

South Dakota LEOS Manual

August 2022



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Overview

Law Enforcement Officer System (LEOS) is an application developed by Affinity Global Solutions to collect, report, and manage incidents relating to crashes and tickets in a streamlined manner. Currently LEOS has five available forms that can be used. These forms include the Accident Report, Non-Reportable Short Form, Information Exchange, Uniform Traffic Ticket, and Warning Ticket. LEOS provides the ability for users to collect and report incident data while at the scene of the incident or in an office. Having the ability to collect and report incident data at the scene of the incident reduces the administrative duties and paperwork for the officers while also ensuring more accurate and timely data. LEOS also provides the ability to verify reports based off rules given by the applicable state agency. This allows for officers to easily create verified reports that are compliant with the applicable state's law and federal government requirements for reporting. Verified reports can then be approved, and once approved, reportable reports will be transmitted to the applicable state system. This manual will guide you through the steps necessary to login, navigate the system, create a report, verify a report, approve a report, search for a report, and print a report.

Login

The Login Page

1. To get to the South Dakota LEOS login page use the link <https://leos.primepublicsafety.com/leos/startup.jsp>.
2. Once on the login page, enter your User ID and Password.
3. Click **Login**

Forgot Password?

1. Go to the login page.
2. Enter your UserID.
3. Click **Forgot Password?** link.
4. A password reset link will be sent to your email.
5. After clicking on the link, you will be required to correctly answer your pre-set security questions. If you do not answer the questions successfully, you will need to contact Affinity Global Solutions.

LEOS - South Dakota



Enter your User ID and Password to log into LEOS

User ID

Password

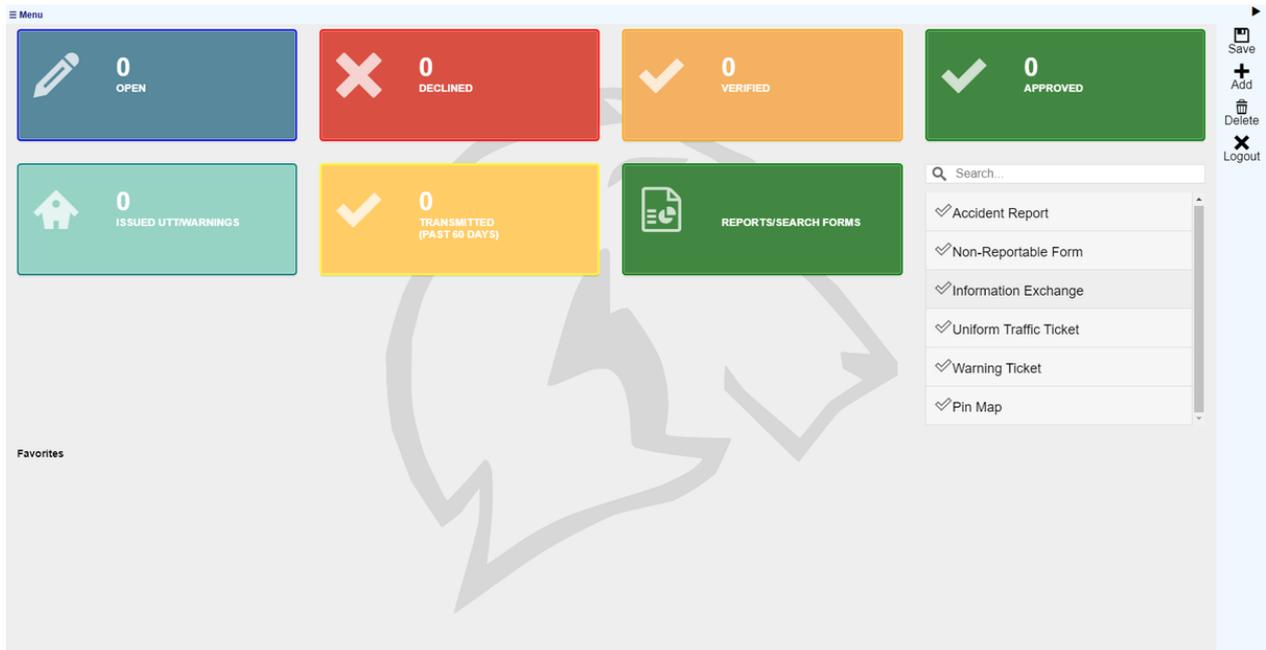
[Forgot Password?](#)

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Basic Navigation

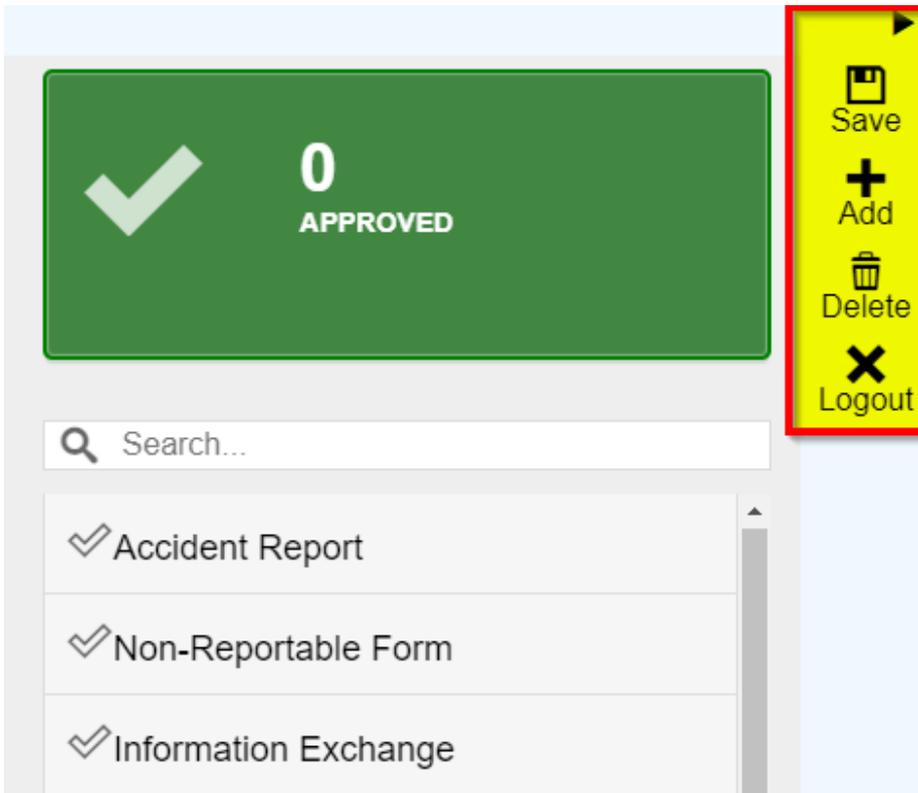
The Home Screen

Once logged in, the LEOS will take you to the home screen. The home screen will consist of all tiles that are available to your user. Open, Declined, Verified, Issued UTT/Warnings, and Reports/Search Forms tiles are available for all users. The Transmitted tile is available for Office Staff and Supervisor users. The Approved tile will only appear for Supervisor users. Office Staff users will **NOT** be able to create their own reports and will be the only users that cannot create reports, such as accident report.



Understanding the Icons

On the right side of the screen there are some icons that will be used within the application. These consist of an expand/collapse icon, save icon, add icon, delete icon, and logout icon.



The Expand/Collapse Icon

The expand/collapse icon ► is the small right facing triangle on the top right of the screen and will expand/collapse the icon bar that hold the other icons; it is the only main icon on the right side that is not labeled.

The Save Icon

The save icon  will save the report you are working on. While in a report, you may hit save at any time to save what is currently entered for the report.

The Add Icon

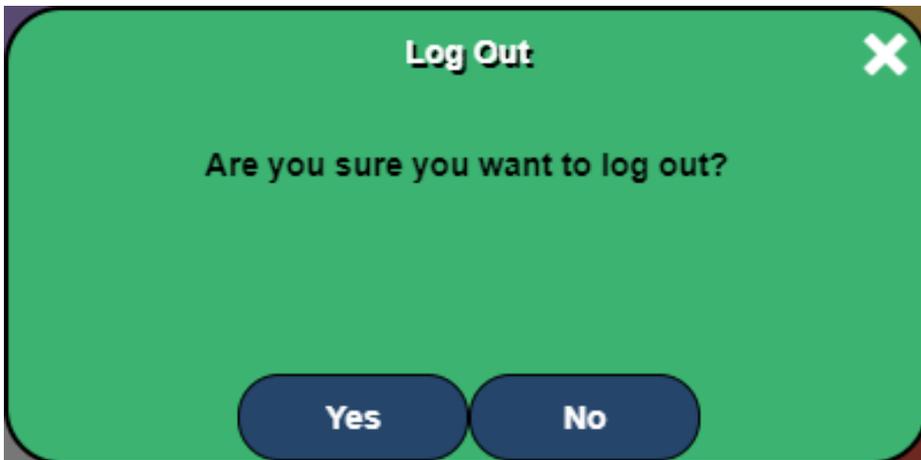
The add icon  is to be used during a report. While in a report, you may click into a section that is duplicatable and click the add icon to create another section of that type. Duplicatable sections will have a number at the end of the section name (ex. in Accident Report the Unit - 1 is duplicatable but the Crash Summary is not).

The Delete Icon

The delete icon  is an admin use icon only. To be used within the tables to delete rows.

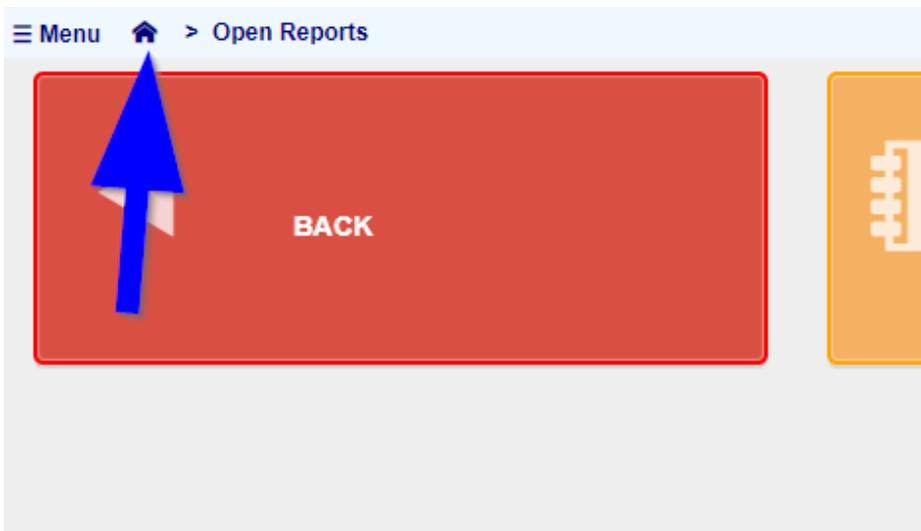
The Logout Icon

The logout icon  will log you out of the application. When the logout icon is clicked, a popup will display asking if you want to logout. Click **No** if you do not want to logout, or click **Yes** if you do want to logout. Please try to remember to logout of the application when done using it and before closing your browser.



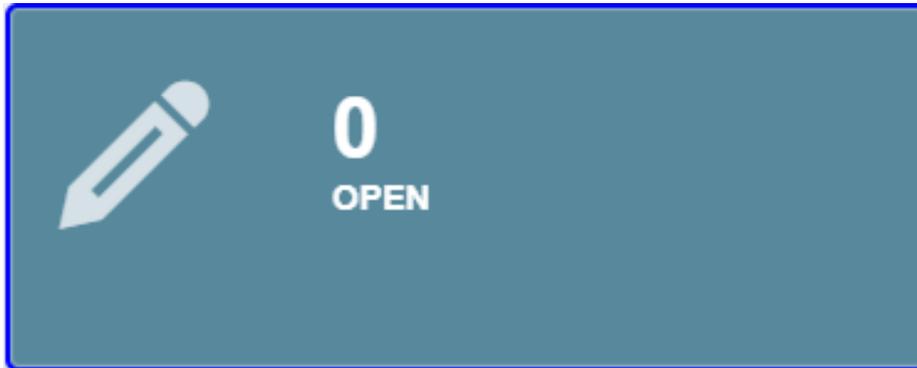
The Home Icon

The last main icon is the home icon . This icon is located on the upper left of the screen. It will appear if you have navigated away from the home screen. Clicking the home icon will take you back to the home screen.



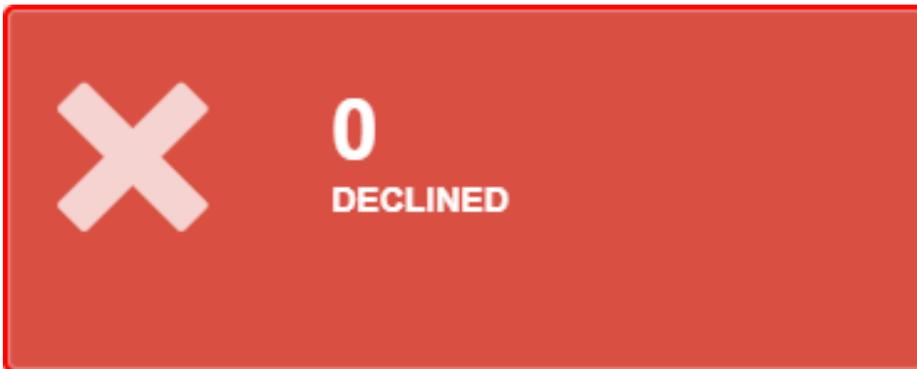
Understanding the Open Tile

The open tile will display a count of all created accident report forms, non-reportable forms, and information exchange forms that are in an open status. Open status means these reports have not been verified, approved, declined, or transmitted and are currently in an editable state.



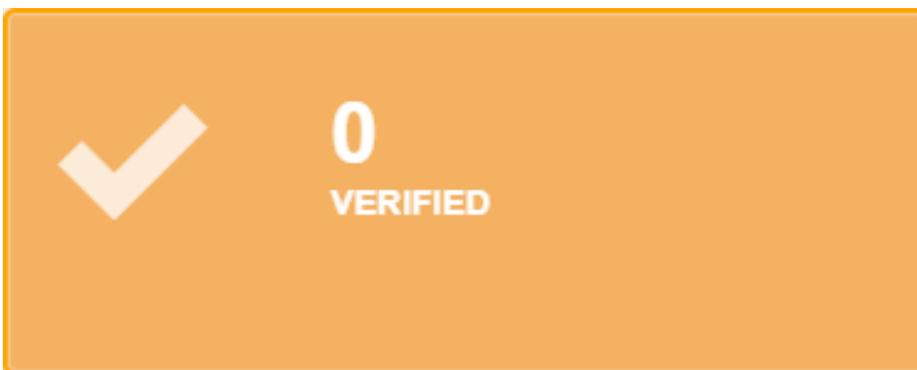
Understanding the Declined Tile

The declined tile will display a count of all the created accident report forms and non-reportable forms that are in a declined status. The declined status means the form has been declined for a reason by a supervisor.



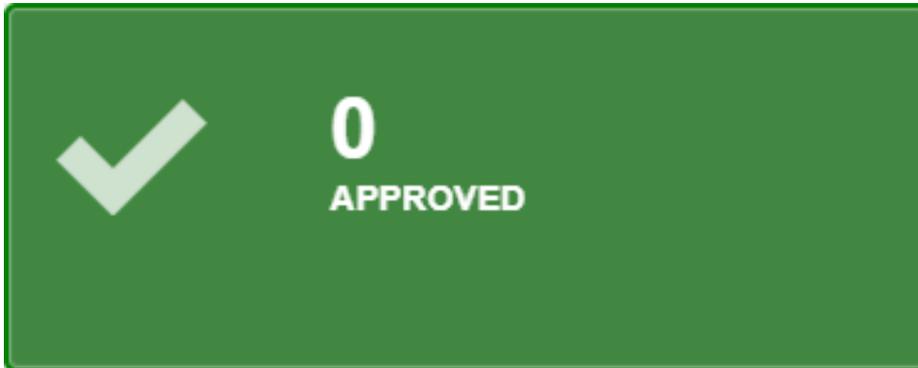
Understanding the Verified Tile

The verified tile will display a count of all created accident report forms and non-reportable forms that are in a verified status. The verified status means the form has passed all verification rules and is waiting approval by a supervisor.



Understanding the Approved Tile

The approved tile will display a count of all created accident report forms and non-reportable forms that are in an approved status. The approved status means the form has passed all verification rules and has been approved by a supervisor. The form will then be transmitted to the applicable state system if reportable.



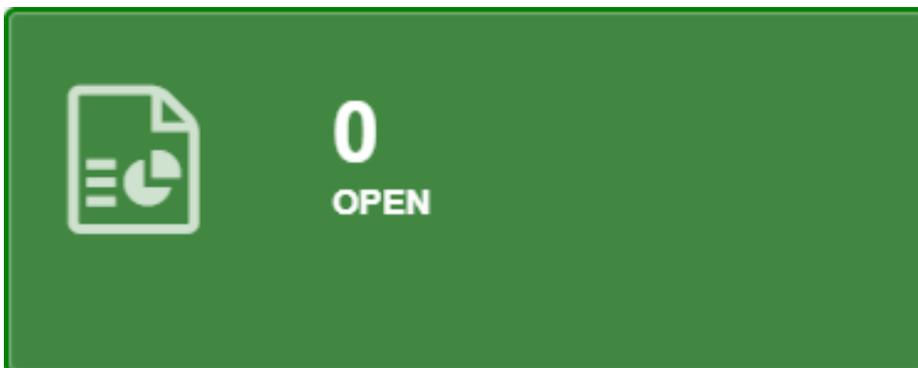
Understanding the Issued UTT/Warnings Tile

The issued utt/warnings tile will display a count of all created uniform traffic ticket forms and warning ticket forms at all statuses. Clicking into this tile will display the utt/warning open, verified, issued, and office printed tiles.



The UTT/Warning Open Tile

The utt/warning open tile will display a count of all created uniform traffic ticket forms and warning ticket forms that are in an open status. The open status means the form is not verified and has not been printed as either an offender copy or a court copy.



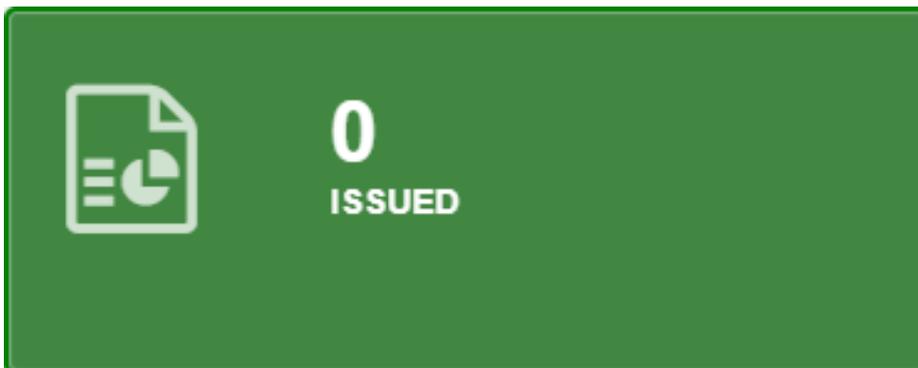
The UTT/Warning Verified Tile

The utt/warning verified tile will display a count of all created uniform traffic ticket forms and warning ticket forms that are in a verified status. The verified status means the form has passed all verification rules and is ready to be printed as an offender copy and court copy.



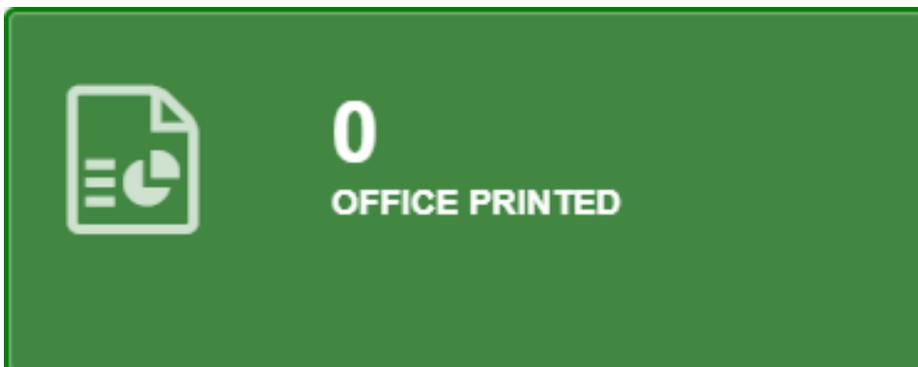
The UTT/Warning Issued Tile

The utt/warning issued tile will display a count of all created uniform traffic ticket forms that are in an issued status. The issued status means the form has passed all verification rules and an offender copy has been printed and issued to the offender.



The UTT/Warning Office Printed Tile

The utt/warning office printed tile will display a count of all created uniform traffic ticket forms that are in an office printed status. The office printed status means the form has passed all verification rules and a court copy has been printed for this uniform traffic ticket.



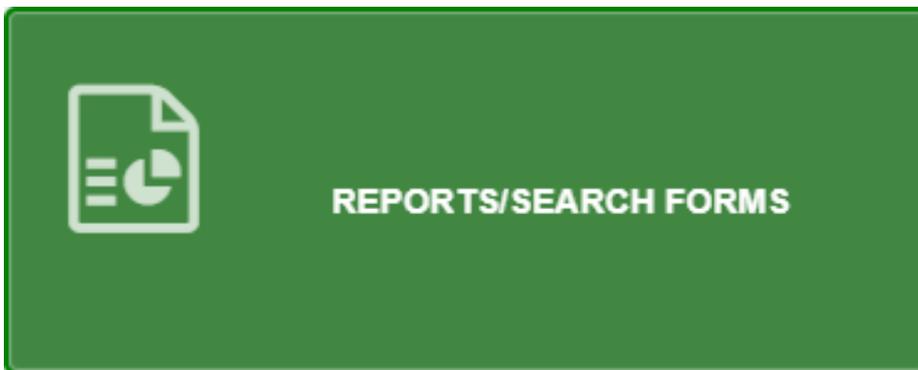
Understanding the Transmitted Tile

The approved tile will display a count of all created accident report forms that are in a transmitted status. The transmitted status means the form has passed all verification rules, has been approved by a supervisor, and has been transmitted to the applicable state system. The tile will show the last 60 days of transmitted accident report forms.



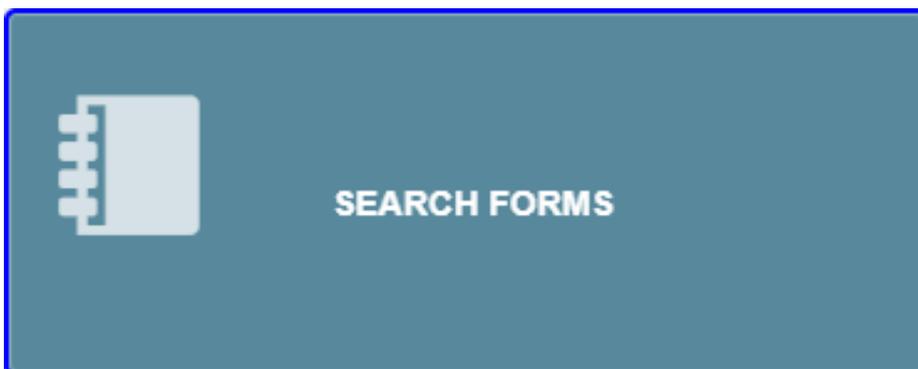
Understanding the Reports/Search Forms Tile

The reports/search forms tile holds the search forms tile, the reports tile, and the pin map tile.



The Search Forms Tile

The search forms tile will take you to the search form screen which allows for a way to search for saved forms based off entered parameters.



The Search Forms Screen

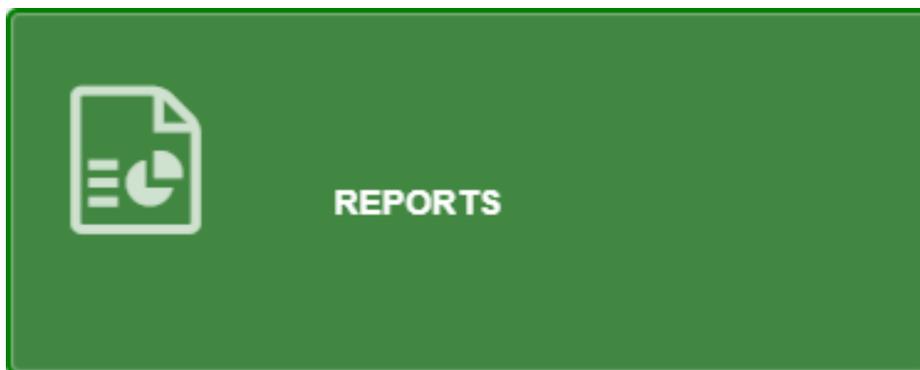
The search forms screen allows for a way to search for saved forms based off entered parameters. The parameters include type, county, first name, last name, from date, to date, citation number, license plate, status, officer last name, title, agency use, and ags key. To search, enter wanted parameters (can search with no parameters entered), and click search. If no parameters are entered the search might take a while to complete. If forms are found, form tiles will be created on the screen. If no forms are found for your search, a popup will show saying no results found.

- Type
 - The type parameter is used to filter what type of form is to be searched for: accident report, non-reportable form, information exchange, uniform traffic ticket, or warning ticket.
- County
 - The county parameter is used to filter what county the form took place in.
- First name
 - The first name parameter is used to filter the saved forms based off of first name fields in the saved forms.
- Last name
 - The last name parameter is used to filter the saved forms based off of last name fields in the saved forms.
- From date
 - The from date parameter is used to filter the saved forms that occurred at or after the entered date.
- To date
 - The to date parameter is used to filter the saved forms that occurred at or before the entered date.
- Citation number
 - The citation number parameter is used to filter the saved forms based off the citation number (only applicable if the form has a citation number).
- License plate
 - The license plate parameter is used to filter the saved forms based off the license plate fields in the saved forms (only applicable if the form has a license plate field).
- Status
 - The status parameter is used to filter the saved forms based off of their current status.
- Officer last name
 - The officer last name parameter is used to filter the saved forms based off the officer last name that is entered as completing the form.
- Title
 - The title parameter is used to filter the saved forms based off the given form title (this is not agency use but the title given when creating a form, default is the date the form was created).
- Agency use
 - The agency use parameter is used to filter the saved forms based off the agency use field in the form.
- Ags key
 - The ags key is a parameter that is used for internal Affinity Global Solutions (AGS) searches (not applicable for non-AGS users).

TYPE	All
COUNTY	All
FIRST NAME (UNIT,WIT,OFND)	
LAST NAME (UNIT,WIT,OFND)	
FROM DATE	mm/dd/yyyy
TO DATE	mm/dd/yyyy
CITATION NUMBER	
LICENSE PLATE	
STATUS	All
OFFICER LAST NAME	
TITLE	
AGENCY USE	
AGS KEY	
<input type="button" value="Search"/>	

The Reports Tile

The reports tile will open the reports screen in a new tab.



The Reports Screen

The reports screen opens in a new tab. This screen will have a select dropdown that has STANDARD and ANALYSIS to choose between. STANDARD reports will have a list of reports that will generate a pdf based off of applicable parameters. The STANDARD reports are based off of the forms that are created when using the application and will have the same output as the Print Form button when in a form. ANALYSIS reports will have a list of reports that will generate a pdf or csv based off of applicable parameters. The ANALYSIS reports analyze saved forms within the application and generate a report that details the given analysis (this can be crashes by county, crashes by agency, crashes by city, etc.). To get more information on what a report does, read the report description on the report screen. To select a report to use, click on the report id of the desired report.

Select - STANDARD ▾

<u>Report ID</u>	<u>Report Group</u>	<u>Report Name</u>	<u>Report Description</u>
DRIVEREX	STANDARD	Driver Information Exchange	Print a saved Driver Information Exchange Form
WARNING	STANDARD	HP Warning Ticket	Print a Warning Ticket
UTT	STANDARD	Uniform Traffic Ticket	Print a Uniform Traffic Ticket
UTT_OFFE	STANDARD	Uniform Traffic Ticket Offender Copy	Print a Uniform Traffic Ticket Offender Copy
CRASH	STANDARD	Crash Report	Print a Crash Report
NOREPORT	STANDARD	Non-Reportable Form	Print a Non-Reportable Form

After clicking on the desired report, the parameter screen for that report will open. Enter the parameters needed to filter your report search, these parameters can change by report id chosen. When finished click **OK** to generate your report. Ex. showing the Crash Report parameter page which will generate the pdf of the accident report that is entered in the Select Saved Report parameter.

Report Name - Crash Report ▾

Edit Profile Name -

Report Title - Crash Report

Select Saved Report - 06-12-2022 EJCOLSHAN ▾

VIN -

Driver First Name -

Driver Last Name -

County - 42 - LINCOLN ▾

From - mm/dd/yyyy

To Date - mm/dd/yyyy

Vehicle Owner Last Name -

License Plate # -

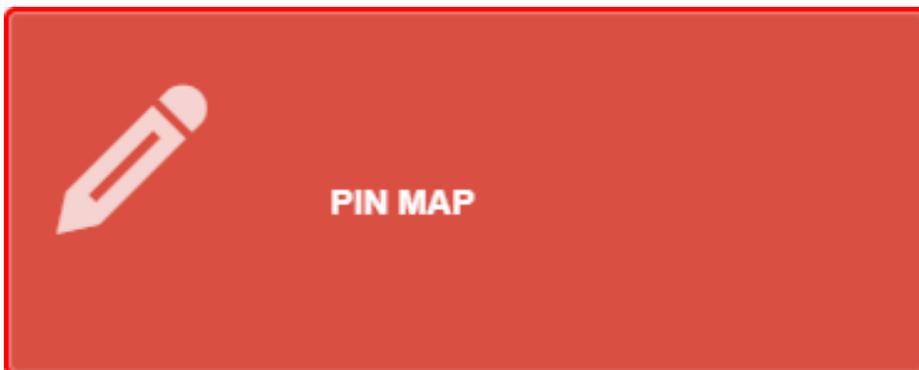
Injured Passenger Last Name -

Damage Object Owner Last Name -

Output Type - PDF

The Pin Map Tile

The pin map tile will open the pin map screen in a new tab.



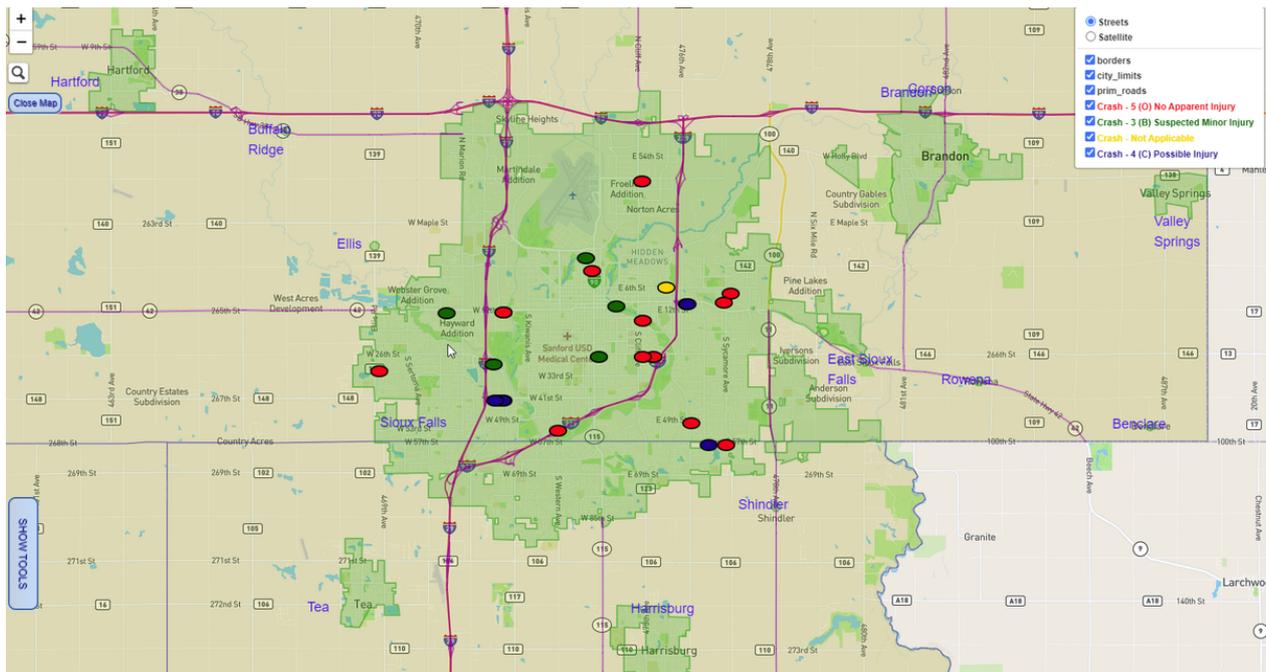
The Pin Map Screen

The pin map screen opens in a new tab. The pin map allows users to generate a map with pins loaded onto it that correlate with crashes, citations, or both. To generate a map you will need to fill out the Date Begin, Date End, and the Crashes and/or Citations? parameters.

- If Crash is selected for Crashes and/or Citations?
 - Enter any other parameters wanted and click Map It **Map It** , or you may just click Map It **Map It** without selecting any other parameters.
- If Citation or Both is selected for Crashes and/or Citations?
 - The Agency and one of the three violation parameters must be entered before clicking Map It **Map It** .

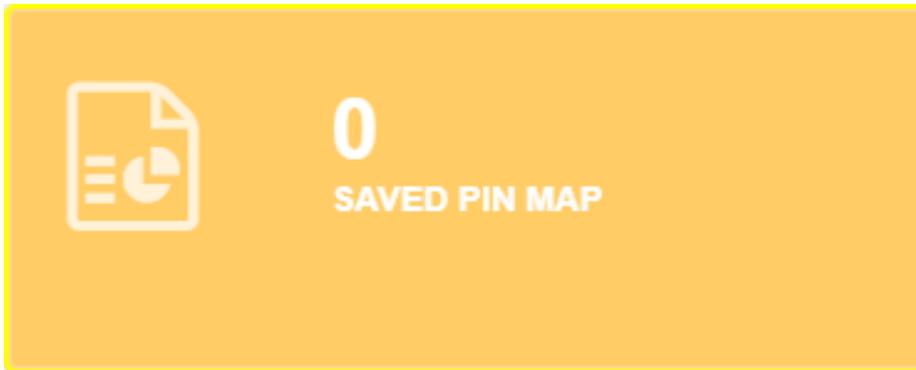
Date Begin mm/dd/yyyy	Date End mm/dd/yyyy
Form Number	Crashes and/or Citations?
Agency 008 - Aberdeen Police 023 - Alcester Police 041 - Aurora County Sheriff 051 - Beadle County Sheriff	
Crash Options	
Crash Severity 01 (K) Fatal Injury 02 (A) Suspected Serious Injury 03 (B) Suspected Minor Injury 04 (C) Possible Injury	
Unbelieved?	Alcohol Involved?
	Speed Involved?
Citation Options	
State Violation Type	
Municipal Violation Type	
Violation	
Map It	

Once Map It **Map It** is clicked, a new tab will open with a map of the results. There will be options to show or hide certain items on the map, and generally use the map the same as a normal map. Pins are color coded and there is a legend on the right side of the map. To get the information on a pin, simply click on the pin on the map and the information for that pin will open on the left side of the map.



Understanding the Saved Pin Map Tile

When inside the pin map screen you can click the save icon to save the parameters that were selected. A save popup will appear asking you to name the save. You may name this anything, but recommend naming it accordingly so that it is easy to distinguish what the pin map parameters show. When inside the saved pin map tile you will see any saved pin map settings. Clicking on a saved pin map will open the pin map screen with the saved parameters selected. From there you may use the pin map as described above.



Opening a Saved Form

Opening a Saved Accident Report

To open a saved accident report either:

- No Search
 1. From the home screen, select the tile that is the status of the desired form.
 2. Select the accident report tile.
 3. Select the tile of the desired form and the form will open in a new tab.
- Search
 1. From the home screen, select the reports/search forms tile.
 2. Select the search forms tile.
 3. Enter search parameters to find the desired form with type set to accident report and search.
 4. Select the tile of the desired form and the form will open in a new tab.

Opening a Saved Non-Reportable Form

To open a saved non-reportable form either:

- No Search
 1. From the home screen, select the tile that is the status of the desired form.
 2. Select the non-reportable form tile.
 3. Select the tile of the desired form and the form will open in a new tab.
- Search
 1. From the home screen, select the reports/search forms tile.
 2. Select the search forms tile.
 3. Enter search parameters to find the desired form with type set to non-reportable form and search.
 4. Select the tile of the desired form and the form will open in a new tab.

Opening a Saved Information Exchange Form

To open a saved information exchange either:

- No Search
 1. From the home screen, select the open tile.
 2. Select the information exchange tile.
 3. Select the tile of the desired form and the form will open in a new tab.
- Search
 1. From the home screen, select the reports/search forms tile.
 2. Select the search forms tile.
 3. Enter search parameters to find the desired form with type set to information exchange and search.
 4. Select the tile of the desired form and the form will open in a new tab.

Opening a Saved Uniform Traffic Ticket Form

To open a saved uniform traffic ticket either:

- No Search
 1. From the home screen, select the issued utt/warnings tile.
 2. Select the tile that is the status of the desired uniform traffic ticket form.
 3. Select the tile of the desired form and the form will open in a new tab.
- Search
 1. From the home screen, select the reports/search forms tile.
 2. Select the search forms tile.
 3. Enter search parameters to find the desired form with type set to uniform traffic ticket and search.
 4. Select the tile of the desired form and the form will open in a new tab.

Opening a Saved Warning Ticket Form

To open a saved warning ticket either:

- No Search
 1. From the home screen, select the issued utt/warnings tile.
 2. Select the tile that is the status of the desired warning ticket form.
 3. Select the tile of the desired form and the form will open in a new tab.
- Search
 1. From the home screen, select the reports/search forms tile.
 2. Select the search forms tile.
 3. Enter search parameters to find the desired form with type set to warning ticket and search.
 4. Select the tile of the desired form and the form will open in a new tab.

Creating a Form

Form List

1. Start on the home screen.
2. From the form list tile, select which form that needs to be created.

✓ Accident Report
✓ Non-Reportable Form
✓ Information Exchange
✓ Uniform Traffic Ticket
✓ Warning Ticket
✓ Pin Map

Creating an Accident Report Form

Selecting accident report on the form list tile will open the form designer for the accident report form. Filling out the form designer is optional, and the form title will default to today's date. The form title is **not** the agency use field on the form and is used for lookup purposes only. The remaining fields on the form designer are for form sections that can be duplicated. If left blank the form will default to one of each section. If a number is entered for a section, when the form is created it will have that number of sections for that section type (ex. if 2 is entered for "Enter number of Unit sections" then the form will open with 2 unit sections). If not using the form designer, click Create Form to open a new form; otherwise, fill out the form designer as needed and then click Create Form.

Form Designer

Enter Form Title

Enter number of Unit sections

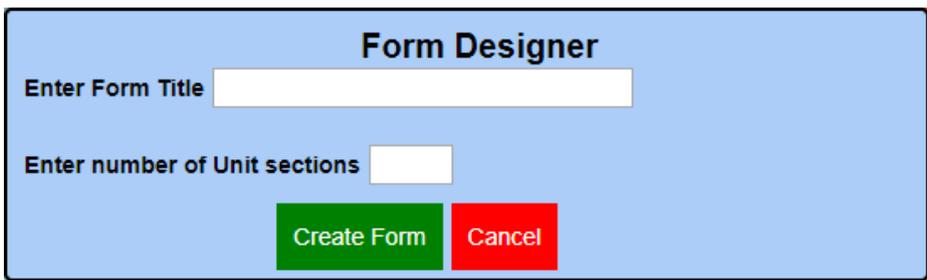
Enter number of Damaged Object sections

Enter number of Injured Person sections

Enter number of Witness sections

Creating a Non-Reportable Form

Selecting non-reportable form on the form list tile will open the form designer for the non-reportable form. Filling out the form designer is optional, and the form title will default to today's date. The form title is **not** the agency use field on the form and is used for lookup purposes only. The remaining field on the form designer is for the form's unit section. If left blank the form will default to one unit section. If a number is entered for the unit section, when the form is created it will have that number unit sections (ex. if 2 is entered for "Enter number of Unit sections" then the form will open with 2 unit sections). If not using the form designer, click Create Form to open a new form; otherwise, fill out the form designer as needed and then click Create Form.



Form Designer

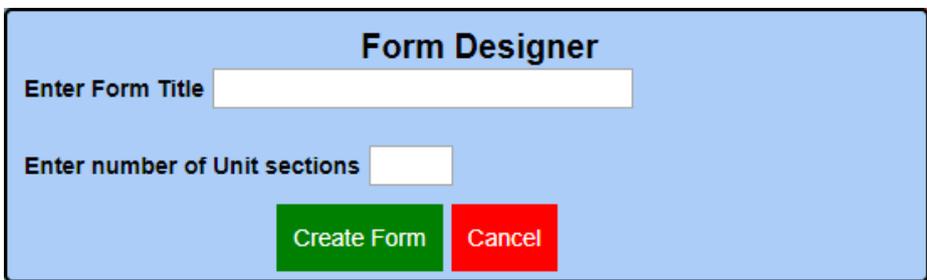
Enter Form Title

Enter number of Unit sections

Create Form **Cancel**

Creating an Information Exchange Form

Selecting information exchange on the form list tile will open the form designer for the information exchange form. Filling out the form designer is optional, and the form title will default to today's date. The form title is **not** on the form and is used for lookup purposes only. The remaining field on the form designer is for the form's unit section. If left blank the form will default to one unit section. If a number is entered for the unit section, when the form is created it will have that number of unit sections (ex. if 2 is entered for "Enter number of Unit sections" then the form will open with 2 unit sections). If not using the form designer, click Create Form to open a new form; otherwise, fill out the form designer as needed and then click Create Form.



Form Designer

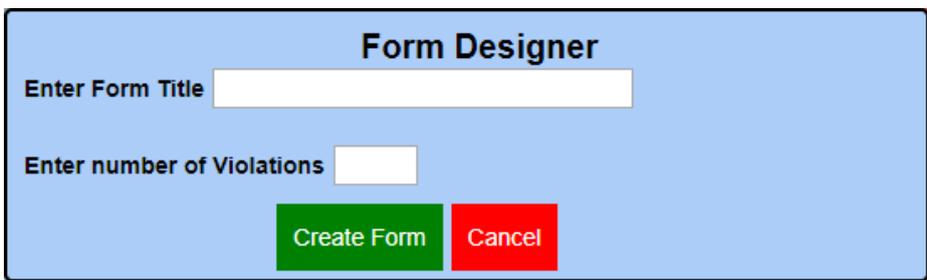
Enter Form Title

Enter number of Unit sections

Create Form **Cancel**

Creating a Uniform Traffic Ticket Form

Selecting uniform traffic ticket on the form list tile will open the form designer for the uniform traffic ticket form. Filling out the form designer is optional, and the form title will default to today's date. The form title is **not** on the form and is used for lookup purposes only. The remaining field on the form designer is for the form's violations. If left blank the form will default to one violation. If a number is entered for the number of violations, when the form is created it will have that number of violations (ex. if 2 is entered for "Enter number of Violations" then the form will open with 2 violations). If not using the form designer, click Create Form to open a new form; otherwise, fill out the form designer as needed and then click Create Form.



Form Designer

Enter Form Title

Enter number of Violations

Create Form **Cancel**

Creating a Warning Ticket Form

Selecting warning ticket on the form list tile will open the warning ticket form.

Creating a Pin Map

Selecting pin map on the form list tile will open the pin map screen.

Form Navigation

The Form Buttons

Once a form is opened, there are buttons that will appear at the top of the screen that are to be used while the form is open. Not all buttons will appear for all forms.

The Close Form Button

The close form button is used to close the form. The close form button saves the form as well as closes the form. This is the correct way to close a form in LEOS.

A dark blue rectangular button with the text "[Close Form]" in white.

The Print Form Button

The print form button is used to print the form. The print will only work if the form has been saved. If the form has not been saved when print is clicked, the form will save and print form will have to be selected again. The form will open in a new tab as a pdf which then can be downloaded or printed. The uniform traffic ticket form will not have a print form option until the form has been verified. Once verified the uniform traffic ticket print form button will have two options: an offender copy and a court copy which will create the respective uniform traffic ticket pdf.

A dark blue rectangular button with the text "Print Form" in white.

The Clear Field Button

The clear field button is used to clear the currently selected field.

A red rectangular button with the text "Clear Field" in white.

The New Form Button

The new form button will appear on any form that a new form can be created from. When new form is selected a popup will appear with the forms that are able to be created based off the current form. When the new form is selected the popup will ask which unit to use for the new form. Whatever unit is used for the new form will have its information automatically entered into the applicable fields on the new form.

A green rectangular button with the text "New Form" in white.

The Reject Reason Button

The reject reason button will appear on any form that is in the declined status. Clicking the reject reason button will show a popup with the reason for the form being declined and what to fix before the form can be approved.



Verify a Form

To verify a form, click the verify button on the top right of the screen. The verify button will appear for all forms in the open status. If the form has verification errors a verify popup will appear with the errors and the reason it is invalid. Once the form has no verification error, clicking the verify button will verify the form and set the status to verified.



Approve a Form

To approve a form, click the approve button on the top right of the screen. The approve button will appear for all forms in the verified status and if the user has approving rights. This will automatically add the approving officer details onto the form and set the status to approved.



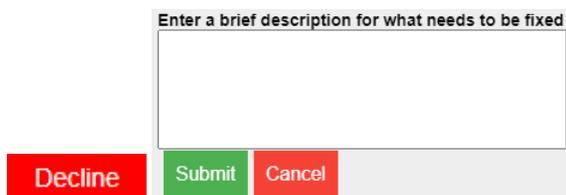
Edit a Form

To edit a form, click the edit button on the top right of the screen. The edit button will appear for all forms that are not in the open status. Clicking the edit button will set the status of the form to open and reopen the form in an editable state.



Decline a Form

To decline a form, click the decline button on the top right of the screen. The decline button will appear for all forms that are in the verified status. Clicking the decline button will open a decline comment box. Enter a brief description as to why the form is being declined and what has to be fixed before approval. Once the decline description has been entered click Submit and the form status will be set to declined.

A screenshot of the decline form interface. It features a text input field with the placeholder text "Enter a brief description for what needs to be fixed". Below the input field are three buttons: "Decline" (red), "Submit" (green), and "Cancel" (red).

Void a Form

Voiding a form is for the uniform traffic ticket only. To void a form, click the void button on the top right of the screen. Clicking the void button will open a void comment box. Enter a brief description as to why the ticket is being voided. Once the void description has been entered click Submit and the uniform traffic ticket status will be set to void.

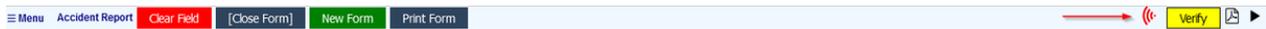
Enter a brief description for why the ticket is being voided.

Void
Submit
Cancel

Using The Scanner

Using The Scanner

The scanner can be used to scan in drivers licenses and vehicle registrations. To start, click on the scanner icon  at the top right hand area of the screen.



This will open the Scanned Data dialog box.

Menu Accident Report Clear Field [Close Form] New Form Print Form
Verify 

Scanned Data

Filter Form Opened

Select a field to populate

Populate

Close

+ Crash Summary
Clear Section 

All drivers licenses and registrations for the accident can be scanned all at once. The registration will be denoted with "Registration" after the owners name. "Drivers License" will be denoted after the drivers name.

Scanned Data

STILES, HAROLD, Registration

Filter Form Opened

STILES, HAROLD, Registration

Populate

Close

SAMPLE, SAMMY, Drivers License

Click on the "Select a field to populate" drop down menu, and select which unit that driver belongs to. Different forms will have options suited to that form.

Scanned Data

SAMPLE,SAMMY,Drivers License ▾ Filter Form Opened ▾

Select a field to populate ▾

Select a field to populate

- Unit - 1
- Unit - 2
- Damaged Object - 1
- Injured Person - 1
- Witness - 1

Populate Close

Once the unit has been selected, click on the "Populate" button.

Scanned Data

SAMPLE,SAMMY,Drivers License ▾ Filter Form Opened ▾

Unit - 1 ▾

Populate Close

When the "Populate" button is clicked, the information for that driver will be populated in the section that was chosen.

Unit - 1 Clear Section

DRIVER / NON-MOTORIST INFORMATION

Unit Type	Hit and Run	Vehicle Known?			
▼	▼	▼			
Driver's Last Name	First Name	Middle Name			
SAMPLE	SAMMY	NONE			
Address					
118 W CAPITOL AVE					
City	State	Zip Code	Date of Birth	Sex	Phone
PIERRE	SD - SOUTH DAKOTA	575012000	05 / 27 / 1991	1 - MALE	
Driver License State	Class	DL Number	CDL?	Endorsements	Status
SD - SOUTH DAKOTA	2	00593861	02 - N	00 - NONE/NOT APPLICABLE	▼

Change the name selected to the owner, and choose which unit the owner belongs to, and click the "Populate" button again.

Scanned Data

STILES,HAROLD,Registration ▾ Filter Form Opened ▾

Unit - 1 ▾

Populate Close

The owner registration will populate the owner and vehicle fields for the unit selected.

OWNER INFORMATION			
Is Driver the Owner?	Owner Last Name	First	Middle
NO	STILES	HAROLD	R
Address			
329 N EUCLID AVE			
City		State	Zip
PIERRE		SD - SOUTH DAKOTA	57501
VEHICLE INFORMATION			
Year	Make	Model	Motor Vehicle Identification Number
2005	CHRY - CHRYSLER	TOW	2C4GP44R55R255136
License Plate #	State	Year	Damage Amount (Vehicle and Contents)
36JN36	SD - SOUTH DAKOTA	2009	

The information scanned will stay on the laptop that scanned the drivers license and vehicle registration for a week. This can be helpful if a unit was in more than one accident or other forms are needed for the accident. Scanned information can be retrieved at a later date. The "Filter" drop down menu will help to locate previously scanned information.

Scanned Data

STILES,HAROLD,Registration Filter Form Opened

Unit - 1 Populate Form Opened

+ **Crash Summary**

Last Hour

Last Day

Last Week

To close the Scanned Data dialog box, click on the "Close" Button.

Scanned Data

STILES,HAROLD,Registration Filter Form Opened

Unit - 1 Populate

Close

Accident Report

Accident Report Overview

What is a reportable accident?

The driver of any motor vehicle involved in an accident resulting in bodily injuries or death to any person or property damage to an apparent extent of one thousand dollars or more to any one person's property or two thousand dollars per accident shall immediately, by the quickest means of communication, give notice of the accident to the nearest available law enforcement officer who has jurisdiction.

FARS (Fatality Analysis Reporting System), NHTSA (National Highway Traffic Safety Administration), FMCSA (Federal Motor Carrier Safety Administration) and DOT (Department of Transportation) requires that each crash record be transmitted within 90 days of the crash.

What is a non-reportable accident?

There must be at least ONE motor vehicle in transport to approve an accident report.

A pedalcycle crashing into a parked car is NOT a state reportable crash.

Cataclysmic event:

- A cataclysm is an avalanche, landslide/mudslide, hurricane, cyclone, downburst, flood, torrential rain, cloudburst, lightning, tornado, tidal wave, earthquake, or volcanic eruption. To be considered a cataclysmic event, wind speeds must be 75 MPH or more. The following are typical definitions of cataclysms:
 - A tornado picking up a motor vehicle in transport causing injury or damage is NOT reportable.
 - Road giving way.
 - Lightning strikes.
 - Avalanche: A mass of snow, rock, and/or ice falling down a mountain or incline. (Source: National Weather Service)
 - Landslide/Mudslide: Fast moving soil, rocks, and water that flow down hills, mountain slopes, and canyons. (Source: National Weather Service)
 - Hurricane: A tropical cyclone with surface winds in excess of 32 m/s (64 knots or 74 mph) in the Western Hemisphere. There are various regional names for these storms. (Source: National Weather Service)
 - Damage produced by very large hail.

Deliberate intent:

- Deliberate destruction of property or cause of injury.

Police intervention:

- Police officer causing a crash to detain a suspect (aka placing spikes in the road).

Parking lots:

- If a motor vehicle begins in a parking lot and drives across the trafficway and crashes into another parking lot, this is not reportable UNLESS there was a harmful event that occurred on the trafficway in between.
- Motor vehicles backing out of a parking area in a parking lot and striking another motor vehicle is not reportable.

Best Practices

- Complete the form top to bottom
- Do not skip around
 - Example:select the unit type first before completing the unit information. If you change the unit type, for instance, from motor vehicle in transport without a driver (3) to motor vehicle WITH driver (1), you WILL lose information.
- When locating with the location tool, make sure to locate in the correct lane. Interstate example: eastbound should be EASTBOUND
- When entering distance for a location, distance can only be three digits and the feet can only go up to 999. After this, the distance will have to be converted to miles.
- Label your diagram! Also, even if the vehicles were moved before officers entered the scene of the crash, complete a diagram to the best of your ability.

Crash Summary

Crash Summary Overview

- You can still create a form for crashes that are not state reportable. Please use the “Non-reportable” form instead of an Accident Form. This will be a shorter report and will not transmit to the State.
- The driver of any motor vehicle involved in an accident resulting in bodily injuries or death to any person or property damage to an apparent extent of one thousand dollars or more to any one person's property or two thousand dollars per accident shall immediately, by the quickest means of communication, give notice of the accident to the nearest available law enforcement officer who has jurisdiction.
- Do not use the wild animal option if:
 - Additional events occurred
 - Injury caused by the crash
- Sideswipe can never have an impact point of front (12)
- Make sure the impact/most damaged points are in the correct position according to the direction of travel and diagram

Crash Summary

- The first part of the Crash Summary is used to report the general overview of the date, time, agency information and location of the reportable crash.

Crash Summary					Clear Section	
Traffic Accident Report						
Agency Use		Agency Name		Date of Accident	Time of Accident	Report Type
Animal hit with no add'l events or injury?		MM / DD / YYYY				1 - ORIGINAL
Reporting Officer Last Name	Reporting Officer First Name	Reporting Officer Middle Name	Reporting Officer #			
LOCATE Location Description						
Latitude	Longitude	Highway Class	County	City or Rural		
On Road, Street, or Highway			At Intersection with:			
Distance	Units	Direction of	MRM (milepost)			
Distance	Units	Direction and/or	Junction or intersecting Street	Name of Junct, Rd, St, or Hwy		
School Bus Related?	Work Zone Related?	Work Zone	Workers Present?	Law Enforcement Present?		
Work Zone Location			First Harmful Event			
Manner of Collision	Location of First Harmful Event	Roadway Surface Condition	Roadway Surface Type			
Total Lanes	Auxiliary Lanes	Roadway Align/Grade	Relation to Junction	Interchange Area Location		
Trafficway Description		Light Condition	Weather Conditions			
Ownership	Characteristics		Secondary Crash?			

Agency Use

The number assigned by your agency to this crash report.

Animal hit with no add'l events or injury?

The different types of animals that can be selected if involved in an accident. If no animal was involved in the crash, do not select anything.

NOTE: This selection is to be used for wild animal crashes with No injuries. No additional units & No roll overs. (i.e. Unit one struck a deer. Minor damage to the fender and hood).

- DEER
- BUFFALO
- ANTELOPE
- ELK
- MOOSE
- MOUNTAIN GOAT
- MOUNTAIN SHEEP
- MOUNTAIN LION (COUGAR)
- WOLF
- COYOTE
- RACCOON
- RABBIT (JACKRABBIT OR COTTONTAIL)
- SKUNKS

PHEASANT
GEESE
EAGLE
DUCK
OTHER WILD ANIMAL
HORSE
CATTLE (COW, BULL, STEER)
SHEEP
GOAT
PIG
DOG
TURKEY
OTHER DOMESTIC ANIMAL

Agency Name

This field will auto populate from law enforcement user data.

Date of Accident

The date the crash occurred, which may be different from the date that your agency was notified, or the date that the investigation occurred. Remember that the date changes at midnight.

Time of Accident

The time the crash occurred, expressed in 24 HR or "military time".

Report Type

Describes the nature of the report.

- 1- ORIGINAL - The accident report filed with initial information.
- 2 - AMENDED - The accident report filed with new or updated information.

Reporting Officer Last Name

This field will auto populate from law enforcement user data.

Reporting Officer First Name

This field will auto populate from law enforcement user data.

Reporting Officer Middle Name

This field will auto populate from law enforcement user data.

Reporting Officer #

This field will auto populate from law enforcement user data.

Location Description

To find location click the  button. This will open the LEOS Location Tool (LLT). Use the map to find the location of the accident. Once the location is found, click SELECT LOCATION and your location data will be automatically added to the location data of the accident report. Location Description can be modified by the officer.

Latitude

Is a required field and is populated from the location chosen in the LLT.

Longitude

Is a required field and is populated from the location chosen in the LLT.

Highway Class

This field is the classification of the highway and the type of service the highway provides. The field is populated from the location chosen in the LLT.

County

The name of the county in which the accident occurred. If the accident occurred on or near a county boundary, the accident should be assigned to the county in which the first harmful event occurred. The field is populated from the location chosen in the LLT.

City or Rural

The name of the city in which the accident occurred. This field should be completed whenever a accident occurs within the city limits of an incorporated city, or rural if outside an incorporated city. The field is populated from the location chosen in the LLT.

On Road, Street, or Highway

Enter the officially named road, street, or highway on which the accident occurred. The field is populated from the location chosen in the LLT.

At Intersection with:

Enter the officially named road, street, or highways which comes to an intersection with the road or street listed in the On Road, Street, or Highway field. The field is populated from the location chosen in the LLT.

Distance

The distance in thousands of a mile or feet from the mileage reference marker, or to the nearest junction, or intersecting street of the accident location. Either field is populated from the location chosen in the LLT depending on mileage reference marker, junction, or intersecting street.

Units

Miles or feet from the mileage reference marker, junction, or intersecting street to the accident location. Either field is populated from the location chosen in the LLT depending on mileage reference marker, junction, or intersecting street.

F E E T

M I L E S / T E N T H S

Direction of

The direction of the accident from the mileage reference marker. The field is populated from the location chosen in the LLT for accidents requiring a mileage reference marker location.

- 0-U
- 1-N
- 2-NE
- 3-E
- 4-SE
- 5-S
- 6-SW
- 7-W
- 8-NW

MRM (milepost)

The mileage reference marker (commonly called milepost) that is the lowest milepost number from where the accident occurred. The field is populated from the location chosen in the LLT for accidents requiring a mileage reference marker location.

Direction and/or

The direction of the accident from the junction or intersecting street. The field is populated from the location chosen in the LLT for accidents requiring a junction or intersecting street location.

- 0-U
- 1-N
- 2-NE
- 3-E
- 4-SE
- 5-S
- 6-SW
- 7-W
- 8-NW

Junction or Intersecting Street

This field is to select if the location of the accident is a junction or intersecting street location. The field is populated from the location chosen in the LLT for accidents requiring a junction or intersecting street location.

- 01 - JUNCTION
- 02 - INTERSECTING STREET

Name of Junct, Rd, St, or Hwy

Enter the name of either the junction or intersecting street, nearest to the accident. The field is populated from the location chosen in the LLT for accidents requiring a junction or intersecting street location.

School Bus Related?

Indicates whether a school bus or motor vehicle functioning as a school bus for a school-related purpose is involved in the accident. The "school bus," with or without a passenger on board, must be directly involved as a contact motor vehicle or indirectly involved as a non-contact motor vehicle (children struck when boarding or alighting from the school bus, two vehicles colliding as the result of the stopped school bus, etc.).

00 - NO
 01 - DIRECTLY INVOLVED
 02 - INDIRECTLY INVOLVED
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE
 99 - UNKNOWN

Work Zone Related?

An accident that occurs in or related to a construction, maintenance, or utility work zone, whether or not workers were actually present at the time of the crash. "Work zone-related" accidents may also include those involving motor vehicles slowed or stopped because of the work zone, even if the first harmful event occurred before the first warning sign.

01 - YES
 02 - NO
 96 - NOT APPLICABLE
 99 - UNKNOWN
 95 - WILD ANIMAL HIT

Work Zone

The type of work zone where the accident occurred.

01 - LANE CLOSURE
 02 - LANE SHIFT/CROSSOVER
 03 - WORK ON SHOULDER OR MEDIAN
 04 - INTERMITTENT OR MOVING WORK
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE
 97 - OTHER
 99 - UNKNOWN

Workers Present?

Used to denote if workers were present when the accident occurred.

01 - YES
 02 - NO
 96 - NOT APPLICABLE
 99 - UNKNOWN
 95 - WILD ANIMAL HIT

Law Enforcement Present?

Used to denote if law enforcement were present when the accident occurred.

- 01 - NO
- 02 - YES
- 98 - NOT APPLICABLE/NOT WITHIN OR RELATED TO A WORK ZONE

Work Zone Location

The location of the accident in the work zone.

- 01 - BEFORE THE FIRST WORK ZONE WARNING SIGN
- 02 - ADVANCE WARNING AREA (AFTER THE FIRST WARNING SIGN BUT BEFORE THE WORK AREA)
- 03 - TRANSITION AREA (WHERE LANES ARE SHIFTED OR TAPERED FOR LANE CLOSURE)
- 04 - ACTIVITY AREA (ADJACENT TO ACTUAL WORK AREA, WHETHER WORKERS AND EQUIPMENT WERE PRESENT OR NOT)
- 05 - TERMINATION AREA (AFTER THE ACTIVITY AREA BUT BEFORE TRAFFIC RESUMES NORMAL CONDITION)
- 96 - NOT APPLICABLE
- 99 - UNKNOWN
- 95 - WILD ANIMAL HIT

First Harmful Event

The first injury or damage-producing event that characterizes the accident type.

Manner of Collision

The identification of the manner in which two (2) motor vehicles in transport initially came together without regard to the direction of force. This data element refers only to accidents where the first harmful event involves a collision between two motor vehicles in transport.

- 00 - NO COLLISION BETWEEN 2 MV IN TRANSPORT
- 01 - REAR-END (FRONT-TO-REAR)
- 02 - HEAD-ON (FRONT-TO-FRONT)
- 03 - ANGLE
- 04 - SIDESWIPE, SAME DIRECTION
- 05 - SIDESWIPE, OPPOSITE DIRECTION
- 06 - REAR-TO-REAR
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 99 - UNKNOWN

Location of First Harmful Event

The location of the first harmful event as it relates to its position within or outside the traffic-way.

- 01 - ON ROADWAY
- 02 - SHOULDER
- 03 - MEDIAN
- 04 - ROADSIDE
- 05 - GORE
- 06 - SEPARATOR
- 07 - IN PARKING LANE OR ZONE

08 - OFF ROADWAY, LOCATION UNKNOWN
 99 - UNKNOWN

Roadway Surface Condition

The roadway surface condition at the time and place of an accident.

01 - DRY
 02 - WET
 03 - SNOW
 04 - SLUSH
 05 - ICE
 06 - FROST
 07 - WATER (STANDING, MOVING)
 08 - SAND, MUD, DIRT, GRAVEL
 09 - OIL
 96 - NOT APPLICABLE
 97 - OTHER
 99 - UNKNOWN

Roadway Surface Type

The roadway surface type where the accident occurred.

01 - CONCRETE
 02 - ASPHALT (BLACKTOP)
 03 - GRAVEL
 04 - DIRT
 05 - BRICK OR BLOCK
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE
 97 - OTHER
 99 - UNKNOWN

Total Lanes

Total number of lanes in the roadway on which this motor vehicle was traveling. For undivided highways: Enter the total through lanes in both directions, excluding designated turn lanes and auxiliary lanes. For divided highways: Enter the total through lanes for the roadway on which the motor vehicle under consideration was traveling.

Auxiliary Lanes

An auxiliary lane is the portion of the roadway adjoining the traveled way for speed change, turning, weaving, truck climbing, maneuvering of entering and leaving traffic, and other purposes supplementary to through-traffic movement.

Roadway Align/Grade

Roadway align is the geometric characteristics or layout of a roadway. Alignment is usually subdivided into horizontal and vertical alignment and includes straight, curve left, curve right. Roadway grade is the inclination of a roadway, expressed in the rate of rise or fall in feet (meters) per 100 feet (meters) of horizontal distance. Includes level, hillcrest, uphill, downhill, sag (bottom).

```
01 - STRAIGHT AND LEVEL
02 - STRAIGHT AND HILL CREST
03 - STRAIGHT ON GRADE
04 - CURVE AND LEVEL
05 - CURVE AND HILL CREST
06 - CURVE ON GRADE
95 - WILD ANIMAL HIT
96 - NOT APPLICABLE
99 - UNKNOWN
```

Relation to Junction

This field is based on the location of the first harmful event of the accident. It identifies the accident's location with respect to presence in a junction or proximity to components typically in junction or interchange areas.

```
00 - NON-JUNCTION
01 - FOUR-WAY INTERSECTION
02 - T - INTERSECTION
03 - Y - INTERSECTION
04 - FIVE-POINT, OR MORE
05 - INTERSECTION RELATED
06 - ALLEY INTERSECTION
07 - ALLEY INTERSECTION RELATED
08 - INTERCHANGE AREA
09 - DRIVEWAY ACCESS
10 - DRIVEWAY ACCESS RELATED
11 - RAILWAY CROSSING
12 - RAILWAY CROSSING RELATED
13 - CROSSOVER
14 - CROSSOVER RELATED
15 - BIKE PATH OR TRAIL
16 - BIKE PATH OR TRAIL RELATED
95 - WILD ANIMAL HIT
96 - NOT APPLICABLE
97 - OTHER
99 - UNKNOWN
```

Interchange Area Location

This field is based on the location of the first harmful event of the accident. It identifies the accident's location with respect to the presence of interchange areas.

```

00 - NOT APPLICABLE & NOT INTERCHANGE (DEFAULT)
01 - ACCELERATION/DECELERATION LANE
02 - CROSSOVER-RELATED
03 - DRIVEWAY ACCESS OR RELATED
04 - ENTRANCE/EXIT RAMP OR RELATED
05 - INTERSECTION OR RELATED
06 - NON-JUNCTION
07 - RAILWAY GRADE CROSSING
08 - SHARED-USE PATH OR TRAIL
09 - THROUGH ROADWAY
10 - OTHER LOCATION NOT LISTED ABOVE WITHING AN INTERCHANGE AREA (MEDIAN, SHOULDER, AND ROADSIDE)
11 - AT LOOP OFF-RAMP AND MAINLINE INTERSTATE
99 - UNKNOWN

```

Trafficway Description

This field is an indication of whether or not the traffic-way for this vehicle is divided and whether it serves one-way or two-way traffic. A divided traffic-way is one on which roadways for travel in opposite directions are physically separated by a median.

```

01 - TWO-WAY, NOT DIVIDED
02 - TWO-WAY, NOT DIVIDED WITH A CONTINUOUS LEFT TURN LANE
03 - TWO-WAY, DIVIDED, UNPROTECTED (PAINTED >4 FEET) MEDIAN
04 - TWO-WAY, DIVIDED, POSITIVE MEDIAN BARRIER
05 - ONE-WAY TRAFFICWAY
95 - WILD ANIMAL HIT
96 - NOT APPLICABLE
99 - UNKNOWN

```

Light Condition

The type/level of light that existed at the time of the motor vehicle accident.

```

01 - DAYLIGHT
02 - DARK - ROADWAY NOT LIGHTED
03 - DARK - LIGHTED ROADWAY
04 - DARK - UNKNOWN ROADWAY LIGHTING
05 - DAWN
06 - DUSK
97 - OTHER
99 - UNKNOWN

```

Weather Conditions

The prevailing atmospheric conditions that existed at the time of the accident. Up to two conditions can be selected.

01 - CLEAR
02 - CLOUDY
03 - RAIN
04 - SLEET, HAIL (FREEZING RAIN OR DRIZZLE)
05 - SNOW
06 - FOG, SMOG, SMOKE
07 - BLOWING SAND, SOIL, DIRT
08 - BLOWING SNOW
09 - SEVERE CROSSWINDS
96 - NOT APPLICABLE
97 - OTHER
99 - UNKNOWN

Ownership of Traffic-way

This field refers to the roadway that the unit(s) were traveling on prior to the First Harmful Event.

- Public Property - is used for any accident that occurs and is entirely contained within a location that is owned by the public. Also use this attribute for accidents that originate on a location that is owned by the public where a harmful event occurs on private property. For example, a vehicle that departs the roadway and impacts a tree in a citizen's front yard should be classified as "public property."
- Private Property - is used for a accident that occurs and is entirely contained within a location that is not owned by the public. Do not use this selection for accidents that originate on private property where a harmful event occurs on public property. That circumstance should be classified as "public property." For example, a crash where a driver loses control of their vehicle backing from their private driveway and impacts a vehicle on the roadway should be classified as "public property."

Characteristics

This field is used to identify the characteristics of the accident with respect to its location on or off a traffic-way.

01 - TRAFFICWAY, ON ROAD
02 - TRAFFICWAY, NOT ON ROAD
03 - NON-TRAFFICWAY

Secondary Crash?

Indicate if a secondary crash occurred as a result of another accident that happened previously.

01 - YES
02 - NO

Unit

Unit Overview

- Adding units
 - If there needs to be an unit added and the number was not generated in the form designer, the group can still be added.
 - A field in the group needs to be selected before clicking the "Add" button on the right side of the screen.
- Frequent Coding Errors
 - First Harmful Event:
 - "13" other/non collision code is generally only used when the unit strikes a pothole in the road and blows a tire (and causes damage), etc. Losing control does not constitute for a first harmful event.
 - "25" motor vehicle in transport code is only used if a motor vehicle in transport strikes another motor vehicle in transport. Not used in single vehicle crashes, parked vehicle vs MV in transport, etc.
 - Impact points
 - Sideswipe can never have an impact point of front (12)
 - Make sure the impact/most damaged points are in the correct position according to the direction of travel and diagram

Accident Report Unit Picture Top

Unit - 1										Clear Section	
DRIVER / NON-MOTORIST INFORMATION											
Unit Type				Hit and Run				Vehicle Known?			
Driver's Last Name			First Name			Middle Name					
Address											
City		State		Zip Code		Date of Birth		Sex		Phone	
Driver License State		Class	DL Number		CDL?	Endorsements			Status		
Driver License Restrictions											
Alcohol Use		Alcohol Test			Test Type			Test Result			
Drug Use		Drug Test			Test Type			Test Result			
Driver Contributing Circumstances	Vision Contributing Circumstances			Distracted?		Distraction Source					
Non-Motorist Location		Non-Motorist Contributing Circumstances		Non-Motorist Action							
Non-Motorist Origin/Destination				Initial Contact Point on Non-Motorist							
Injury Status		Ejection				Seating Position					
Air Bag Deployed				Safety Equipment				Source of Transport			
Transported To			EMS Trip Number			EMS Response Agency Identifier					

Unit Type

The unit type field identifies whether the vehicle was in transport, parked, used as equipment, human powered devices, or pedestrians at the time of the accident.

```
01 - MOTOR VEHICLE IN TRANSPORT WITH DRIVER
02 - MOTOR VEHICLE - PARKED
03 - MOTOR VEHICLE IN TRANSPORT WITHOUT DRIVER - NOT PARKED
04 - MOTOR VEHICLE USED AS EQUIPMENT
05 - PEDESTRIAN
06 - PEDALCYCLE
07 - RAILWAY VEHICLE
08 - ANIMAL (WITH RIDER)
09 - ANIMAL DRAWN VEHICLE
10 - EMERGENCY RESPONSE MOTOR VEHICLE WITH DRIVER (LIGHTS AND SIREN ENGAGED)
```

Hit and Run

A traffic or non-traffic accident in which one or more of the drivers involved fail to stop, render aid, return to the scene of the accident and supply the other parties involved with the information required. The unit that answers yes is the driver and vehicle of the hit and run.

- Is this crash truly a hit/run?
 - The federal definition of a hit and run collision: A reportable traffic collision where the identity of a vehicle AND its driver are both unknown.
 - Answering “Yes” will not allow you to put any driver/vehicle information in the unit section.
 - Answering “Yes Left Scene, But Was Later Found” will require driver/vehicle information to be entered.

```
01 - YES
02 - NO
03 - YES LEFT SCENE, BUT WAS LATER FOUND
96 - NOT APPLICABLE
99 - UNKNOWN
95 - WILD ANIMAL HIT
```

Vehicle Known?

This field is based on the Unit Type and Hit and Run fields. For accidents that are not Hit and Run, the vehicle will be 'Yes'.

```
1. YES
2. NO
```

Driver's Last Name

The last name of the driver.

First Name

The first name of the driver.

Middle Name

The middle name of the driver.

Address

The address of the driver.

City**Driver City**

The city where the driver currently resides.

State**Driver State**

The state where the driver currently resides.

Zip Code

The zip code where the driver currently resides.

Date of Birth

The month, day, and year of birth of the driver involved in the crash in the mm/dd/yyyy format.

Sex

The gender of the driver in the accident.

1 - MALE
2 - FEMALE
99 - UNKNOWN

Phone

The phone number of the driver.

Driver License State

The geographic or political entity issuing a driver license. Includes the States of the United States (including the District of Columbia and outlying areas), U.S. Government, Canadian Provinces, and Mexican States (including the Distrito Federal), as well as other jurisdictions.

Class

This indicates the type of driver's license issued by the State and the type of motor vehicle the driver is qualified to drive.

DL Number

A unique set of alphanumeric characters assigned by the authorizing agent issuing a driver license to the individual.
DO NOT USE DASHES OR ASTERISKS WHEN ENTERING THIS DATA.

CDL?

This indicates whether the driver license is a commercial driver license (CDL). Also, this information is important to separate the non-commercial licenses included by some States in Class C with the commercial licenses. Obtain the class of license from the operator license.

- 01 - YES
- 02 - NO

Endorsements

This indicates any endorsements to the driver license, both commercial and non-commercial.

- 00 - NONE/NOT APPLICABLE
- 01 - HAZARDOUS MATERIALS
- 02 - TANK VEHICLE
- 03 - PASSENGER
- 04 - SCHOOL
- 05 - DOUBLE/TRIPLE TRAILERS
- 06 - COMBINATION OF TANK VEHICLE AND HAZARDOUS MATERIALS
- 07 - OTHER NON-COMMERCIAL ENDORSEMENTS

Status

The current status of an individual's drivers license.

- 01 - NORMAL WITHIN RESTRICTIONS
- 02 - NO LICENSE REQUIRED
- 03 - BEYOND RESTRICTIONS
- 04 - UNDER SUSPENSION
- 05 - REVOKED
- 06 - NO LICENSE ENDORSEMENT FOR THIS VEHICLE TYPE
- 07 - NO LICENSE
- 08 - EXPIRED LICENSE
- 96 - NOT APPLICABLE
- 99 - UNKNOWN

Driver License Restrictions

This indicates any restrictions to the driver license.

Alcohol Use

Was the driver involved in the accident suspected by law enforcement to have used alcohol.

- 00 - NONE USED
- 01 - ALCOHOL USED
- 95 - WILD ANIMAL HIT
- 99 - UNKNOWN

96 - NOT APPLICABLE

Alcohol Test

If law enforcement believes there to be alcohol use, what is the status of the test.

90 - TEST REFUSED
91 - TEST NOT GIVEN
92 - TEST GIVEN, CONTAMINATED SAMPLE/UNUSABLE
93 - TEST GIVEN
95 - WILD ANIMAL HIT
96 - NOT APPLICABLE
99 - UNKNOWN

Alcohol Test Type

The type of test used to determine the BAC of the driver.

01 - BLOOD
02 - PBT
03 - URINE
97 - NOT APPLICABLE (TEST NOT GIVEN)
98 - OTHER

Alcohol Test Result

If the BAC test results are known, provide them in this field. Codes are expressed in hundredths of a percent, ".00" to ".60".

Drug Use

Was the driver involved in the crash suspected by law enforcement to have used drugs.

00 - NONE USED
01 - DRUGS USED
95 - WILD ANIMAL HIT
99 - UNKNOWN
96 - NOT APPLICABLE

Drug Test

If law enforcement believes there to be drug use, what is the status of the test.

01 - TEST REFUSED
02 - TEST NOT GIVEN
03 - TEST GIVEN, NO DRUGS REPORTED
04 - TEST GIVEN, DRUGS REPORTED
05 - TEST GIVEN, CONTAMINATED SAMPLE/UNUSABLE
06 - TEST GIVEN, BUT UNOBTAINABLE AT TIME REPORT FILED
95 - WILD ANIMAL HIT
96 - NOT APPLICABLE
99 - UNKNOWN

Drug Test Type

The type of test used to determine if drugs were used by the driver.

01 - BLOOD
 02 - SALIVA
 03 - URINE
 97 - NOT APPLICABLE
 98 - OTHER

Drug Test Result

The result of the drug test for the driver.

01 - NEGATIVE
 02 - AMPHETAMINE
 03 - COCAINE
 04 - MARIJUANA
 05 - OPIATE
 06 - OTHER CONTROLLED SUBSTANCE
 07 - PCP
 08 - OTHER DRUG (EXCLUDES POST-CRASH DRUGS)
 97 - NOT APPLICABLE (TEST NOT GIVEN)
 99 - UNKNOWN

Driver Contributing Circumstances

The actions by the driver that may have contributed to the accident. This is based on the judgment of the law enforcement officer investigating the accident. Use up to two codes for each unit.

00 - NONE
 01 - FAILED TO YIELD TO VEHICLE
 02 - FAILED TO YIELD TO PEDESTRIAN
 03 - DISREGARD TRAFFIC SIGNS OR SIGNALS
 04 - EXCEEDED POSTED SPEED LIMIT
 05 - DRIVING TOO FAST FOR CONDITIONS
 06 - IMPROPER TURN
 07 - WRONG SIDE OR WRONG WAY
 08 - IMPROPER SIGNAL OR FAILURE TO SIGNAL
 09 - IMPROPER LANE CHANGE
 10 - IMPROPER PASSING
 11 - IMPROPER START FROM PARKED POSITION
 12 - IMPROPER PARKING
 13 - IMPROPER BACKING
 14 - FOLLOWED TOO CLOSELY
 15 - FAILURE TO KEEP IN PROPER LANE
 16 - RUNNING OFF ROAD
 17 - SWERVING OR AVOIDING DUE TO WIND, SLIPPERY SURFACE, VEHICLE, OBJECT, NON-MOTORIST, ETC.
 18 - OVER-CORRECTING/OVER-STEERING
 19 - FATIGUED/ASLEEP
 20 - DRINKING
 21 - DRUGS-MEDICATION

22 - DRUGS-OTHER
23 - ILLNESS (HEART ATTACK, STROKE, ETC)
24 - PHYSICAL IMPAIRMENT
25 - ILLEGALLY IN ROADWAY
26 - CELL PHONE
27 - OTHER ELECTRONIC DEVICE (LIST IN NARRATIVE)
28 - DISTRACTED (LIST DISTRACTION IN NARRATIVE)
95 - WILD ANIMAL HIT
96 - NOT APPLICABLE
97 - OTHER
99 - UNKNOWN

Vision Contributing Circumstances

Apparent vision/environmental conditions, which contributed to the occurrence of the accident for this vehicle.

00 - NONE
01 - WEATHER CONDITION
02 - PHYSICAL OBSTRUCTION
03 - WINDSHIELD OR OTHER WINDOW OBSCURED BY FROST, SNOW, MUD, ETC.
04 - SNOW BANK
05 - TREES, CROPS, BUSHES, OTHER VEGETATION
06 - GUARDRAIL/BARRIER
07 - MOTOR VEHICLE (INCLUDING LOAD) PARKED
08 - MOTOR VEHICLE (INCLUDING LOAD) NO PARKED
09 - BUILDING
10 - SIGNS, BILLBOARDS, ETC.
11 - GLARE
95 - WILD ANIMAL HIT
96 - NOT APPLICABLE
97 - OTHER
99 - UNKNOWN

Distracted?

Distractions which may have influenced the driver performance. The distractions can be inside the motor vehicle (internal) or outside the motor vehicle (external).

00 - NOT DISTRACTED
01 - TALKING/LISTENING
02 - MANUALLY OPERATING DEVICE
03 - OTHER ACTION (LOOKING AWAY, ETC.)
99 - UNKNOWN

Distraction Source

The source of the distraction that was entered in the distracted field.

- 01 - HANDS-FREE MOBILE PHONE
- 02 - HAND-HELD MOBILE PHONE
- 03 - OTHER ELECTRONIC DEVICE
- 04 - VEHICLE-INTEGRATED DEVICE
- 05 - PASSENGER/OTHER NON-MOTORIST
- 06 - EXTERNAL (TO VEHICLE)
- 07 - OTHER DISTRACTION (ANIMAL, FOOD, ETC.)
- 97 - NOT APPLICABLE
- 99 - UNKNOWN

Non-Motorist Location

The location of the non-motorist with respect to the roadway at the time of the accident.

- 01 - MARKED CROSSWALK AT INTERSECTION
- 02 - AT INTERSECTION BUT NO CROSSWALK
- 03 - NON-INTERSECTION BUT NO CROSSWALK
- 04 - DRIVEWAY ACCESS CROSSWALK
- 05 - IN ROADWAY (NOT IN CROSSWALK OR INTERSECTION)
- 06 - MEDIAN (BUT NOT ON SHOULDER)
- 07 - ISLAND
- 08 - SHOULDER
- 09 - SIDEWALK
- 10 - ROADSIDE
- 11 - OUTSIDE TRAFFICWAY
- 12 - SHARED-USE PATH OR TRAILS
- 13 - IN BUILDING
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

Non-Motorist Contributing Circumstances

The actions/circumstances of the non-motorist that may have contributed to the accident. This is based on the judgment of the law enforcement officer investigating the accident. Use up to two codes for each non-motorist.

- 00 - NONE
- 01 - DART/DASH
- 02 - DISABLED VEHICLE-RELATED (WORKING ON, PUSHING, ETC.)
- 03 - ENTERING/EXITING PARKED/STANDING VEHICLE
- 04 - FAILURE TO OBEY TRAFFIC SIGNS, SIGNALS, OR OFFICER
- 05 - FAILURE TO YIELD RIGHT-OF-WAY
- 06 - IMPROPER PASSING
- 07 - IMPROPER TURN/MERGE
- 08 - INATTENTIVE (TALKING, EATING, ETC.)
- 09 - IN ROADWAY IMPROPERLY (STANDING, LYING, ETC.)

- 10 - NOT VISIBLE (DARK CLOTHING, NO LIGHTING, ETC.)
- 11 - WRONG-WAY RIDING OR WALKING
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 98 - OTHER
- 99 - UNKNOWN

Non-Motorist Action

The action of the non-motorist immediately prior to the accident.

- 01 - ENTERING OR CROSSING SPECIFIED LOCATION
- 02 - WALKING, RUNNING, JOGGING, PLAYING, CYCLING, SKATING
- 03 - PLAYING OR WORKING ON MOTOR VEHICLE
- 04 - PUSHING MOTOR VEHICLE
- 05 - APPROACHING OR LEAVING MOTOR VEHICLE
- 06 - WORKING
- 07 - STANDING
- 08 - LAYING
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

Non-Motorist Origin/Destination

Was the non-motorist going to/from school/transit?

- 01 - GOING TO OR FROM SCHOOL (K-12)
- 02 - GOING TO OR FROM TRANSIT
- 91 - NOT APPLICABLE
- 99 - UNKNOWN

Initial Contact Point on Non-Motorist

Location of the initial contact point on the non-motorist by the motor vehicle.

- 03 - RIGHT
- 06 - REAR
- 09 - LEFT
- 12 - FRONT
- 99 - UNKNOWN

Injury Status

The injury severity level for the driver involved in a crash. The determination of which attribute to assign should be based on the latest information available at the time the report is completed.

- 01 (K) FATAL INJURY
- 02 (A) SUSPECTED SERIOUS INJURY
- 03 (B) SUSPECTED MINOR INJURY
- 04 (C) POSSIBLE INJURY
- 05 (O) NO APPARENT INJURY

95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE

There were three additions added to the definition of a Suspected Serious Injury.

- Crush injuries (not in previous definition located in South Dakota's Motor Vehicle Traffic Accident Reporting Instruction Manual.)
- Significant burns (second and third degree burns over 10% or more of the body) (not in previous definition located in South Dakota's Motor Vehicle Traffic Accident Reporting Instruction Manual.)
- Paralysis (not in previous definition located in South Dakota's Motor Vehicle Traffic Accident Reporting Instruction Manual.)

Codes are changed from numbers to letters. We made an adjustment from 02 Incapacitating Injury (previous language) to Suspected Serious Injury and 03 Non-Incapacitating Injury (previous language) to Suspected Minor Injury.

Ejection

The location of the driver's body as being completely or partially thrown from the interior of the motor vehicle as a result of an accident.

00 - NOT EJECTED
 01 - EJECTED, TOTALLY
 02 - EJECTED, PARTIALLY
 96 - NOT APPLICABLE (MOTORCYCLE, SNOWMOBILE, PEDESTRIAN, PEDALCYCLE, ETC.)
 99 - UNKNOWN
 95 - WILD ANIMAL HIT

Seating Position

The location for this occupant in, on, or outside of the motor vehicle prior to the first event in the sequence of events.

01 - OPERATOR
 02 - FRONT SEAT - MIDDLE
 03 - FRONT SEAT - RIGHT
 04 - SECOND ROW - LEFT
 05 - SECOND ROW - MIDDLE
 06 - SECOND ROW - RIGHT
 07 - THIRD ROW - RIGHT
 08 - THIRD ROW - MIDDLE
 09 - THIRD ROW - LEFT
 10 - FOURTH ROW - LEFT
 11 - FOURTH ROW - MIDDLE
 12 - FOURTH ROW - RIGHT
 13 - FRONT ROW - OTHER
 14 - SECOND ROW - OTHER
 15 - THIRD ROW - OTHER
 16 - FOURTH ROW - OTHER
 17 - MOTORCYCLE PASSENGER
 18 - PEDALCYCLIST PASSENGER
 19 - BUS PASSENGER
 20 - TRAILING UNIT

21 - ON VEHICLE EXTERIOR (NON-TRAILING UNIT)
 22 - UNENCLOSED CARGO AREA
 23 - ENCLOSED CARGO AREA
 24 - SLEEPER SECTION OF CAB (TRUCK)
 25 - SEATING POSITION 1 - NOT OPERATOR
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE
 97 - OTHER
 99 - UNKNOWN

Air Bag Deployed

Deployment status of an air bag relative to the position in the vehicle for this occupant.

00 - NOT DEPLOYED
 01 - DEPLOYED-FRONT
 02 - DEPLOYED-SIDE
 03 - DEPLOYED-OTHER
 04 - DEPLOYED-COMBINATION
 96 - NOT APPLICABLE (MOTORCYCLE, SNOWMOBILE, PEDESTRIAN, PEDALCYCLE, ETC.)
 95 - WILD ANIMAL HIT
 99 - UNKNOWN

Safety Equipment

The restraint equipment in use by the occupant, or the helmet use by a motorcyclist, at the time of the accident.

00 - NONE USED
 01 - LAP BELT ONLY USED
 02 - SHOULDER HARNESS ONLY USED
 03 - LAP BELT AND SHOULDER HARNESS USED
 04 - HELMET ONLY
 05 - EYE PROTECTION ONLY
 06 - HELMET AND EYE PROTECTION
 07 - CHILD/YOUTH RESTRAINT SYSTEM USED PROPERLY
 08 - CHILD/YOUTH RESTRAINT SYSTEM USED, NOT PROPERLY
 09 - PROTECTIVE PADS USED (NON-MOTORIST ONLY)
 10 - REFLECTIVE CLOTHING (NON-MOTORIST ONLY)
 11 - LIGHTING (NON-MOTORIST ONLY)
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE
 97 - OTHER
 99 - UNKNOWN

Source of Transport

Type of unit providing transport to the first medical facility receiving the patient. Source of Transport can only be added for MEDICAL related transport. Do not use this section for transporting to jail, hotel, residence, etc.

- 00 - NOT TRANSPORTED
- 01 - EMS AIR
- 02 - EMS GROUND
- 03 - LAW ENFORCEMENT
- 98 - OTHER
- 99 - UNKNOWN
- 95 - WILD ANIMAL HIT

Transported To

Identity of the first medical facility receiving the patient.

EMS Trip Number

The number assigned to each person transported by EMS.

EMS Response Agency Identifier

Identity of unit providing transport to the first medical facility receiving the patient.

CITATION			
Citation Charge?			
▼			
Citation 1			
▼			
Citation 2			
▼			
Citation 3			
▼			
Citation 4			
▼			
OWNER INFORMATION			
Is Driver the Owner?	Owner Last Name	First	Middle
▼			
Address			
City	State	Zip	
	▼		

Citation Charge?

This field indicates whether the driver received a motor vehicle citation as a result of the accident.

- 01 - YES
- 02 - NO
- 03 - PENDING
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 99 - UNKNOWN

Citation 1

Enter the first citation that was given to the driver as a result of the accident.

Citation 2

Enter the second citation that was given to the driver as a result of the accident.

Citation 3

Enter the third citation that was given to the driver as a result of the accident.

Citation 4

Enter the fourth citation that was given to the driver as a result of the accident.

Is Driver the Owner?

If the answer is Yes, then the pertinent information from the driver section will auto populate fields in the owner section, else enter owner information.

- 1 . YES
- 2 . NO

Owner Last Name

The last name of the owner of the motor vehicle.

First

The first name of the owner of the motor vehicle.

Middle

The first letter of the owner's middle name.

Owner Address

The address where the owner currently resides.

Owner City

The city where the owner currently resides.

Owner State

The state where the owner currently resides.

Zip

Owner Zip

The zip code where the owner currently resides.

VEHICLE INFORMATION									
Year	Make	Model			Motor Vehicle Identification Number				
License Plate #	State		Year	Damage Amount (Vehicle and Contents)					
Insurance Co. Name									
Insurance Policy Number							Effective Date	Expiration Date	
							MM / DD / YYYY	MM / DD / YYYY	
Total Occupants	Speed Limit	Estimated Travel Speed	Speed - How Estimated?	Damage Extent	Vehicle Towed?	Emergency Vehicle Use?			
Trailer Type				Trailer 1 License Plate #	Trailer 1 Plate State		Year		
Trailer 2 License Plate #		State	Year	Trailer 3 License Plate #		State		Year	
Vehicle Configuration			Direction of Travel Before Crash			Initial Point of Impact			
Most Damaged Area	Underride/Override		Traffic Control Device Type	Any Inoperable?	Vehicle Contributing Circumstances				
Vehicle Maneuver		Avoidance Maneuver		Road Contributing Circumstances			Red Tag#		

Year

Vehicle Year

The year which is assigned to a motor vehicle by the manufacturer.

Make

The distinctive (coded) name applied to a group of motor vehicles by a manufacturer.

Model

The manufacturer-assigned code denoting a family or series of motor vehicles within a make that have a degree of similarity in construction, such as body, chassis, etc.

Motor Vehicle Identification Number

Enter the entire vehicle identification number for ALL vehicles. This number should be found on the driver door frame or near the bottom of the windshield. It may also be on the vehicle registration card. NOTE: The complete VIN is required.

License Plate #

The alphanumeric identifier or other characters, exactly as displayed, on the registration plate or tag affixed to the motor vehicle. For combination trucks, motor vehicle plate number is obtained from the power unit or tractor. If the "UNIT" is a pedestrian, leave these blocks blank. If there isn't any plate or state information because of temporary registration or missing plates, enter NONE or TEMP in the plate number and enter the appropriate State. Do not use blanks.

License Plate State

The State, Commonwealth, Territory, Indian nation, U.S. Government, Foreign Country, etc., issuing the registration plate as indicated on the registration plate displayed on the motor vehicle. The drop down list includes all US states, Territorial Possessions, Canadian Provinces and Mexican States. Use OT for Other Foreign Countries, Indian Reservations, or jurisdictions not listed in the drop down list. Start typing the state abbreviation to quickly target the specific state.

Plate Year

The year from the registration card indicating when the car was registered.

Damage Amount (Vehicle and Contents)

Enter to the nearest whole dollar the amount of damage done to the vehicle and the vehicle contents (excluding occupants). This should be your best estimate of the extent of damage to the vehicle. If there is no damage, enter 0.

Insurance Co. Name

The name of the insurance company of the vehicle owner AND NOT THE INSURANCE AGENTS NAME OR THE INSURANCE AGENTS BUSINESS NAME. Start typing the insurance company name to quickly target the specific insurance company.

If the company is not contained on the list, select OTHER, provide the name and address if possible in the narrative section. Make sure to include the name of the insurance company, the address of the insurance company and the phone number for the insurance company in the narrative.

Insurance Policy Number

Enter the policy number as it appears on the insurance card received from the driver.

Effective Date

Enter the effective date as it appears on the insurance card received from the driver.

Expiration Date

Enter the expiration date as it appears on the insurance card received from the driver.

Total Occupants

The total number of injured and uninjured occupants in this vehicle involved in the accident, including persons in or on the vehicle at the time of the accident. Total Occupants number should also include the driver.

Speed Limit

The posted/statutory speed limit for the motor vehicle at the time of the crash. The authorization may be indicated by the posted speed limit, blinking sign at construction zones, etc.

Estimated Travel Speed

The indication of the speed of the vehicle, as best can be determined, prior to the accident.

Speed - How Estimated?

The manner in which estimated travel speed was determined.

01 - OFFICER ESTIMATE
 02 - DRIVER STATEMENT
 03 - OCCUPANT STATEMENT
 04 - WITNESS STATEMENT
 05 - NO ESTIMATE
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE

Damage Extent

This field identifies the extent to which the damage affects the vehicle's operability rather than the cost to repair.

00 - NONE - NO DAMAGE
 01 - MINOR DAMAGE
 02 - FUNCTIONAL DAMAGE
 03 - DISABLING DAMAGE
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE
 99 - UNKNOWN

Vehicle Towed?

Provides information on whether or not vehicles were towed from the crash scene due to damage incurred in the crash. Towing assistance without removal of the vehicle from the scene, such as pulling a vehicle out of a ditch, is not considered to be "towed".

01 - YES
 02 - NO
 96 - NOT APPLICABLE
 99 - UNKNOWN
 95 - WILD ANIMAL HIT

Emergency Vehicle Use?

Indicates operation of any motor vehicle that is legally authorized by a government authority to respond to emergencies with or without the use of emergency warning equipment, such as a police vehicle, fire truck, or ambulance while actually engaged in such response.

01 - YES
 02 - NO
 96 - NOT APPLICABLE
 99 - UNKNOWN
 95 - WILD ANIMAL HIT

Trailer Type

The type of towed trailing unit (if any) for an accident involved vehicle.

00 - NO TRAILER/ATTACHMENT
 01 - SEMI-TRAILER/DOUBLE/TRIPLE
 02 - PUP TRAILER
 03 - MOBILE HOME
 04 - CAMPING TRAILER
 05 - BOAT TRAILER
 06 - HORSE TRAILER
 07 - TOW MOTOR VEHICLE
 08 - SMALL UTILITY (ON AXLE)
 09 - LARGE UTILITY TRAILER (2 OR MORE AXLES)
 10 - COMBINATION (CAMPER, BOAT, ETC.)
 11 - FARM TRAILER (GRAVITY BOX, HAY RACK, ETC.)
 12 - FARM EQUIPMENT (DISK, PLOW, ETC.)
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE
 97 - OTHER
 99 - UNKNOWN

Trailer 1 License Plate

The alphanumeric identifier exactly as displayed, on the registration plate or tag affixed to the trailer, (if any trailer).

Trailer 1 Plate State

The State, Commonwealth, Territory, Indian nation, U.S. Government, Foreign Country, etc., issuing the registration plate of the trailer, (if any trailer).

Trailer 1 Year

The year of registration as indicated on the registration plate displayed on the trailer, (if any trailer).

Trailer 2 License Plate

The alphanumeric identifier exactly as displayed, on the registration plate or tag affixed to the trailer, (if there is a second trailer).

Trailer 2 Plate State

The State, Commonwealth, Territory, Indian nation, U.S. Government, Foreign Country, etc., issuing the registration plate of the trailer, (if there is a second trailer).

Trailer 2 Year

The year of registration as indicated on the registration plate displayed on the trailer, (if there is a second trailer).

Trailer 3 License Plate #

The alphanumeric identifier exactly as displayed, on the registration plate or tag affixed to the trailer, (if there is a third trailer).

Trailer 3 Plate State

The State, Commonwealth, Territory, Indian nation, U.S. Government, Foreign Country, etc., issuing the registration plate of the trailer, (if there is a third trailer).

Trailer 3 Year

The year of registration as indicated on the registration plate displayed on the trailer, (if there is a third trailer).

Vehicle Configuration

The category indicating the general configuration or shape of a motor vehicle distinguished by characteristics such as number of doors, rows of seats, windows, or roof line. Personal conveyances – such as skateboards, motorized toy cars, and wheelchairs are not considered motor vehicles.

- 01 - PASSENGER CAR
- 02 - SUV (SPORT UTILITY/SUBURBAN)
- 03 - MINI-VAN/PASSENGER VAN WITH SEATS FOR 8 OR LESS, INCLUDING DRIVER
- 04 - CARGO VAN - gvwr 10,000 LBS OR LESS
- 05 - CARGO VAN - GVWR 10,001 LBS OR MORE
- 06 - VAN/BUS WITH SEATS FOR 9-15 PEOPLE, INCLUDING DRIVER
- 07 - VAN/BUS WITH SEATS FOR 16 OR MORE PEOPLE, INCLUDING DRIVER
- 08 - MOTOR HOME
- 09 - MOTORCYCLE
- 10 - MOPED
- 11 - ALL TERRAIN VEHICLE/4 WHEELER
- 12 - SNOWMOBILE
- 13 - FARM MACHINERY
- 14 - HEAVY EQUIPMENT
- 15 - LIGHT TRUCK (2-AXLES, 4 TIRES)
- 16 - SINGLE-UNIT TRUCK (2 AXLE, 6 TIRES) GVWR 10,000 LBS OR LESS
- 17 - SINGLE-UNIT TRUCK (2-AXLE, 6 TIRES) GVWR 10,001 LBS OR MORE
- 18 - SINGLE-UNIT TRUCK (3 OR MORE AXLES)
- 19 - TRUCK PULLING TRAILER(S) - GCWR 10,001 LBS OR MORE
- 20 - TRUCK TRACTOR ONLY (BOBTAIL)
- 21 - TRACTOR/SEMI-TRAILER
- 22 - TRACTOR/DOUBLES
- 23 - TRACTOR/TRIPLES
- 24 - TRACTOR/MOBILE HOME

96 - NOT APPLICABLE
 97 - OTHER
 99 - UNKNOWN

Direction of Travel Before Crash

The general direction of a motor vehicle's travel on the roadway before the crash. Note that this is not a compass direction, but a direction consistent with the designated direction of the road. For example, the direction of a State-designated North-South highway must be either northbound or southbound even though a motor vehicle may have been traveling due east as a result of a short segment of the highway having an east-west orientation.

01 - NORTHBOUND
 02 - SOUTHBOUND
 03 - EASTBOUND
 04 - WESTBOUND
 05 - NOT ON ROADWAY (ALSO USE FOR PARKED MOTOR VEHICLE)
 96 - NOT APPLICABLE (IMMOBILE FROM PREVIOUS ACCIDENT, STUCK, ETC.)
 99 - UNKNOWN

Initial Point of Impact

This field is intended to collect the approximate contact point on this vehicle associated with this vehicle's initial harmful event.

00 - NO DAMAGE
 01 - POSITION 1
 02 - POSITION 2
 03 - POSITION 3
 04 - POSITION 4
 05 - POSITION 5
 06 - POSITION 6
 07 - POSITION 7
 08 - POSITION 8
 09 - POSITION 9
 10 - POSITION 10
 11 - POSITION 11
 12 - POSITION 12
 13 - TOP (ROOF)
 14 - UNDERCARRIAGE
 15 - NON-COLLISION/ROLLOVER
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE
 99 - UNKNOWN

Most Damaged Area

This field identifies the most damaged area on the vehicle as a result of this accident.

00 - NO DAMAGE
 01 - POSITION 1
 02 - POSITION 2
 03 - POSITION 3
 04 - POSITION 4
 05 - POSITION 5
 06 - POSITION 6
 07 - POSITION 7
 08 - POSITION 8
 09 - POSITION 9
 10 - POSITION 10
 11 - POSITION 11
 12 - POSITION 12
 13 - TOP (ROOF)
 14 - UNDERCARRIAGE
 15 - NON-COLLISION/ROLLOVER
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE
 99 - UNKNOWN

Underride/Override

An underride or override refers to the striking vehicle. If the striking vehicle slides under another vehicle during an accident it is an underride. If the striking vehicle rides up over another vehicle, it is an override. Intrusion occurs when the windshield or other glass portion of the passenger compartment is intruded.

00 - NO UNDERRIDE OR OVERRIDE
 01 - UNDERRIDE, COMPARTMENT INTRUSION
 02 - UNDERRIDE, NO COMPARTMENT INTRUSION
 03 - UNDERRIDE, COMPARTMENT INTRUSION UNKNOWN
 04 - OVERRIDE, MOTOR VEHICLE IN TRANSPORT
 05 - OVERRIDE, OTHER MOTOR VEHICLE
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE
 99 - UNKNOWN

Traffic Control Device Type

The type of traffic control device (TCD) applicable to this motor vehicle at the accident location.

00 - NO CONTROLS
 01 - TRAFFIC CONTROL SIGNAL
 02 - FLASHING TRAFFIC CONTROL SIGNAL
 03 - SCHOOL ZONE SIGNS
 04 - STOP SIGN
 05 - YIELD SIGN
 06 - WARNING SIGN

- 07 - RAILWAY CROSSING SIGNAL WITH GATE
- 08 - RAILWAY CROSSING WITH SIGNAL
- 09 - RAILWAY CROSSING WITH CROSSBUCK ONLY
- 10 - TRAFFIC CONTROL PERSON
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

Any Inoperable?

Was the traffic control device inoperative or missing that may have contributed to the accident?

- 00 - NONE INOPERABLE OR MISSING
- 01 - TRAFFIC CONTROL SIGNAL
- 02 - FLASHING TRAFFIC CONTROL SIGNAL
- 03 - SCHOOL ZONE SIGNS
- 04 - STOP
- 05 - YIELD SIGN
- 06 - WARNING SIGN
- 07 - RAILWAY CROSSING SIGNAL WITH GATE
- 08 - RAILWAY CROSSING WITH SIGNAL
- 09 - RAILWAY CROSSING WITH CROSSBUCK ONLY
- 10 - TRAFFIC CONTROL PERSON
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

Vehicle Contributing Circumstances

Pre-existing motor vehicle defects or maintenance conditions that may have contributed to the accident.

- 00 - NONE
- 01 - BRAKES
- 02 - STEERING
- 03 - POWER TRAIN
- 04 - SUSPENSION
- 05 - TIRES
- 06 - EXHAUST
- 07 - HEADLIGHTS
- 08 - SIGNAL LIGHTS
- 09 - TAIL LIGHTS
- 10 - HORN
- 11 - WINDOWS/WINDSHIELD
- 12 - WHEELS
- 13 - TRUCK COUPLING / TRAILER HITCH / SAFETY CHAINS
- 14 - CARGO
- 15 - FUEL SYSTEM
- 16 - MIRRORS

- 17 - WIPERS
- 18 - BODY, DOORS, HOOD
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

Vehicle Maneuver

The controlled maneuver for this motor vehicle prior to the beginning of the sequence of events.

- 01 - STRAIGHT AHEAD
- 02 - BACKING
- 03 - CHANGING LANES
- 04 - OVERTAKING
- 05 - TURNING RIGHT
- 06 - TURNING LEFT
- 07 - MAKING U-TURN
- 08 - LEAVING TRAFFIC LANE
- 09 - ENTERING TRAFFIC LANE
- 10 - SLOWING IN TRAFFIC LANE
- 11 - STOPPED IN TRAFFIC LANE
- 12 - STARTING IN TRAFFIC LANE
- 13 - PARKING MANEUVER
- 14 - IMMOBILE FROM PREVIOUS ACCIDENT
- 15 - PARKED
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN
- 95 - WILD ANIMAL HIT

Avoidance Maneuver

This field describes driver maneuvers used to avoid the accident.

- 00 - NO DRIVER PRESENT/UNKNOWN IF DRIVER PRESENT
- 01 - ACCELERATING
- 02 - ACCELERATING AND STEERING LEFT
- 03 - ACCELERATING AND STEERING RIGHT
- 04 - BRAKING AND STEERING LEFT
- 05 - BRAKING AND STEERING RIGHT
- 06 - BRAKING (LOCKUP)
- 07 - BRAKING (LOCKUP UNKNOWN)
- 08 - BRAKING (NO LOCKUP)
- 09 - NO AVOIDANCE MANEUVER
- 10 - RELEASING BRAKES
- 11 - STEERING LEFT
- 12 - STEERING RIGHT
- 98 - OTHER ACTIONS
- 99 - UNKNOWN

Road Contributing Circumstances

The apparent condition of the road which may have contributed to the accident.

- 00 - NONE
- 01 - ROAD SURFACE CONDITION (WET, ICY, SNOW, SLUSH, ETC.)
- 02 - DEBRIS
- 03 - RUT, HOLES, BUMPS
- 04 - WORK ZONE (CONSTRUCTION/MAINTENANCE/UTILITY)
- 05 - WORN, TRAVEL-POLISHED SURFACE
- 06 - OBSTRUCTION IN ROADWAY
- 07 - TRAFFIC CONTROL DEVICE INOPERATIVE, MISSING OR OBSCURED
- 08 - PEDESTRIAN, BICYCLISTS, OTHER NON-OCCUPANTS IN ROAD
- 09 - SHOULDERS (NONE, LOW, SOFT, HIGH)
- 10 - NON-HIGHWAY WORK
- 11 - ANIMAL IN ROADWAY
- 12 - NON-CONTACT VEHICLE CAUSED EVASIVE ACTION
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

Red Tag

The number of the Red Tag provided to the driver/owner of a motor vehicle indicating that it has been involved in a motor vehicle traffic accident and that it was reported to law enforcement.

COMMERCIAL MOTOR VEHICLE INFORMATION		
<input type="checkbox"/> Does the accident involve one or more of the following: - a truck having GCWR of 10,001 or more pounds; OR - a vehicle displaying a hazardous material placard; OR - a vehicle designed to transport 9 or more people, including the driver	<input type="checkbox"/> Did the accident result in one or more of the following: - a fatality; OR - an injury requiring transportation for immediate medical attention; OR - a vehicle was disabled requiring a towaway from the scene	
Accident Involved Vehicle - Purpose	Cargo Body Type	Carrier Name
Carrier Address		
City	State	Zip
Gross Vehicle Weight Rating (GVWR)	Gross Combination Weight Rating (GCWR)	US DOT Number
Hazardous Material Released?	Hazardous Material Content Code	Hazardous Materials Description
SEQUENCE OF EVENTS		
First Event	Second Event	
Third Event	Fourth Event	
Most Harmful Event for this Vehicle		
MOTOR VEHICLE AUTOMATION		
Automation System or Systems in Vehicle	Automation System Levels in Vehicle	Automation System Levels Engaged at Time of Crash

Commercial Motor Vehicle Information

Does the accident involve one or more of the following: (if so check the box)

- a truck having GCWR of 10,001 or more pounds
- a vehicle displaying a hazardous material placard
- a vehicle designed to transport 9 or more people, including the driver

Did the accident result in one or more of the following: (if so check the box)

- a fatality
- an injury requiring transportation for immediate medical attention
- a vehicle was disabled requiring a towaway from the scene

Accident Involved Vehicle - Purpose

Whether the carrier is a commercial carrier or a non-commercial carrier.

- Commercial Interstate – A commercial vehicle where the transit between the points of origin and termination does not occur entirely within the borders of the state of origin. A motor carrier that has authority to operate across state lines. Interstate operators are required to have a USDOT Number by the Federal Motor Carrier Administration.
- Commercial Intrastate – A motor carrier that operates entirely within the state and does not have the authority to engage in interstate commerce. Intrastate operators are not required to have a USDOT Number.
- Government - Any government vehicle whether it is operated by the local, state, or federal government. In most circumstances, the government-owned vehicle will not have a USDOT Number.
- Personal - Personal rental vehicles (e.g. U-haul, Ryder, Penske) that qualify by size (over 10,000 lbs GVWR/GCWR) that are operated by a private individual. In these situations, the rental company is not the carrier and should not be recorded.

Cargo Body Type

The type of body for buses and trucks more than 10,000 lbs GVWR.

- 00 - NO CARGO BODY
- 01 - BUS
- 02 - VAN/ENCLOSED BOX
- 03 - HOPPER (GRAIN/CHIPS/GRAVEL)
- 04 - POLE
- 05 - CARGO TANK
- 06 - FLATBED
- 07 - DUMP
- 08 - CONCRETE MIXER
- 09 - AUTO TRANSPORTER
- 10 - GARBAGE/REFUSE
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

Carrier Name

The name of the individual, partnership, or corporation responsible for the transportation of persons or property.

Carrier Address

The address of the individual, partnership, or corporation responsible for the transportation of persons or property.

Carrier City

The city of the individual, partnership or corporation responsible for the transportation of persons or property.

Carrier State

The state of the individual, partnership, or corporation responsible for the transportation of persons or property.

Carrier Zip

The zip code of the individual, partnership or corporation responsible for the transportation of persons or property.

Gross Vehicle Weight Rating (GVWR)

The Gross Vehicle Weight Rating (GVWR) is the amount recommended by the manufacturer as the upper limit to the operational weight for a motor vehicle and any cargo (human or other) to be carried.

1. 10,000 LBS OR LESS
2. 10,000 LBS – 26,000 LBS
3. 26,001 LBS OR MORE

Gross Combination Weight Rating (GCWR)

The Gross Combination Weight Rating (GCWR) is the sum of all GVWRs for each unit in a combination unit motor vehicle. Thus for single-unit trucks there is no difference between the GVWR and the GCWR. For combination trucks (truck tractors pulling a single semi-trailer, truck tractors pulling double or triple trailers, trucks pulling trailers, and trucks pulling other motor vehicles) the GCWR is the total of the GVWRs of all units in the combination.

1. 10,000 LBS OR LESS
2. 10,000 LBS – 26,000 LBS
3. 26,001 LBS OR MORE

US DOT Number

The identification number of the individual, partnership, or corporation responsible for the transportation of persons or property. In most cases this number can be found on the side of the vehicle. The number will be preceded by the letters USDOT.

Hazardous Material Released?

This field indicates whether hazardous materials that were released from the cargo compartment.

- 01 – YES
- 02 – NO
- 96 – NOT APPLICABLE
- 99 – UNKNOWN
- 95 – WILD ANIMAL HIT

Hazardous Material Content Code

Enter the content code of the hazardous material that was released from the cargo compartment.

Hazardous Materials Description

Enter a description of the hazardous material that was released from the cargo compartment.

First Event

The first event in sequence related to this motor vehicle, including both non-collisions as well as collision events. The sequence of events must include the Most Harmful Event for this motor vehicle.

Second Event

The second event in sequence related to this motor vehicle, including both non-collisions as well as collision events. The sequence of events must include the Most Harmful Event for this motor vehicle.

Third Event

The third event in sequence related to this motor vehicle, including both non-collisions as well as collision events. The sequence of events must include the Most Harmful Event for this motor vehicle.

Fourth Event

The fourth event in sequence related to this motor vehicle, including both non-collisions as well as collision events. If more than four events occurred, exclude non-harmful events first, followed by the least harmful events (i.e. if your total sequence of events is ran off roadway, struck traffic sign support, mailbox, fence, and tree, you would exclude ran off roadway). The sequence of events must include the Most Harmful Event for this motor vehicle.

Most Harmful Event for this Vehicle

The event that resulted in the most severe injury or, if no injury, the greatest property damage involving this motor vehicle. This field must be in the Sequence of Events.

Automation System or Systems in Vehicle

This field indicates whether or not the vehicle has an automation system(s).

01 – YES
02 – NO
99 – UNKNOWN

Automation System Levels in Vehicle

This field indicates what level of automation the vehicle has if it has an automation system.

00 – NO AUTOMATION
01 – DRIVER ASSISTANCE
02 – PARTIAL AUTOMATION
03 – CONDITIONAL AUTOMATION
04 – HIGH AUTOMATION
05 – FULL AUTOMATION
06 – AUTOMATION LEVEL UNKNOWN
99 – UNKNOWN

Automation System Levels Engaged at Time of Crash

This field indicates what automation system(s) were active at the time of the accident.

- 00 - NO AUTOMATION
- 01 - DRIVER ASSISTANCE
- 02 - PARTIAL AUTOMATION
- 03 - CONDITIONAL AUTOMATION
- 04 - HIGH AUTOMATION
- 05 - FULL AUTOMATION
- 06 - AUTOMATION LEVEL UNKNOWN
- 99 - UNKNOWN

Damaged Object

Damaged Object Section

DAMAGED OBJECT		
Damaged Objects?	Damaged Object (property other than Vehicles)	Estimate of Damage
Owner's Last Name	First Name	Middle Name
Address		
City	State	Zip Code

Damaged Object Overview

Adding damaged objects

- If there needs to be a damaged object added and the number was not generated in the form designer, the group can still be added.
- One of the fields in the group needs to be selected before clicking the "Add" button on the right side of the screen.

For damaged objects related to DOT use the following address:

- **700 E BROADWAY AVE PIERRE SD 57501**

Damaged Objects?

Were there object(s) damaged in the accident scene other than vehicles?

- 1 . YES
- 2 . NO

Damaged Object (property other than Vehicles)

List of object(s) damaged at the accident scene other than vehicles.

Estimate of Damage

Estimated cost of the object(s) damaged at the accident scene. Round up to the nearest whole dollar amount.

Owner's Last Name

The last name of the owner of the object(s) damaged at the accident scene.

First Name

The first name of the owner of the object(s) damaged at the accident scene.

Middle Name

The middle name of the owner of the object(s) damaged at the accident scene.

Address

The address of the owner of the object(s) damaged at the accident scene.

City

The city of the owner of the object(s) damaged at the accident scene.

State

The state of the owner of the object(s) damaged at the accident scene.

Zip Code

The zip code of the owner of the object(s) damaged at the accident scene.

Injured Person

Injured Person Section

INJURED PERSON				
Injured Person?	Unit #	Last Name	First Name	Middle Name
▼				
Address				
City	State	Zip Code	Date of Birth	Sex
	▼		MM / DD / YYYY	▼
Injury Status	Ejection		Seating Position	
▼	▼		▼	
Safety Equipment		Air Bag Deployed		
▼		▼		
Source of Transport	Transported to		EMS Trip #	
▼				

Adding an Injured Person

- If there needs to be an injured person added and the number was not generated in the form designer, the group can still be added.
- One of the fields in the group needs to be selected before clicking the "Add" button on the right side of the screen.

Injured Person?

Was there an injured person as a result of the accident (not the driver)?

1. YES
2. NO

Unit

Which unit was the injured person in or on at the time of the accident.

Last Name

The last name of the injured person.

First Name

The first name of the injured person.

Middle Name

The middle name of the injured person.

Address

The address of the injured person.

City

The city of the injured person.

State

The state of the injured person.

Zip Code

The zip code of the injured person at the accident scene.

Date of Birth

Enter the date of birth of the injured person.

Sex

Enter the gender of the injured person.

1 - MALE
2 - FEMALE
99 - UNKNOWN

Injury Status

The injury severity level for the injured person involved in the accident. The determination of which attribute to assign should be based on the latest information available at the time the report is completed.

01 (K) - FATAL INJURY
02 (A) - SUSPECTED SERIOUS INJURY
03 (B) - SUSPECTED MINOR INJURY
04 (C) - POSSIBLE INJURY
05 (O) - NO APPARENT INJURY

There were three additions added to the definition of a Suspected Serious Injury.

- Crush injuries (not in previous definition located in South Dakota's Motor Vehicle Traffic Accident Reporting Instruction Manual.)
- Significant burns (second and third degree burns over 10% or more of the body) (not in previous definition located in South Dakota's Motor Vehicle Traffic Accident Reporting Instruction Manual.)
- Paralysis (not in previous definition located in South Dakota's Motor Vehicle Traffic Accident Reporting Instruction Manual.)

Codes are changed from numbers to letters.

We made an adjustment from 02 Incapacitating Injury (previous language) to Suspected Serious Injury and 03 Non-Incapacitating Injury (previous language) to Suspected Minor Injury.

Ejection

The location of the injured person's body as being completely or partially thrown from the interior of the motor vehicle as a result of an accident.

00 - NOT EJECTED
 01 - EJECTED, TOTALLY
 02 - EJECTED, PARTIALLY
 96 - NOT APPLICABLE (MOTORCYCLE, SNOWMOBILE, PEDESTRIAN, PEDALCYCLIST, ETC.)
 99 - UNKNOWN
 95 - WILD ANIMAL HIT

Seating Position

The location for this injured person in, on, or outside of the motor vehicle prior to the first event in the sequence of events.

02 - FRONT SEAT - MIDDLE
 03 - FRONT SEAT - RIGHT
 04 - SECOND ROW - LEFT
 05 - SECOND ROW - MIDDLE
 06 - SECOND ROW - RIGHT
 07 - THIRD ROW - LEFT
 08 - THIRD ROW - MIDDLE
 09 - THIRD ROW - RIGHT
 10 - FOURTH ROW - LEFT
 11 - FOURTH ROW - MIDDLE
 12 - FOURTH ROW - RIGHT
 13 - FRONT ROW - OTHER
 14 - SECOND ROW - OTHER
 15 - THIRD ROW - OTHER
 16 - FOURTH ROW - OTHER
 17 - MOTORCYCLE PASSENGER
 18 - PEDALCYCLIST PASSENGER
 19 - BUS PASSENGER
 20 - TRAILING UNIT
 21 - ON VEHICLE EXTERIOR (NON-TRAILING UNIT)
 22 - UNENCLOSED CARGO AREA
 23 - ENCLOSED CARGO AREA
 24 - SLEEPER SECTION OF CAB (TRUCK)
 95 - WILD ANIMAL HIT
 96 - NOT APPLICABLE
 97 - OTHER
 25 - SEATING POSITION 1 - NOT OPERATOR
 99 - UNKNOWN

Safety Equipment

The restraint equipment in use by the injured person at the time of the accident.

- 00 - NONE USED
- 01 - LAP BELT ONLY USED
- 02 - SHOULDER HARNESS ONLY USED
- 03 - LAP BELT AND SHOULDER HARNESS USED
- 04 - HELMET ONLY
- 05 - EYE PROTECTION ONLY
- 06 - HELMET AND EYE PROTECTION
- 07 - CHILD/YOUTH RESTRAINT SYSTEM USED PROPERLY
- 08 - CHILD/YOUTH RESTRAINT SYSTEM USED, NOT PROPERLY
- 09 - PROTECTIVE PADS USED (NON-MOTORIST ONLY)
- 10 - REFLECTIVE CLOTHING (NON-MOTORIST ONLY)
- 11 - LIGHTING (NON-MOTORIST ONLY)
- 95 - WILD ANIMAL HIT
- 96 - NOT APPLICABLE
- 97 - OTHER
- 99 - UNKNOWN

Air Bag Deployed

The deployment status of an air bag relative to the position in the vehicle for this occupant.

- 00 - NOT DEPLOYED
- 01 - DEPLOYED-FRONT
- 02 - DEPLOYED-SIDE
- 03 - DEPLOYED-OTHER
- 04 - DEPLOYED-COMBINATION
- 96 - NOT APPLICABLE (MOTORCYCLE, SNOWMOBILE, PEDESTRIAN, PEDALCYCLE, ETC.)
- 95 - WILD ANIMAL HIT
- 99 - UNKNOWN

Source of Transport

The type of unit providing transport to the first medical facility receiving the patient. Source of Transport can only be added for MEDICAL related transport. Do not use this section for transporting to jail, hotel, residence, etc.

- 00 - NOT TRANSPORTED
- 01 - EMS AIR
- 02 - EMS GROUND
- 03 - LAW ENFORCEMENT
- 98 - OTHER
- 99 - UNKNOWN
- 95 - WILD ANIMAL HIT

Transported to

The identity of the first medical facility receiving the patient.

EMS Trip

The number assigned to the injured person transported by EMS.

Diagram/Narrative

Diagram/Narrative Overview

- Impact points
 - Sideswipe can never have an impact point of front (12)
 - Make sure the impact/most damaged points are in the correct position according to the direction of travel and diagram
- Diagram
 - Accurate with compass direction and units labeled
- Narrative
 - Anything needing explanation from the rest of the accident form should be explained here.

Diagram/Narrative Section

The diagram is very useful when reconstructing crash events. A crash diagram should be provided for all crash reports submitted to the Department of Transportation when possible. A three stage diagram is not necessary if the pre crash, crash and post crash direction of travel is shown.

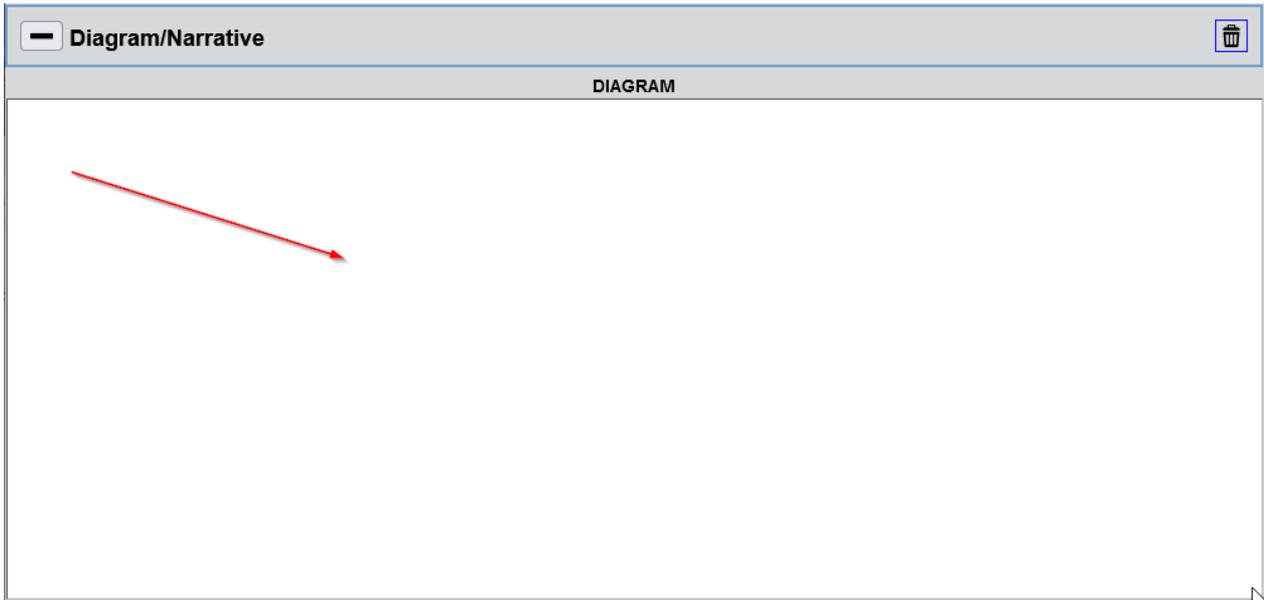
- Diagram/Narrative🗑️

DIAGRAM

NARRATIVE

DIAGRAM

To open the Diagram tool, click anywhere within the Diagram box.

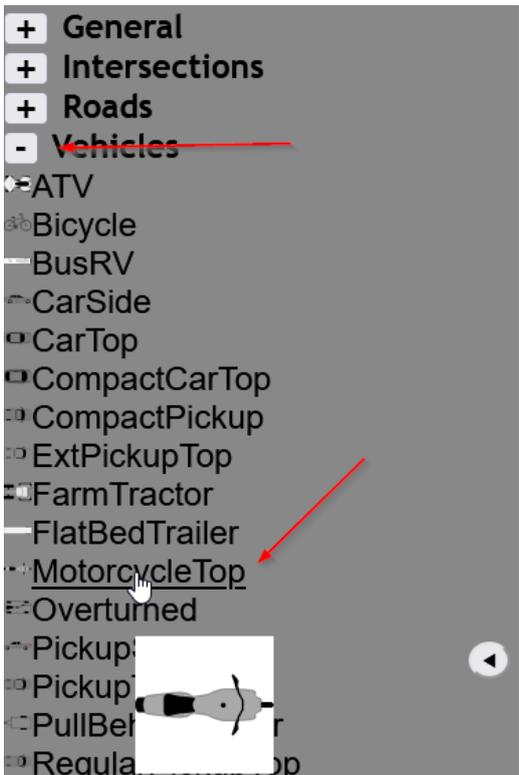


A new diagram will start with the compass and the "Not to Scale" items already on the diagram canvas.



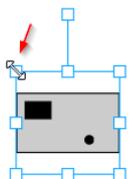
Adding Images to Diagram

To see the list of images for each section, click the **+** to the left of the section name. As the images are scrolled over, a preview of that image appears. Simply click on the image name to add that image to the canvas.

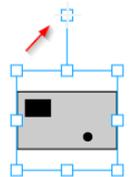


Manipulating Images on the Diagram

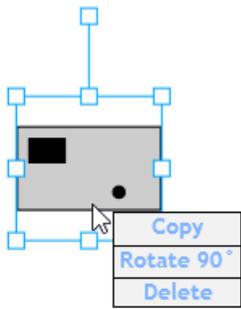
When an image is selected, it will be surrounded by border with resize and rotate options. To resize the currently selected image, click and hold down the left mouse button on any of the border boxes that are in contact with the image, and drag the box to the size that is needed.



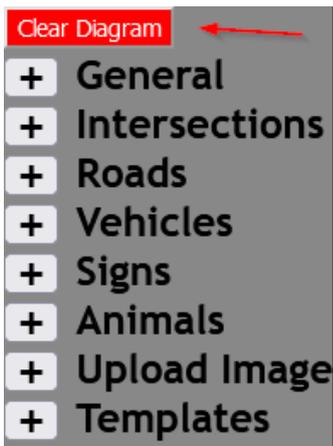
To rotate the currently selected image, click and hold down the left mouse button on the upper box, and drag to the rotation needed.



When selected on an image, right click on the image. This will bring up the below menu. This menu allows the user to copy the currently selected image, rotate the currently selected image 90°, and/or delete the currently selected image. Note: When the image is copied, the copied image will appear on top of the image that was copied. Select the image and move to another location.

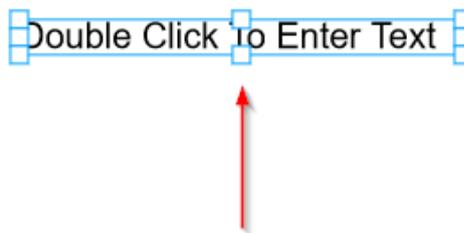
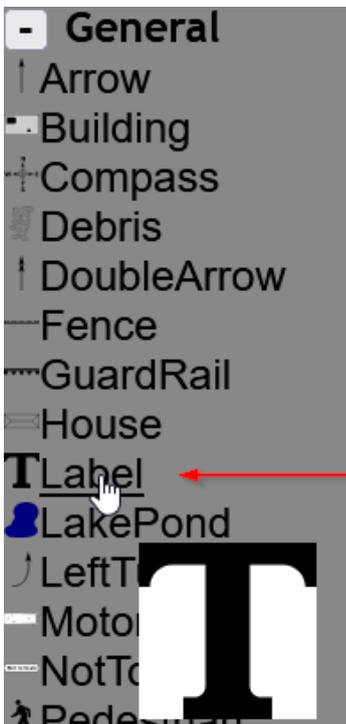


If there is a reason that the diagram needs to be redone, simply click on the "Clear Diagram" button which will clear the canvas. Note: Clearing the diagram will remove the compass and the not to scale images and will have to be added again.



Label Object

The Label object can be used to denote units, streets, and other information through text. Click on the "Label" text and the label object will be added to the canvas.



Double click on the "Double Click to Enter Text" and a dialog box will appear. Enter the desired text and click the "OK" Button. Then move the label to the appropriate place.

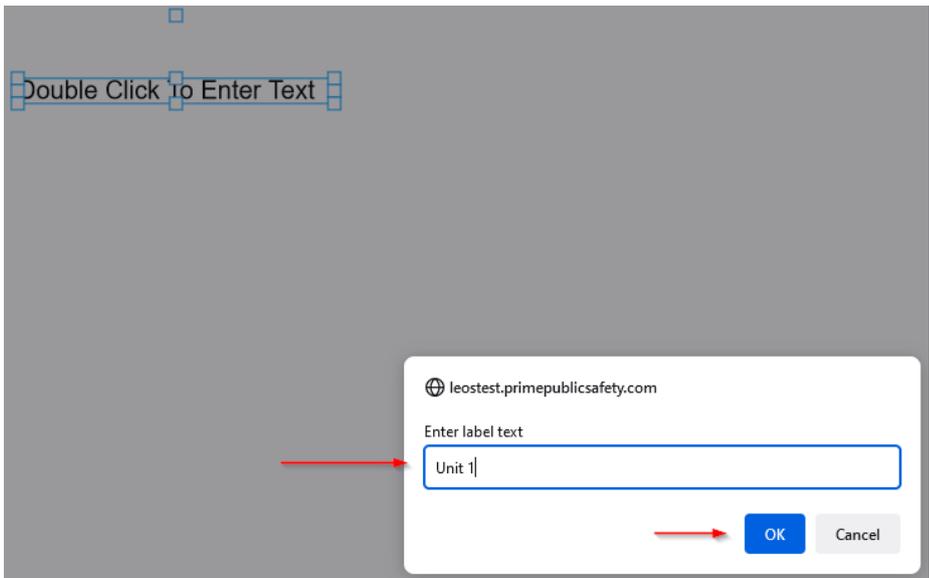
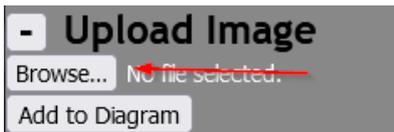


Diagram Upload Image

To upload an image to the canvas of the diagram, click on the "Browse" button and navigate to where the image is stored. Select the image and click the "Open" button in the dialog box. Note: Only jpg and png images can be uploaded.



Click the "Add to Diagram" button to add the image to the canvas. Once the image is on the canvas, the image can be selected and manipulated like any other object.



Diagram Templates

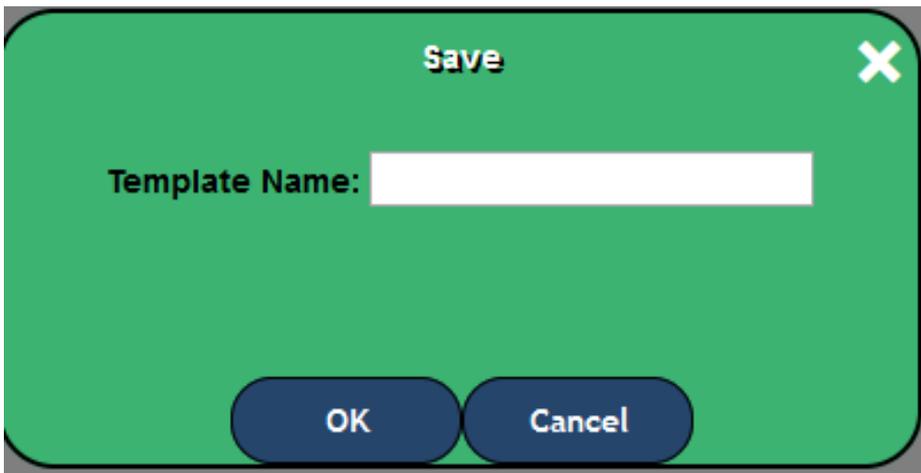
For commonly used intersections or streets, a template can be created to expedite the diagram process. Create the intersection or street on the diagram canvas and click the **+** button that is next to Templates.



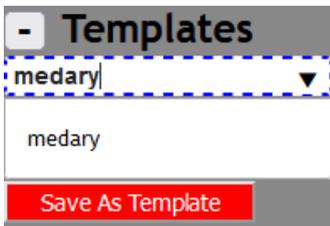
Click the "Save As Template" button.



A dialog box will appear. Name the template with a description of the template and click "OK".



To use a created template, click on the drop down list in the Templates section and select the template that is to be used. The template of the intersection or street will be automatically added to the diagram canvas.



NARRATIVE

To enter the narrative, simply click anywhere in the narrative box. At this point, law enforcement can start typing their narrative. Misspelled words will be underlined in red. Right clicking on the underlined word in red will bring up options for the misspelled word. There is a 4,000 character limit on the narrative.

NARRATIVE

The officer's narrative should contain the following:

1. The trip plan of each of the drivers involved should be determined and recorded as the first item. (This information is used by engineering to determine unique traffic environments).
2. The officer should determine or estimate the events leading up to the crash and record them as the second item in a step-by-step order.
3. Describe any conditions which contributed to the crash, such as road, vehicle, driver, passenger, pedestrian, and/or other conditions. List any contributing circumstances not indicated above.
4. Describe any observations noted in the "Observations" section of the report.
5. Explain any responses to items from the previous sections where you selected "Other".

Witness

Witness Section

WITNESS			
Witness?	Last Name	First Name	Middle Name
▼			
Address			
City	State	Zip Code	Phone
	▼		

Adding a Witness

- If there needs to be a witness added and the number was not generated in the form designer, the group can still be added.
- One of the fields in the group needs to be selected before clicking the "Add" button on the right side of the screen.

Witness?

Was there a witness to the accident?

- 1 . YES
- 2 . NO

Last Name

Enter the last name of the witness.

First Name

Enter the first name of the witness.

Middle Name

Enter the middle name of the witness.

Address

Enter the address of the witness.

City

Enter the city of the witness.

State

Enter the state of the witness.

Zip Code

Enter the zip code of the witness.

Phone

Enter the phone number of the witness.

Signature/Approval

Signature/Approval Section

SIGNATURE/APPROVAL						
Date Notified	Time Notified	Date Arrived	Time Arrived	Agency Type	Investigation Made at Scene?	Photos Taken?
MM / DD / YYYY		MM / DD / YYYY		▼	▼	▼
Date Approved		Approval Officer Last Name		First Name	Middle Name	
MM / DD / YYYY						

Signature/Approval Overview

- Do this section last
- Make sure time and date are accurate
- Review form BEFORE approving

Date Notified

The month, day, and year that law enforcement was notified.

Time Notified

The time that law enforcement was notified in Military Time. The time must be consistent with the time zone where the accident occurred.

Date Arrived

The month, day, and year that law enforcement arrived at the scene of the accident.

Time Arrived

The time that law enforcement arrived at the accident scene in Military Time. The time must be consistent with the time zone where the accident occurred.

Agency Type

This field denotes the agency that the law enforcement officer is representing and will auto-populate from the users information.

- 01 - HIGHWAY PATROL
- 02 - SHERIFF DEPARTMENT

- 03 - CITY POLICE
- 04 - BIA
- 05 - TRIBAL POLICE
- 97 - OTHER

Investigation Made at Scene?

Was there an investigation made at the scene of the accident?

- 01 - YES
- 02 - NO
- 96 - NOT APPLICABLE

Photos Taken?

Were photos taken of the accident scene?

- 1 . YES
- 2 . NO

Date Approved

The date the approving officer completed the review of the accident report.

Approval Officer Last Name

The last name the approving officer that completed the review of the accident report.

First Name

The first name the approving officer that completed the review of the accident report.

Middle Name

The middle name the approving officer that completed the review of the accident report.