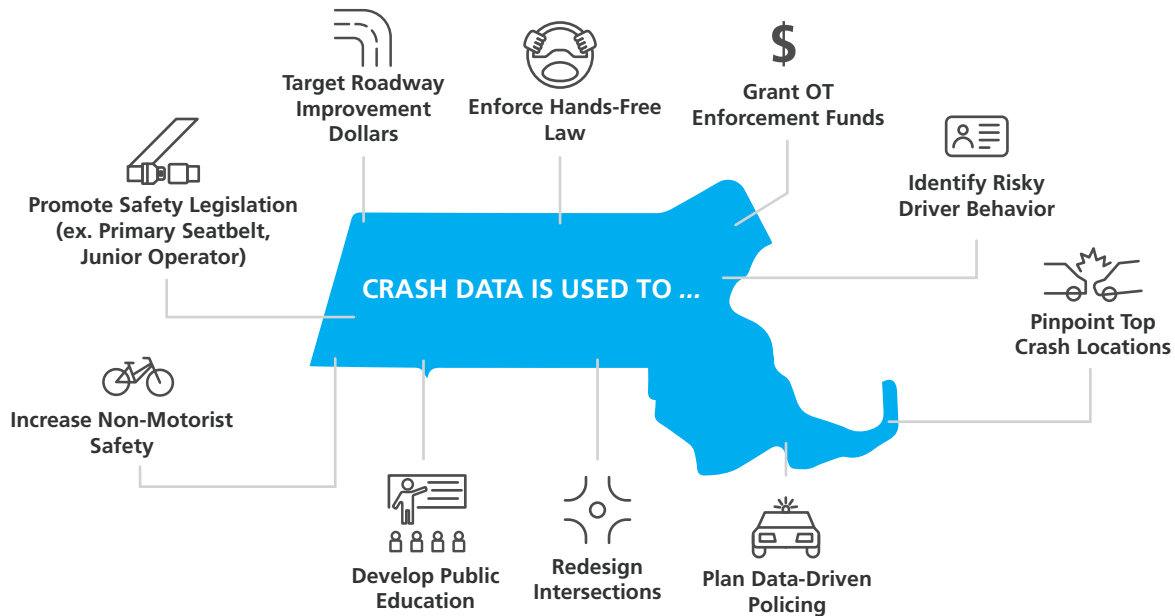


# SUPERVISOR GUIDELINES: CRASH REPORT REVIEW

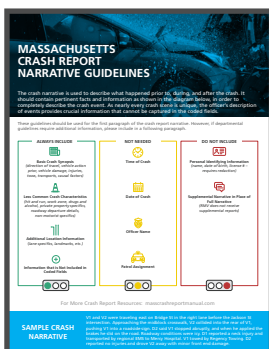
Use these resources to assist in your review of crash reports

Increased crash data quality improves all facets of crash reduction programming — law enforcement, policy, infrastructure, research & education.

## CRASH DATA IS *NOT* JUST FOR INSURANCE COMPANIES



**SHARE WITH OFFICERS/TROOPERS TO ENCOURAGE COMPLETE AND ACCURATE CRASH REPORTS**  
[masscrashreportmanual.com/guidelines](http://masscrashreportmanual.com/guidelines)



### CRASH REPORT NARRATIVE GUIDELINES

Write crash narratives faster with these important details and no PII. More concise narratives allow for easier supervisor review.



### IMPORTANT CRASH REPORT ELEMENTS

Check 12 fields that always need to be completed—even if the response is unknown. Person fields must be completed for EACH driver & passenger in the crash.

# IMPORTANT CRASH REPORT ELEMENTS

Below are the crash report fields most often left incomplete. Please review crash reports to ensure the necessary information is included and completed using valid indicators. The Registry of Motor Vehicles requires these fields to be completed even if the response is Unknown, Other or Not Applicable.



## **DRIVER'S LICENSE CLASS**

What was the driver's license class (A/B/C/D)?



## **TRAVEL DIRECTION CODE**

Which direction (N/S/E/W) was the vehicle heading?



## **EMERGENCY USE CODE**

Was this a first responder vehicle traveling to an emergency?



## **DRIVER CONTRIBUTING CODE**

Did any suspected driver actions possibly contribute to the crash?



## **DRIVER DISTRACTED BY**

Were there any suspected internal or external distractions?



## **DAMAGED AREA CODE**

What area of the vehicle was damaged?



## **TOWED**

Was the vehicle towed from the scene?



## **SAFETY SYSTEM USED**

Was the occupant wearing their seatbelt? Was the motorcyclist using a helmet? (Must complete for EACH driver & passenger)



## **AIR BAG DEPLOYED**

Did the seat airbags deploy? (Must complete for EACH driver & passenger)



## **EJECTED**

Was the occupant ejected from the vehicle? (Must complete for EACH driver & passenger)



## **TRANSPORTED BY**

Was the person transported to a medical facility? (Must complete for EACH driver, passenger & non-motorist)



## **NON-MOTORIST SAFETY SYSTEM USED**

Was the non-motorist using safety equipment?

**BETTER CRASH  
DATA MEANS...**



TARGETED PATROLS



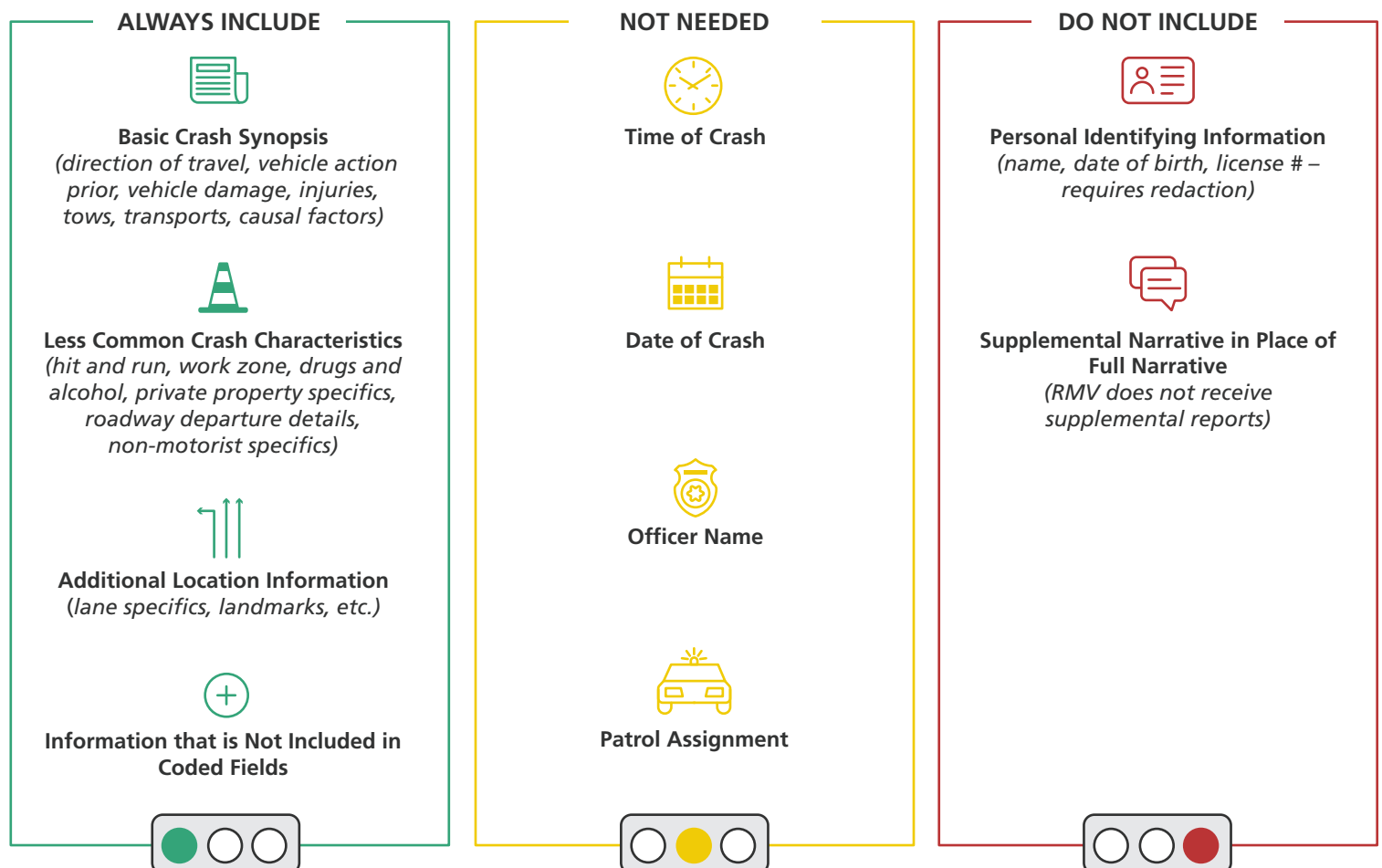
IMPROVED ROADWAY DESIGNS

For More Crash Report Resources: [masscrashreportmanual.com](https://masscrashreportmanual.com)

# MASSACHUSETTS CRASH REPORT NARRATIVE GUIDELINES

The crash narrative is used to describe what happened prior to, during, and after the crash. It should contain pertinent facts and information as shown in the diagram below, in order to completely describe the crash event. As nearly every crash scene is unique, the officer's description of events provides crucial information that cannot be captured in the coded fields.

These guidelines should be used for the first paragraph of the crash report narrative. However, if departmental guidelines require additional information, please include in a following paragraph.



For More Crash Report Resources: [masscrashreportmanual.com](http://masscrashreportmanual.com)

## SAMPLE CRASH NARRATIVE

V1 and V2 were traveling east on Bridge St in the right lane before the Jackson St intersection. Approaching the midblock crosswalk, V2 collided into the rear of V1, pushing V1 into a roadside sign. D2 said V1 stopped abruptly, and when he applied the brakes he slid on the road. Roadway conditions were icy. D1 reported a neck injury and transported by regional EMS to Mercy Hospital. V1 towed by Regency Towing. D2 reported no injuries and drove V2 away with minor front end damage.