threaten you	☐ 7,1	☐ 7,2	☐ 7,3
...assault you	☐ 8,1	☐ 8,2	☐ 8,3

...Other (specify) ____ ☐ (9)

7. Where did the incident take place? (Check one)

☐ (11,1) On a street/sidewalk
☐ (11,2) In an alley
☐ (11,3) In a yard or field
☐ (11,4) In a tavern/lounge
☐ (11,5) In another public place of business
☐ (11,6) In a house
☐ (11,7) In an apartment
☐ (11,8) In apt. bldg. but not in apt.
☐ (11,9) In another type of building
☐ (10-11,10) Other ____ (specify)

8. Was there a physical barrier (e.g. patrol car, lamp post, door, etc.) between you and the subject(s)?

☐ (12,1) Yes ☐ (12,2) No

9. Indicate your use of equipment (make one check for each item listed)

	Used	Weapon in hand not used	Available not used	Not available
Revolver	☐ 13,1	☐ 13,2	☐ 13,3	☐ 13,4
Rifle/shotgun	☐ 14,1	☐ 14,2	☐ 14,3	☐ 14,4
Night stick/baton	☐ 15,1	☐ 15,2	☐ 15,3	☐ 15,4
Mace or similar spray	☐ 16,1	☐ 16,2	☐ 16,3	☐ 16,4
Handcuffs	☐ 17,1		☐ 17,2	☐ 17,3
Helmet	☐ 18,1		☐ 18,2	☐ 18,3
Flashlight	☐ 19,1		☐ 19,2	☐ 19,3
Other ____ (specify)	☐ 20,1		☐ 20,2	☐ 20,3

SECTION II

10. When you joined the force, did you receive any training in how to search subjects?

☐ (21,1) Yes ☐ (21,2) No

11. Have you received any refresher or roll call training in how to search subjects?

☐ (22,1) Yes, less than 6 mos. ago
☐ (22,2) Yes, 6 mos. to 1 yr. ago
☐ (22,3) Yes, 1 to 2 yrs. ago
☐ (22,4) Yes, more than 2 yrs. ago
☐ (22,5) No

12. When was the last time your immediate supervisor observed you searching a subject?

☐ (23,1) In the last month
☐ (23,2) 1 to 6 mos. ago
☐ (23,3) 6 mos. to 1 yr. ago
☐ (23,4) 1 to 2 yrs. ago
☐ (23,5) More than 2 yrs. ago
☐ (23,6) Never observed

13. Was the subject(s) in this incident searched?

☐ Yes (24,1) ☐ No (24,2)

If no, go to SECTION III.

14. How was the search conducted? (Check one)

☐ I searched subject(s) in presence of another officer (25,1)

☐ I searched subject(s) alone (25,2)

☐ Another officer searched the subject(s) (25,3)

☐ Other (specify) _____ (25,4)

15. Was your revolver drawn during the search?

☐ Yes (26,1) ☐ No (26,2)

16. Which search position was used?

☐ Prone (27,1) ☐ Spread-eagle, leaning against wall (27,4)

☐ Kneeling (27,2) ☐ Spread-eagle, leaning against car (27,5)

☐ Standing in the open (27,3) ☐ Other _____ (specify) (27,6)

17. Did the search yield

	No	Yes	Specify
..weapons?	☐ (28,1)	☐ (28,2)	_____
..evidence?	☐ (29,1)	☐ (29,2)	_____

SECTION III

18. When you joined the force, did you receive any training in handcuffing procedures?

☐ Yes (30,1) ☐ No (30,2)

19. Have you received any refresher or roll call training in handcuffing procedures?

☐ Yes, less than 6 mos. ago (31,1) ☐ Yes, more than 2 yrs. ago (31,4)

☐ Yes, 6 mos. to 1 yr. ago (31,2) ☐ No (31,5)

☐ Yes, 1 to 2 yrs. ago (31,3)

20. When was the last time your immediate supervisor observed you handcuffing a subject?

☐ In the last month (32,1) ☐ 1 to 2 yrs. ago (32,4)

☐ 1 to 6 mos. ago (32,2) ☐ More than 2 yrs. ago (32,5)

☐ 6 mos. to 1 yr. ago (32,3) ☐ Never observed (32,6)

21. Was the subject(s) in this incident handcuffed?

☐ Yes (33,1) ☐ No (33,2)

If no, go to SECTION IV

22. Were hands behind back? ☐ Yes (34,1) ☐ No (34,2)

23. Were palms facing out ? ☐ Yes (35,1) ☐ No (35,2)

24. Was chain looped through belt? ☐ Yes (36,1) ☐ No (36,2)

25. Were cuffs double locked? ☐ Yes (37,1) ☐ No (37,2)

26. Was subject cuffed to you? ☐ Yes (38,1) ☐ No (38,2)

27. Was subject cuffed to another officer? ☐ Yes (39,1) ☐ No (39,2)

28. Was more than one subject cuffed?

☐ Yes, individually (40,1) ☐ Yes, together (40,2) ☐ No (40,3)

SECTION IV

29. In what order did searching and handcuffing occur?

☐ Search then handcuff (41,1) ☐ Handcuff then search (41,2) ☐ Neither (41,3)

30. During incident I was in .. ☐ Plainclothes (42,1) ☐ Uniform (42,2)

31. During incident, were you working from a dept. vehicle?

☐ Yes, marked (43,1) ☐ Yes, unmarked (43,2) ☐ No (43,3)

32. Was your last working day on a different shift?

☐ Yes (44,1) ☐ No (44,2)

If yes, it started at _____ (45-48) a.m. (49,1) / p.m. (49,2)

☐ Yesterday (50,1) ☐ 3 days ago (50,3)

☐ 2 days ago (50,2) ☐ Over 3 days ago (50,4)

33. Assignment: (specify) _____ ☐ (51)

34. Years on assignment _____ (52-53) Yrs. _____ (54) Mos.

35. Last rest stop of 10 mins. or more (e.g., lunch, coffee, etc.) _____ (55-58) a.m. (59,1) / p.m. (59,2)

36. Do you follow a regular exercise program?

☐ Yes (60,1) ☐ No (60,2)

If yes, how often do you exercise?

☐ Daily (61,1) ☐ Every _____ days (61,3)

☐ Every other day (61,2) ☐ Other _____ (61,4)

What do you do? (e.g., calisthenics, jogging, sports, etc.)

_____ (specify) ☐ (62)

Is the program required or run by the department?

☐ Yes (63,1) ☐ No (63,2)

37. Have you taken a physical fitness test in the past year?

☐ Yes, passed (64,1) ☐ Yes, failed (64,2) ☐ Not given (64,3)

38. When was the last time you received a complete physical examination by a physician?

☐ Less than 6 mos. ago (65,1) ☐ 2 to 5 yrs. ago (65,4)

☐ 6 mos. to 1 yr. ago (65,2) ☐ Over 5 yrs. ago (65,5)

☐ 1 to 2 yrs. ago (65,3)

39. Do you have a job in your off-duty hours?

☐ Yes (66,1) ☐ No (66,2)

092 (78-80)

(1-3)

ARREST AND SEARCH INJURY REPORT

Name_____

TO BE COMPLETED BY ALL OFFICERS INJURED DURING THAT TIME PERIOD STARTING WHEN ARREST HAS BEEN EFFECTED AND ENDING WHEN THE PRISONER IS ESCORTED TO A VEHICLE FOR TRANSPORTATION OR IS ESCORTED DIRECTLY TO THE STATION

Date and time of incident ____/____/____ (mo. 4, day 5-6, yr.) at ____:____ (7-10) a.m. (11,1) / p.m. (11,2) Rank or title_____ (12)

Years on force ____ (13-14) years ____ (15) months

Shift start ____:____ (16-19) a.m. (20,1) / p.m. (20,2)

SECTION I

1. Before you were injured, what was the maximum number of each of the following persons at the scene?

____ (21) Subjects ____ (22) Police officers (include yourself) ____ (23) Bystanders ____ (24) Other (specify)_____

2. For each person listed below indicate his age, height and weight using the spaces provided; circle "M" if male or "F" if female; then write in his race. If more officers or subjects were present than the table allows, fill in the lines for the officer most directly involved (usually your partner) and for the subjects who were or could have been most trouble. If necessary, estimate age, height and weight.

	Age	Height	Weight	Sex	Race	
Yourself	____ (25-26)	____ (27) ft. ____ (28-29) in.	____ (30-3.) lbs.	M (31) F (1 / 2)	____	(34)
Other officer	____ (35-36)	____ (37) ft. ____ (38-39) in.	____ (40-42) lbs.	M (43) F (1 / 2)	____	(44)
Subject 1	____ (45-46)	____ (47) ft. ____ (48-49) in.	____ (50-52) lbs.	M (53) F (1 / 2)	____	(54)
Subject 2	____ (55-56)	____ (57) ft. ____ (58-59) in.	____ (60-62) lbs.	M (63) F (1 / 2)	____	(64)
Subject 3	____ (65-66)	____ (67) ft. ____ (68-69) in.	____ (70-72) lbs.	M (73) F (1 / 2)	____	(74)

3. Did the subject(s) speak or understand English?

☐ (75,1) Yes ☐ (75,2) No ☐ (75,3) Uncertain

4. Before you were injured, did you come within arm's length of the subject(s)?

☐ (76,1) Yes ☐ (76,2) No

5. Was it necessary to grasp, hold, support or touch the subject(s)?

☐ (77,1) Yes ☐ (77,2) No

101 (78-80)

6. Before you were injured, did the subject(s) ..

	Yes	No	Uncertain
.. use profane language or gesture	(4,1)	(4,2)	(4,3)
.. act belligerently	(5,1)	(5,2)	(5,3)
.. try to escape	(6,1)	(6,2)	(6,3)
.. threaten you	(7,1)	(7,2)	(7,3)
.. assault you	(8,1)	(8,2)	(8,3)
.. Other (specify)_____			(9)

7. Where did the incident take place? (check one)

☐ (11,1) On a street/sidewalk ☐ (11,6) In a house
☐ (11,2) In an alley ☐ (11,7) In an apartment
☐ (11,3) In a yard or field ☐ (11,8) In an apt. bldg. but not in apt.
☐ (11,4) In a tavern or lounge ☐ (11,9) In another type of building
☐ (11,5) In another public place of business ☐ (10-11,10) Other_____ (specify)

8. Before you were injured, was there a physical barrier (e.g. patrol car, lamp post, door, etc.) between you and the subject(s)?

☐ (12,1) Yes ☐ (12,2) No

9. Indicate your use of equipment before you were injured (make one check for each item listed)

	Used	Weapon in hand not used	Available not used	Not available
Revolver	(13,1)	(13,2)	(13,3)	(13,4)
Rifle/shotgun	(14,1)	(14,2)	(14,3)	(14,4)
Night stick/baton	(15,1)	(15,2)	(15,3)	(15,4)
Mace or similar spray	(16,1)	(16,2)	(16,3)	(16,4)
Handcuffs	(17,1)		(17,2)	(17,3)
Helmet	(18,1)		(18,2)	(18,3)
Flashlight	(19,1)		(19,2)	(19,3)
Other_____ (specify)	(20,1)		(20,2)	(20,3)

SECTION II

10. When you joined the force, did you receive any training in how to search subjects?

☐ (21,1) Yes ☐ (21,2) No

11. Have you received any refresher or roll call training in how to search subjects?

☐ (22,1) Yes, less than 6 mos. ago ☐ (22,3) Yes, 1 to 2 yrs. ago
☐ (22,4) Yes, more than 2 yrs. ago
☐ (22,2) Yes, 6 mos. to 1 yr. ago ☐ (22,5) No

12. When was the last time your immediate supervisor observed you searching a subject?

☐ (23,1) In the last month ☐ (23,4) 1 to 2 yrs ago
☐ (23,2) 1 to 6 mos. ago ☐ (23,5) More than 2 yrs. ago
☐ (23,3) 6 mos. to 1 yr. ago ☐ (23,6) Never observed

13. Was the subject(s) in this incident searched?

☐ Yes (24,1) ☐ No (24,2) If no, go to SECTION III.

14. How was the search conducted? (check one)

☐ I searched subject(s) in presence of another officer (25,1)
☐ I searched subject(s) alone (25,2)
☐ Another officer searched the subject(s) (25,3)
☐ Other (specify)_____ (25,4)

15. Was your revolver drawn during the search? ☐ Yes (26,1) ☐ No (26,2)

16. Which search position was used?

☐ Prone (27,1)
☐ Kneeling (27,2)
☐ Standing in the open (27,3)
☐ Spread-eagle, leaning against wall (27,4)
☐ Spread-eagle, leaning against car (27,5)
☐ Other_____ (specify) (27,6)

17. Did the search yield

	No	Yes	Specify
.. weapons?	☐ (28,1)	☐ (28,2)	_____
.. evidence?	☐ (29,1)	☐ (29,2)	_____

SECTION III

18. When you joined the force, did you receive any training in handcuffing procedures? ☐ Yes (30,1) ☐ No (30,2)

19. Have you received any refresher or roll call training in handcuffing procedures?

☐ Yes, less than 6 mos. ago (31,1)
☐ Yes, 6 mos. to 1 yr. ago (31,2)
☐ Yes, 1 to 2 yrs. ago (31,3)
☐ Yes, more than 2 yrs. ago (31,4)
☐ No (31,5)

20. When was the last time your immediate supervisor observed you handcuffing a subject?

☐ In the last month (32,1)
☐ 1 to 6 mos. ago (32,2)
☐ 6 mos. to 1 yr. ago (32,3)
☐ 1 to 2 yrs. ago (32,4)
☐ More than 2 yrs. ago (32,5)
☐ Never observed (32,6)

21. Was the subject(s) in this incident handcuffed?

☐ Yes (33,1) ☐ No (33,2) If no, go to SECTION IV

22. Were hands behind back	☐ Yes (34,1)	☐ No (34,2)
23. Were palms facing out?	☐ Yes (35,1)	☐ No (35,2)
24. Was chain looped through belt?	☐ Yes (36,1)	☐ No (36,2)
25. Were cuffs double locked?	☐ Yes (37,1)	☐ No (37,2)
26. Was subject cuffed to you?	☐ Yes (38,1)	☐ No (38,2)
27. Was subject cuffed to another officer?	☐ Yes (39,1)	☐ No (39,2)

28. Was more than one subject cuffed?

☐ Yes, individually (40,1) ☐ Yes, together (40,2) ☐ No (40,3)

SECTION IV

29. In what order did searching and handcuffing occur?

☐ Search then handcuff (41,1) ☐ Handcuff then search (41,2) ☐ Neither (41,3)

30. During incident I was in .. ☐ Plainclothes (42,1) ☐ Uniform (42,2)

31. Who injured you? (check one)

☐ Subject (43,1)
☐ Subject's friend (43,2)
☐ Myself (43,3)
☐ Other_____ (specify) (43,4)

32. What were you doing when injured?

☐ Pursuing subject (44,1)
☐ Questioning subject (44,2)
☐ Awaiting assistance (44,3)
☐ Searching subject (44,4)
☐ Restraining subject (44,5)
☐ Other_____ (specify) (44,6)

33. What was used to cause your injury? (check one)

☐ Hands/arms (45,1)
☐ Legs/feet (45,2)
☐ Teeth (45,3)
☐ Revolver/pistol (45,5)
☐ Rifle/shotgun (45,6)
☐ Knife/razor (45,7)
☐ Thrown object (45,8)
☐ Other(specify) (45,9) _____
☐ Other body part (specify) _____ (45,4)

34. Be sure to attach a copy of the dept. injury report form, making certain that it indicates the severity of injury, the part of body injured, the type of injury (i.e., laceration) and the cause of injury (i.e., fall, stab, slip, assault).

35. During incident, were you working from a dept. vehicle?

☐ Yes, marked (46,1) ☐ Yes, unmarked (46,2) ☐ No (46,3)

36. Was your last working day on a different shift? ☐ Yes (47,1) ☐ No (47,2)

If Yes, it started at ____ : ____ a.m. / p.m. (48-51) (52,1) (52,2)

☐ Yesterday (53,1) ☐ 2 days ago (53,2) ☐ 3 days ago (53,3) ☐ Over 3 days ago (53,4)

37. Assignment: (specify)_____ (54)

38. Years on assignment_____ (55-56) Yrs._____ (57) Mos.

39. Last rest stop of 10 mins. or more (e.g., lunch, coffee, etc.) ____ : ____ a.m. / p.m. (58-61) (62,1) (62,2)

40. Do you follow a regular exercise program?

☐ Yes (63,1) ☐ No (63,2) If Yes, how often do you exercise?

☐ Daily (64,1)
☐ Every other day (64,2)
☐ Every 3 days (64,3)
☐ Other_____ (64,4)

What do you do? (e.g., calisthenics, jogging, sports, etc.)

_____ (specify) (65)

Is the program required or run by the department? ☐ Yes (66,1) ☐ No (66,2)

41. Have you taken a physical fitness test in the past year?

☐ Yes, passed (67,1) ☐ Yes, failed (67,2) ☐ Not given (67,3)

42. When was the last time you received a complete physical examination by a physician?

☐ Less than 6 mos. ago (68,1)
☐ 6 mos. to 1 yr. ago (68,2)
☐ 1 to 2 yrs. ago (68,3)
☐ 2 to 5 yrs. ago (68,4)
☐ Over 5 yrs. ago (68,5)

43. Do you have a job in your off-duty hours? ☐ Yes (69,1) ☐ No (69,2)

102 (78-80)

BE SURE TO ATTACH DEPARTMENT INJURY REPORT FORM

1-3

TRANSPORTATION OF PRISONER REPORT

TO BE COMPLETED BY OFFICERS FOR THAT TIME PERIOD STARTING WHEN THE PRISONER IS ESCORTED TO A VEHICLE FOR TRANSPORTATION (OR IS ESCORTED DIRECTLY TO THE STATION) AND ENDING WHEN THE PRISONER IS DELIVERED INSIDE THE STATION

Date and time of incident ____ / ____ / ____ (mo. 4, day 5-6, yr.) at ____ : ____ a.m./p.m. (7-10; 11, 1 11, 2) Rank or title ____ 12

Years on force ____ (13-14) years and ____ (15) months Shift start ____ : ____ a.m./p.m. (16-19; 20, 1 20, 2)

SECTION I

1. What was the maximum number of each of the following persons at the scene?

____ (21) Subjects ____ (22) Police officers (include yourself) ____ (23) Bystanders ____ (24) Other (specify) ____

2. For each person listed below indicate his age, height and weight using the spaces provided; circle "M" if male and "F" if female; then write in his race. If more officers or subjects were present than the table allows, fill in the lines for the officer most directly involved (usually your partner) and for the subjects who were or could have been most trouble. If necessary, estimate age, height and weight.

	Age	Height		Weight	Sex	Race	
Yourself	____ (25-26)	____ (27) ft. ____ (28-29) in.		____ (30-32) lbs.	M 1 (33) F 2	____	34
Other officer	____ (35-36)	____ (37) ft. ____ (38-39) in.		____ (40-42) lbs.	M 1 (43) F 2	____	44
Subject 1	____ (45-46)	____ (47) ft. ____ (48-49) in.		____ (50-52) lbs.	M 1 (53) F 2	____	54
Subject 2	____ (55-56)	____ (57) ft. ____ (58-59) in.		____ (60-62) lbs.	M 1 (63) F 2	____	64
Subject 3	____ (65-66)	____ (67) ft. ____ (68-69) in.		____ (70-72) lbs.	M 1 (73) F 2	____	74

3. Did the subject(s) speak or understand English?

☐ (75, 1) Yes ☐ (75, 2) No ☐ (75, 3) Uncertain

4. Did you come within arm's length of the subject(s)?

☐ (76, 1) Yes ☐ (76, 2) No

5. Was it necessary to grasp, hold, support or touch the subject(s)?

☐ (77, 1) Yes ☐ (77, 2) No ☐☐☐ (78-80)

6. Did the subject(s)...

	Yes	No	Uncertain
...use profane language or gesture	☐ (4, 1)	☐ (4, 2)	☐ (4, 3)
...act belligerently	☐ (5, 1)	☐ (5, 2)	☐ (5, 3)
...try to escape	☐ (6, 1)	☐ (6, 2)	☐ (6, 3)
...threathen you	☐ (7, 1)	☐ (7, 2)	☐ (7, 3)
...assault you	☐ (8, 1)	☐ (8, 2)	☐ (8, 3)

...Other (specify) ____ ☐ (9)

7. Where did the incident take place? (Check one.)

☐ (11, 1) On a street/sidewalk
☐ (11, 2) In an alley
☐ (11, 3) In a yard or field
☐ (11, 4) In a tavern or lounge
☐ (11, 5) In another public place of business
☐ (11, 6) In a house
☐ (11, 7) In an apartment
☐ (11, 8) In an apt. bldg. but not in apt.
☐ (11, 9) In another type of bldg.
☐ (10-11, 10) Other (specify) ____

8. Was there a physical barrier (e.g. patrol car, lamp post, door, etc.) between you and the subject(s)?

☐ (12, 1) Yes ☐ (12, 2) No

9. Indicate your use of equipment (make one check for each item listed).

	Used	Weapon in hand Not Used	Available Not Used	Not Available
Revolver	☐ (13, 1)	☐ (13, 2)	☐ (13, 3)	☐ (13, 4)
Rifle/shotgun	☐ (14, 1)	☐ (14, 2)	☐ (14, 3)	☐ (14, 4)
Night stick/baton	☐ (15, 1)	☐ (15, 2)	☐ (15, 3)	☐ (15, 4)
Mace or similar spray	☐ (16, 1)	☐ (16, 2)	☐ (16, 3)	☐ (16, 4)
Handcuffs	☐ (17, 1)		☐ (17, 2)	☐ (17, 3)
Helmet	☐ (18, 1)		☐ (18, 2)	☐ (18, 3)
Flashlight	☐ (19, 1)		☐ (19, 2)	☐ (19, 3)
Other ____ (specify)	☐ (20, 1)		☐ (20, 2)	☐ (20, 3)

SECTION II

10. When you joined the force, did you receive any training in how to transport prisoners?

☐ (21, 1) Yes ☐ (21, 2) No

11. Have you received any refresher or roll call training in how to transport prisoners?

☐ (22, 1) Yes, less than 6 mos. ago
☐ (22, 2) Yes, 6 mos. to 1 yr. ago
☐ (22, 3) Yes, 1 to 2 yrs. ago
☐ (22, 4) Yes, more than 2 yrs. ago
☐ (22, 5) No

12. When was the last time your immediate supervisor observed you transporting a prisoner?

☐ (23, 1) In the last month
☐ (23, 2) 1 to 6 mos. ago
☐ (23, 3) 6 mos. to 1 yr. ago
☐ (23, 4) 1 to 2 yrs. ago
☐ (23, 5) More than 2 yrs. ago
☐ (23, 6) Never observed

13. At the time of the incident I was in..

☐ Plainclothes (24,1) ☐ Uniform (24,2)

14. Were you one of the arresting officers?

☐ Yes (25,1) ☐ No (25,2)

15. Was the subject(s) searched by you or in your presence?

☐ Yes (26,1) ☐ No (26,2)

If yes,...

	Yes	No	Specify
...were weapons found?	☐ (27,1)	☐ (27,2)	_____
...was evidence found?	☐ (28,1)	☐ (28,2)	_____

16. Was the subject(s) handcuffed?

☐ Yes (29,1) ☐ No (29,2)

17. How was the subject(s) transported?

☐ By foot entirely (30,1) ☐ By squadrol (30,4)

☐ Primarily by car without barrier between front and rear seats (30,2) _____

☐ Other (explain) (30,3) _____

☐ Same but with barrier (30,3) _____

SECTION III

ANSWER THIS SECTION IF A VEHICLE WAS USED

18. Was the vehicle searched before placing the subject(s) inside?

☐ Yes (31,1) ☐ No (31,2)

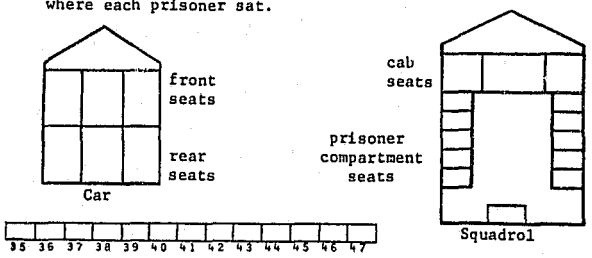
19. Was the vehicle searched after the subject(s) was removed?

☐ Yes (32,1) ☐ No (32,2)

If yes,...

	Yes	No	Specify
...were weapons found?	☐ (33,1)	☐ (33,2)	_____
...was evidence found?	☐ (34,1)	☐ (34,2)	_____

20. In the appropriate diagram below place an "X" where you sat, an "O" where each other officer sat, and a "P" where each prisoner sat.



35 36 37 38 39 40 41 42 43 44 45 46 47

21. While in the vehicle, where was your revolver?

☐ In my right hand (53,1) ☐ On my left hip in holster (53,4)

☐ In my left hand (53,2)

☐ On my right hip, in holster (53,3) ☐ Other (explain) (53,5) _____

22. During incident, were you working from a dept. vehicle?

☐ Yes, marked (54,1) ☐ Yes, unmarked (54,2) ☐ No (54,3)

23. Was your last working day on a different shift?

☐ Yes (55,1) ☐ No (55,2)

If yes, it started at ____ (56-59) a.m./p.m. (60,1 / 60,2)

☐ Yesterday (61,1) ☐ 3 days ago (61,3)

☐ 2 days ago (61,2) ☐ Over 3 days ago (61,4)

24. Assignment: (specify)_____ ☐ (62)

25. Years on assignment ____ (63-64) Yrs. ____ (65) Mos.

26. Last rest stop of 10 mins. or more (e.g., lunch, coffee, etc.) ____ (66-69) a.m./p.m. (70,1 / 70,2)

27. Do you follow a regular exercise program?

☐ Yes (71,1) ☐ No (71,2)

If yes, how often do you exercise?

☐ Daily (72,1) ☐ Every three days (72,3)

☐ Every other day (72,2) ☐ Other (72,4)_____

What do you do? (e.g. calisthenics, jogging, sports,)

(specify) _____ ☐ (73)

Is the program required or run by the department?

☐ Yes (74,1) ☐ No (74,2)

28. Have you taken a physical fitness test in the past year?

☐ Yes, passed (75,1) ☐ Yes, failed (75,2) ☐ Not given (75,3)

29. When was the last time you received a complete physical examination by a physician?

☐ Less than 6 mos. ago (76,1) ☐ 1 to 2 yrs. ago (76,3) ☐ Over 5 yrs. ago (76,5)

☐ 6 mos. to 1 yr. ago (76,2) ☐ 2 to 5 yrs. ago (76,4)

30. Do you have a job in your off-duty hours? ☐ Yes (77,1) ☐ No (77,2)

112 (78-80)

[ ] [ ] [ ] (1-3)

TRANSPORTATION OF PRISONER - INJURY REPORT Name_____

TO BE COMPLETED BY ALL OFFICERS INJURED DURING THAT TIME PERIOD STARTING WHEN THE PRISONER IS ESCORTED TO A VEHICLE FOR TRANSPORTATION (OR IS ESCORTED DIRECTLY TO THE STATION) AND ENDING WHEN THE PRISONER IS DELIVERED INSIDE THE STATION.

Date and time of incident____ / ____ / ____ (mo. 4, day 5-6, yr.) at ____ : ____ (7-10) a.m. (11,1) / p.m. (11,2) Rank or title_____ [ ] (12)

Years on force____ (13-14) years____ (15) months Shift start ____ : ____ (16-19) a.m. (20,1) / p.m. (20,2)

SECTION I

1. Before you were injured, what was the maximum number of each of the following persons at the scene?

____ (21) Subjects ____ (22) Police officers (include yourself) ____ (23) Bystanders ____ (24) Other (specify)_____

2. For each person listed below indicate his age, height and weight using the spaces provided: circle "M" if male or "F" if female; then write in his race. If more officers or subjects were present than the table allows, fill in the lines for the officer most directly involved (usually your partner) and for the subjects who were or could have been most trouble. If necessary, estimate age, height and weight.

	Age	Height		Weight	Sex	Race	
Yourself	____ (25-26)	____ (27) ft. ____ (28-29) in.		____ (30-32) lbs.	M (33) 1 F 2	_____	[ ] (34)
Other officer	____ (35-36)	____ (37) ft. ____ (38-39) in.		____ (40-42) lbs.	M (43) 1 F 2	_____	[ ] (44)
Subject 1	____ (45-46)	____ (47) ft. ____ (48-49) in.		____ (50-52) lbs.	M (53) 1 F 2	_____	[ ] (54)
Subject 2	____ (55-56)	____ (57) ft. ____ (58-59) in.		____ (60-62) lbs.	M (63) 1 F 2	_____	[ ] (64)
Subject 3	____ (65-66)	____ (67) ft. ____ (68-69) in.		____ (70-72) lbs.	M (73) 1 F 2	_____	[ ] (74)

3. Did the subject(s) speak or understand English?

[ ] (75,1) Yes [ ] (75,2) No [ ] (75,3) Uncertain

4. Before you were injured, did you come within arm's length of the subject(s)?

[ ] (76,1) Yes [ ] (76,2) No

5. Was it necessary to grasp, hold, support or touch the subject(s)?

[ ] (77,1) Yes [ ] (77,2) No

121 (78-80)

6. Before you were injured, did the subject(s) ..

	Yes	No	Uncertain
.. use profane language or gesture	[ ] (4,1)	[ ] (4,2)	[ ] (4,3)
.. act belligerently	[ ] (5,1)	[ ] (5,2)	[ ] (5,3)
.. try to escape	[ ] (6,1)	[ ] (6,2)	[ ] (6,3)
.. threaten you	[ ] (7,1)	[ ] (7,2)	[ ] (7,3)
.. assault you	[ ] (8,1)	[ ] (8,2)	[ ] (8,3)

.. Other (specify)_____ [ ] (9)

7. Where did the incident take place? (check one)

[ ] (11,1) On a street/sidewalk
[ ] (11,2) In an alley
[ ] (11,3) In a yard or field
[ ] (11,4) In a tavern or lounge
[ ] (11,5) In another public place of business
[ ] (11,6) In a house
[ ] (11,7) In an apartment
[ ] (11,8) In an apt. bldg. but not in apt.
[ ] (11,9) In another type of building
[ ] (10-11,10) Other_____ (specify)

8. Before you were injured, was there a physical barrier (e.g. patrol car, lamp post, door, etc.) between you and the subject(s)?

[ ] (12,1) Yes [ ] (12,2) No

9. Indicate your use of equipment before you were injured (make one check for each item listed).

	Used	Weapon in hand not used	Available not used	Not available
Revolver	[ ] (13,1)	[ ] (13,2)	[ ] (13,3)	[ ] (13,4)
Rifle/shotgun	[ ] (14,1)	[ ] (14,2)	[ ] (14,3)	[ ] (14,4)
Night stick/baton	[ ] (15,1)	[ ] (15,2)	[ ] (15,3)	[ ] (15,4)
Mace or similar spray	[ ] (16,1)	[ ] (16,2)	[ ] (16,3)	[ ] (16,4)
Handcuffs	[ ] (17,1)		[ ] (17,2)	[ ] (17,3)
Helmet	[ ] (18,1)		[ ] (18,2)	[ ] (18,3)
Flashlight	[ ] (19,1)		[ ] (19,2)	[ ] (19,3)
Other_____ (specify)	[ ] (20,1)		[ ] (20,2)	[ ] (20,3)

SECTION II

10. When you joined the force, did you receive any training in how to transport prisoners?

[ ] (21,1) Yes [ ] (21,2) No

11. Have you received any refresher or roll call training in how to transport prisoners?

[ ] (22,1) Yes, less than 6 mos. ago
[ ] (22,2) Yes, 6 mos. to 1 yr. ago
[ ] (22,3) Yes, 1 to 2 yrs. ago
[ ] (22,4) Yes, more than 2 yrs. ago
[ ] (22,5) No

12. When was the last time your immediate supervisor observed you transporting a prisoner?

[ ] (23,1) In the last month
[ ] (23,2) 1 to 6 mos. ago
[ ] (23,3) 6 mos. to 1 yr. ago
[ ] (23,4) 1 to 2 yrs. ago
[ ] (23,5) More than 2 yrs. ago
[ ] (23,6) Never observed

13. At the time of the incident I was in ..

☐ Plainclothes (24,1) ☐ Uniform (24,2)

14. Who injured you? (check one)

☐ Subject (25,1) ☐ Myself (25,3)
☐ Subject's friend (25,2) ☐ Other_____ (25,4) (specify)

15. In your opinion which of the following best describes the actions of the person checked above? (check one)

☐ Intended to injure me (26,1) ☐ Not intended to injure me, interfere or escape (26,4)
☐ Intended to interfere with performance of my duty (26,2) ☐ Unknown (26,5)
☐ Intended as part of escape (26,3) ☐ Other_____ (26,6) (specify)

16. What were you doing when injured?

☐ Escorting prisoner to vehicle (27,1) ☐ Removing prisoner from vehicle (27,4)
☐ Placing prisoner in vehicle (27,2) ☐ Escorting prisoner to station (27,5)
☐ Transporting prisoner in vehicle (27,3) ☐ Other (explain)_____ (27,6)

17. What was used to cause your injury? (check one)

☐ Hands/arms (29,1) ☐ Revolver/pistol (29,5) ☐ Thrown object (29,8)
☐ Legs/feet (29,2) ☐ Rifle/shotgun (29,6) ☐ Other (specify) (29,9)
☐ Teeth (29,3) ☐ Knife/razor (29,7) _____
☐ Other body part(specify)_____ (29,4)

18. Be sure to attach a copy of the dept. injury report form, making certain that it indicates the severity of injury, the part of body injured, the type of injury, (i.e., laceration) and the cause of injury (i.e., fall, stab, slip, assault).

19. Were you one of the arresting officers? ☐ Yes (30,1) ☐ No (30,2)

20. Was the subject(s) searched by you or in your presence?

☐ Yes (31,1) ☐ No (31,2) If Yes, ..

	No	Yes	Specify
.. were weapons found?	☐ (32,1)	☐ (32,2)	_____
.. was evidence found?	☐ (33,1)	☐ (33,2)	_____

21. Was the subject(s) handcuffed? ☐ Yes (34,1) ☐ No (34,2)

22. How was the subject(s) transported?

☐ By foot, entirely (35,1) ☐ By squadrol (35,4)
☐ Primarily by car without barrier between front and rear seats (35,2) ☐ Other (explain) (35,5) _____
☐ Same but with barrier (35,3) _____

SECTION III

ANSWER THIS SECTION IF A VEHICLE WAS USED

23. Was the vehicle searched before placing the subject(s) inside?

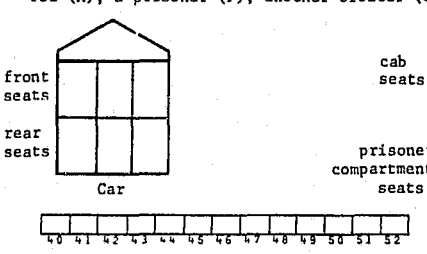
☐ Yes (36,1) ☐ No (36,2)

24. Was the vehicle searched after the subject(s) was removed?

☐ Yes (37,1) ☐ No (37,2) If Yes, ..

	No	Yes	Specify
.. were weapons found?	☐ (38,1)	☐ (38,2)	_____
.. was evidence found?	☐ (39,1)	☐ (39,2)	_____

25. In the appropriate diagram below place an "X" where you sat, an "O" where each other officer sat, and a "P" where each prisoner sat. If you were injured while in the vehicle, place a bar over the letter corresponding to the person or persons who most directly caused your injury, for example: You ($\bar{X}$), a prisoner ($\bar{P}$), another officer ($\bar{O}$).



26. While in the vehicle, where was your revolver?

☐ In my right hand (53,1) ☐ On my right hip, in holster (53,3)
☐ In my left hand (53,2) ☐ On my left hip in holster (53,4)
☐ Other (explain)_____ (53,5)

27. During incident, were you working from a dept. vehicle?

☐ Yes, marked (54,1) ☐ Yes, unmarked (54,2) ☐ No (54,3)

28. Was your last working day on a different shift? ☐ Yes (55,1) ☐ No (55,2)

If Yes, it started at ____:____ (56-59) a.m. (60,1) / p.m. (60,2)

☐ Yesterday (61,1) ☐ 2 days ago (61,2) ☐ 3 days ago (61,3) ☐ Over 3 days ago (61,4)

29. Assignment: (specify)_____ ☐ (62)

30. Years on assignment____ (63-64) Yrs. ____ (65) Mos.

31. Last rest stop of 10 mins. or more ____:____ (66-69) a.m. (70,1) / p.m. (70,2) (e.g., lunch, coffee, etc.)

32. Do you follow a regular exercise program?

☐ Yes (71,1) ☐ No (71,2) If Yes, how often do you exercise?

☐ Daily (72,1) ☐ Every 3 days (72,3)
☐ Every other day (72,2) ☐ Other_____ (72,4)

What do you do? (e.g., calisthenics, jogging, sports,)

(specify)_____ ☐ (73)

Is the program required or run by the dept.? ☐ Yes (74,1) ☐ No (74,2)

33. Have you taken a physical fitness test in the past year?

☐ Yes, passed (75,1) ☐ Yes, failed (75,2) ☐ Not given (75,3)

34. When was the last time you received a complete physical examination by a physician?

☐ Less than 6 mos. ago (76,1) ☐ 1 to 2 yrs. ago (76,3) ☐ Over 5 yrs. ago (76,5)
☐ 6 mos. to 1 yr. ago (76,2) ☐ 2 to 5 yrs. ago (76,4)

35. Do you have a job in your off-duty hours? ☐ Yes (77,1) ☐ No (77,2)

122 (78-80)

(1-3)

UNPROVOKED ASSAULT, AMBUSH, BOOBY TRAP

Name _____

TO BE COMPLETED BY ALL OFFICERS WHO WERE VICTIMS OF UNPROVOKED ASSAULTS, AMBUSHES OR BOOBY TRAPS, WHETHER OR NOT AN INJURY RESULTED. DO NOT USE THIS REPORT IF YOU WERE ASSAULTED BY A PERSON (OR PERSONS) YOU WERE INTERROGATING OR ARRESTING.

Date and time of incident ___/___/___ (mo. 4, day 5-6, yr.) at ___:___ (7-10) a.m./p.m. (11,1 11,2) Rank or title _____ (12)

Years on force ___ (13-14) years ___ (15) months Shift start ___ (16-19) a.m./p.m. (20,1 20,2)

1. Before you were assaulted (ambushed, booby trapped), what was the maximum number of each of the following persons at the scene

___ (21) Subjects ___ (22) Police officers (include yourself) ___ (23) Bystanders ___ (24) Other (specify) _____

2. For each person listed below indicate his age, height and weight using the spaces provided; circle "M" if male or "F" if female; then write in his race. If more officers or subjects were present than the table allows, fill in the lines for the officer most directly involved (usually your partner) and for the subjects who were or could have been most trouble. If necessary, estimate age, height and weight.

	Age	Height	Weight	Sex	Race	
Yourself	___ (25-26)	___ (27) ft. ___ (28-29) in.	___ (30-32) lbs.	M (33) F	_____	(34)
Other officer	___ (35-36)	___ (37) ft. ___ (38-39) in.	___ (40-42) lbs.	M (43) F	_____	(44)
Subject 1	___ (45-46)	___ (47) ft. ___ (48-49) in.	___ (50-52) lbs.	M (53) F	_____	(54)
Subject 2	___ (55-56)	___ (57) ft. ___ (58-59) in.	___ (60-62) lbs.	M (63) F	_____	(64)
Subject 3	___ (65-66)	___ (67) ft. ___ (68-69) in.	___ (70-72) lbs.	M (73) F	_____	(74)

3. Of which kind of assault were you the victim?

☐ (75,1) Unprovoked ☐ (75,2) Ambush ☐ (75,3) Booby trap

4. Did the subject(s) speak or understand English?

☐ (76,1) Yes ☐ (76,2) No ☐ (76,3) Uncertain

5. Before you were assaulted, did you come within arm's length of the subject(s)?

☐ (77,1) Yes ☐ (77,2) No (061) (78-80)

6. Before you were assaulted, was it necessary to grasp, hold, support or touch the subject(s)?

☐ (4,1) Yes ☐ (4,2) No

7. Before you were assaulted, did the subject(s)...

	Yes	No	Uncertain
...use profane language or gesture	(5,1)	(5,2)	(5,3)
...act belligerently	(6,1)	(6,2)	(6,3)
...try to escape	(7,1)	(7,2)	(7,3)
...threathen you	(8,1)	(8,2)	(8,3)
...Other (specify) _____			(9)

8. Where did the incident take place? (Check one.)

☐ (11,1) On a street or sidewalk
☐ (11,2) In an alley
☐ (11,3) In a yard or field
☐ (11,4) In a tavern or lounge
☐ (11,5) In another public place of business
☐ (11,6) In a house
☐ (11,7) In an apartment
☐ (11,8) In an apt. bldg. but not in an apt.
☐ (11,9) In another type of bldg.
☐ (10-11,10) Other _____ (specify)

9. Before you were assaulted, was a physical barrier (e.g. patrol car, lamp post, door, etc.) between you and the subject(s)?

☐ (12,1) Yes ☐ (12,2) No

10. Indicate your use of equipment (make one check for each item listed).

	Used	Weapon in hand Not Used	Available Not used	Not Available
Revolver	(13,1)	(13,2)	(13,3)	(13,4)
Rifle/shotgun	(14,1)	(14,2)	(14,3)	(14,4)
Night stick/baton	(15,1)	(15,2)	(15,3)	(15,4)
Mace or similar spray	(16,1)	(16,2)	(16,3)	(16,4)
Handcuffs	(17,1)		(17,2)	(17,3)
Helmet	(18,1)		(18,2)	(18,3)
Flashlight	(19,1)		(19,2)	(19,3)
Other _____	(20,1)		(20,2)	(20,3)

11. What were you doing when assaulted?

☐ (21,1) Patrolling on foot
☐ (21,2) Patrolling by car
☐ (21,3) Responding to a call (ambush or booby trap lure)
☐ (21,4) Questionning citizen(s) who did not assault you
☐ (21,5) Other (specify) _____

12. What was used to assault you? (check one)

☐ (23,1) Revolver/pistol
☐ (23,2) Rifle/shotgun
☐ (23,3) Knife/razor
☐ (23,4) Thrown object
☐ (23,5) Hands/arms
☐ (23,6) Legs/feet
☐ (23,7) Teeth
☐ (23,8) Other body part (specify) _____
☐ (23,9) Other _____ (specify)
☐ (22-23,10) Booby trap _____ (specify)

13. When you joined the force, did you receive any training in how to to avoid ambushes and booby traps?

☐ (24,1) Yes ☐ (24,2) No

14. Have you received any refresher or roll call training in how to avoid ambushes and booby traps?

☐ Yes, less than 6 mos. (25, 1)
☐ Yes, 6 mos. to 1 yr. ago (25, 2)
☐ Yes, 1 to 2 yrs. ago (25, 3)
☐ Yes, more than 2 yrs. ago (25, 4)
☐ No (25, 5)

15. At the time of the incident I was in

☐ Plainclothes (26, 1)
☐ Uniform (26, 2)

16. At time of incident were you working from a department vehicle?

☐ Yes, marked (27, 1)
☐ Yes, unmarked (27, 2)
☐ No (27, 3)

17. Was your last working day on a different shift?

☐ Yes (28, 1)
☐ No (28, 2)

If yes,...

...previous shift started _____ : _____ (29-32) a.m./p.m. (33, 1) (33, 2)

...my last working day on previous shift was:

☐ Yesterday (34, 1)
☐ 2 days ago (34, 2)
☐ 3 days ago (34, 3)
☐ More than 3 days ago (34, 4)

18. Assignment

☐ Foot patrol (35, 1)
☐ Motor patrol (35, 2)
☐ Traffic (foot) (35, 3)
☐ Traffic (motor) (35, 4)
☐ Investigative (Det.) (35, 5)
☐ Other _____ (specify) (35, 6)

19. Years on assignment _____ (36-37) years and _____ (38) months

20. Last rest stop of 10 or more minutes (e.g. lunch, coffee, etc.) before incident _____ : _____ (39-42) a.m./p.m. (43, 1) (43, 2)

21. Do you follow a regular exercise program?

☐ Yes (44, 1)
☐ No (44, 2)

If yes,...

...is the program required or run by the department?

☐ Yes (45, 1)
☐ No (45, 2)

...how often do you exercise?

☐ Daily (46, 1)
☐ Every other day (46, 2)
☐ Every 3 days (46, 3)
☐ Other _____ (specify) (46, 4)

...indicate what you do (e.g. calisthenics, jogging, sports, etc.)

_____ ☐ (47)

22. Have you taken a physical fitness test in the past year

☐ Yes, passed (48, 1)
☐ Yes, failed (48, 2)
☐ Not given (48, 3)

23. When was the last time you received a complete physical examination by a physician?

☐ Less than 6 mos. ago (49, 1)
☐ 6 mos. to 1 yr. ago (49, 2)
☐ 1 to 2 yrs. ago (49, 3)
☐ 2 to 5 yrs. ago (49, 4)
☐ More than 5 yrs. ago (49, 5)

24. Do you have another job in your off duty hours?

☐ Yes (50, 1)
☐ No (50, 2)

25. Were you injured as a result of the assault, ambush or booby trap?

☐ Yes (51, 1)
☐ No (51, 2)

If yes, be sure to attach a copy of the department's injury report form, making certain that it indicates the severity of injury, the part of body injured, the type of injury (i.e., laceration) and the cause of injury (i.e., fall, stab, slip, assault).

062 (78-80)

[ ] 1-3

ASSISTANCE AND RESCUE

To be completed by officers involved in assistance cases (such as helping a heart attack victim) and rescue operations. This form should be completed in addition to the other forms that may be required by the department.

SECTION I

1. Date and time of incident ___/___/___ (mo. 4-5, day 6-7, yr. 8-9)
   at ___:___ (10-13) a.m./p.m. (14,1 14,2)
2. Name _____
3. Badge No. _____ Rank or Title _____ (15)
   Years on force _____ (16-17) years _____ (18-19) months
4. Age _____ (20-21) years Sex [ ] M (22,1) [ ] F (22,2)
5. Assignment: (Check one)

[ ] Traffic (24,1)
[ ] Training (24,2)
[ ] Detective (24,3)
[ ] Motor patrol (24,4)
[ ] Foot patrol (24,5)
[ ] Rescue squad (24,6)
[ ] Ambulance cruiser (24,7)
[ ] Accident investigation (24,8)
[ ] Other (specify) _____ (24,9)

6. Please indicate the approximate percent of time on the job normally spent in the following activities or locations, (the total must equal 100%).

In police vehicle _____ (25-26) % In directing traffic _____ (31-32) %
In investigating or patrolling on foot _____ (27-28) % Other _____ (specify)
In station house _____ (29-30) % _____ (33-34) %

7. Have you had a physical fitness test in the past year?

[ ] Yes, passed (35,1) [ ] Yes, failed (35,2) [ ] No test given (35,3)

8. When was the last time you received a complete physical examination by a physician?

[ ] Less than 6 mos. ago (36,1)
[ ] 6 mos. to 1 yr. ago (36,2)
[ ] 1 to 2 yrs. ago (36,3)
[ ] 2 to 5 yrs. ago (36,4)
[ ] More than 5 yrs. ago (36,5)

9. Do you follow a regular exercise program?

[ ] Yes (37,1) [ ] No (37,2)

a) If yes, with what frequency do you exercise?

[ ] Daily (38,1)
[ ] Every 2 days (38,2)
[ ] Every 3 days (38,3)
[ ] Other _____ (specify) (38,4)

b) If yes, is the program required or administered by the department?

[ ] Yes (39,1) [ ] No (39,2)

c) Please indicate what you do (e.g., isometrics, calisthenics, weight-lifting, jogging, basketball, etc.) _____ [ ] (40)

10. Which of the following types of special training in handling assistance or rescue cases have you had?

[ ] Techniques for moving the injured (41)
[ ] Methods of lifting (42)
[ ] First aid (43)
[ ] No special training (44)
[ ] Other (specify) _____ (45)

SECTION II

THE FOLLOWING QUESTIONS REFER TO THE INDIVIDUAL OR "VICTIM" WHO REQUIRED ASSISTANCE AND THE CIRCUMSTANCES ASSOCIATED WITH HIS NEED FOR ASSISTANCE. (If more than one victim, the following questions refer to the victim requiring the most assistance. If you were injured, answer these questions in relation to the victim most closely associated with your injury.)

1. At the time you came to the aid of the victim:

a) What was his condition? (Check one)

[ ] Conscious, alert (46,1)
[ ] Conscious, confused (46,2)
[ ] Unconscious (46,3)

b) What position was he in? (Check one)

[ ] On stomach (47,1)
[ ] On back (47,2)
[ ] On side (47,3)
[ ] Standing or leaning against object (47,4)
[ ] Sitting in vehicle (47,5)
[ ] Sitting elsewhere (47,6)
[ ] Entangled in wreckage, debris or machinery (47,7)
[ ] Other _____ (specify) (47,8)

3. What was the approximate height and weight of the victim?

a) Height _____ (48) ft. _____ (49-50) ins.
b) Weight _____ (51-53) lbs.

4. What were the circumstances surrounding the victim's need for assistance? (Check one)

[ ] Natural disaster (54,1)
[ ] Mental case or attempted suicide (54,2)
[ ] Physical illness (54,3)
[ ] Motor vehicle accident (54,4)
[ ] Non-motor vehicle accident (54,5)
[ ] Crime or civil disorder (54,6)
[ ] Other _____ (specify) (54,7)

5. Was the victim under arrest or suspected of a felony or misdemeanor?

[ ] Yes (55,1) [ ] No (55,2) [ ] Unknown (55,3)

6. When you arrived on the scene was the victim's condition of such a nature that he was able to walk without your assistance?

[ ] Yes (56,1) [ ] No (56,2)

(If yes, please skip to SECTION IV. If no, please answer item 7 below and complete SECTION III.)

7. How many victims did you personally assist in this one incident? _____ (57-58)

SECTION III

THE FOLLOWING QUESTIONS REFER TO THE ACTIONS OF AND EQUIPMENT USED BY THE ASSISTING OFFICER(S).

1. How many police officers, including yourself, rendered assistance?

[ ] One (59,1) [ ] Two (59,2) [ ] Three (59,3) [ ] More than three (59,4)

2. Was it necessary for you personally to move any objects, wreckage, or debris in order to reach the victim?

[ ] Yes (60,1) [ ] No (60,2)

If yes, please specify objects, their shape and weights and any help you had in moving them.

_____ [ ] (61)

3. Did you personally use any tools or equipment to reach the victim or to extricate him from wreckage?

☐ Yes (62,1) ☐ No (62,2)

If yes, please specify _____

_____ (53-67)

4. Was it necessary for you to pull the victim to safety before giving any other assistance? (Unconscious in burning building or on pavement of busy street.)

☐ Yes (68,1) ☐ No (68,2)

a) If yes, what method did you use?

☐ One man drag (69,1)
☐ One man drag using blanket (69,2)
☐ Other (specify) _____ (69,3)

b) If yes, how far did you move him? _____ ft. (70-71)

c) Did this movement involve moving the victim from one level to another (up or down stairs, out of a pit, etc.)?

☐ Yes (72,1) ☐ No (72,2)

If yes, specify, including height or number of flights of stairs and direction (up or down).

_____

_____ (73)

5. Was a stretcher or litter used? ☐ Yes (74,1) ☐ No (74,2)

(If no, skip to question 6, this section; if yes, answer items a through g below.)

a) How was the victim transferred to the stretcher or litter? (Check one.)

☐ One-man or fireman's carry (75,1)
☐ Two-man carry (75,2)
☐ Three-man carry (suspension lift or hammock carry) (75,3)
☐ Four-man carry (75,4)
☐ Five-man carry (or blanket lift) (75,5)
☐ Other (specify) _____ (75,6)

b) What distance did the transfer to the stretcher or litter cover? _____ ft. (76-77) (78 79 80)

c) Did you transfer or assist in transferring the victim to the stretcher?

☐ Yes (4,1) ☐ No (4,2)

d) Did the transfer to the stretcher involve moving the victim from one level to another (up or down stairs, etc.)?

☐ Yes (5,1) ☐ No (5,2)

If yes, specify, including height or number of flights of stairs and direction (up or down).

_____

_____ (6)

e) After the victim was on the stretcher were any level-to-level movements involved other than placing stretcher in ambulance?

☐ Yes (7,1) ☐ No (7,2)

f) Was it necessary for you to help carry the stretcher or litter?

☐ Yes (8,1) ☐ No (8,2)

g) How many stretcher bearers were used, including yourself, if you were a bearer? _____ (9)

6. Please indicate which of the following items of protective equipment you used, which were available but not used, and which were not available for use.

	Used	Available Not used	Not Available
a) Helmet or hard hat	☐ (10,1)	☐ (10,2)	☐ (10,3)
b) Goggles or face shield	☐ (11,1)	☐ (11,2)	☐ (11,3)
c) Flame retardant clothing	☐ (12,1)	☐ (12,2)	☐ (12,3)
d) Gas mask or dust mask	☐ (13,1)	☐ (13,2)	☐ (13,3)
e) Safety shoes	☐ (14,1)	☐ (14,2)	☐ (14,3)
f) Gloves	☐ (15,1)	☐ (15,2)	☐ (15,3)
g) Other	☐ (16,1)	☐ (16,2)	☐ (16,3)

(Please specify "other" _____) ☐ (17)

SECTION IV

THE FOLLOWING QUESTIONS REFER TO ANY INJURIES YOU SUSTAINED WHILE ASSISTING THE VICTIM.

1. Did you receive an injury in this case?

☐ Yes (18,1) ☐ No (18,2)

(If no, skip to SECTION V; if yes, please answer the following and then go to SECTION V.)

a) did you complete the employee's report of injury or a similar report required by your department?

☐ Yes (19,1) ☐ No (19,2)

b) Were there sudden or unexpected movements Associated with this injury?

☐ Yes (20,1) ☐ No (20,2)

If yes, please describe _____ ☐ (21)

2. Please attach a copy of the injury report form. Be sure it includes the type and severity of injury, the body part injured and the manner of injury (fall, assault, etc.). ☐ (22)

SECTION V

NARRATIVE: Briefly describe this incident, including information not covered above. If an injury to a police officer occurred, include the point in the operation where the injury was sustained, and its type (e.g., in carrying stretcher downstairs I severely sprained my ankle on the steps).

_____

_____

_____

(0 1 2) (78 79 80)

U.S. GOVERNMENT PRINTING OFFICE : 1973 O - 494-998

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D.C. 20530

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300

POSTAGE AND FEES PAID
U.S. DEPARTMENT OF JUSTICE
JUS-436

U.S.MAIL

SPECIAL FOURTH-CLASS RATE
BOOK

28CB063
IRVING SLOTT
LEAA
US DEPT OF JUSTICE
WASHINGTON DC 20530