



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: December 9, 2012	REVISED DATE: September 10, 2012	NO. PAGES: 1 of 5	NUMBER: 8.1.02
SUBJECT: OH-1 TRAFFIC ACCIDENT REPORTS, SUPPLEMENTS AND VIOLATION ENFORCEMENT			
ASSOCIATED MANUAL:		RELATED ORDERS: 8.1.01, 8.1.03, 8.1.04	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

*Substantive changes are italicized*

**PURPOSE:** To provide an accompaniment to the *Traffic Crash Report Procedure Manual (TCRPM)* in the proper completion the OH-1 Traffic Accident Report (OH-1) and to document enforcement procedures for traffic accident violations. An example OH-1 form is provided as attachments C-F of this order.

**POLICY:** Officers of the Cleveland Division of Police shall complete an OH-1 *for all motor vehicle crashes investigated by the Division, including private property and Property Damage Only (PDO) accidents with damage estimates under the Ohio reportable dollar amount. Unless a fatality occurs, these incidents remain local and are not sent to the Ohio Department of Public Safety (ODPS).*

*When possible, officers shall identify the unit at fault and issue a citation, make a physical arrest when appropriate, or warn the motorist based on probable cause developed from physical evidence and/or witness information present at the time.*

The *TCRPM* is an integral part of this directive. Commanders shall obtain copies from the Supply Unit and distribute them to officers who complete or review OH-1s. Supervisory officers shall ensure that personnel under their command complete OH-1s.

**PROCEDURES:**

- I. Officers shall print legibly using black ballpoint pen, and mark only in designated boxes using block letters. Officers shall not *smear or fold OH-1s*. Officers shall not mark areas on the OH-1 report that are not used.
  - A. *Reporting officers shall leave the Local Report Number field blank. The Record Section shall complete this field.*

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- B. The National Crime Information Center (N.C.I.C.) has designated **CLP00** for the Division of Police.
- C. Enter **CLEVELAND PD** to indicate the reporting agency.
- D. Show the motorist/non-motorist who has the most causative bearing on the crash by unit number (01, 02, etc). **Enter '98' for animals involved. Enter '99' for no error determined.**
- E. Enter numerical crash date by the following: **MMDDYYYY** (i.e.: August 14, 2000 is 08142000).
- F. Enter **'18'** as the County #.
- G. *Mark an "X" in the PDO (Property Damage Only) field if the crash damage is estimated at under \$1000.00 and there is no injury. These reports remain local reports and are not sent to the ODPS.*
- H. *Enter the latitude and longitude of the location of the crash (at area of impact). This can be obtained via MDC, various websites or the Communications Control Section (CCS). This entry is required by the State of Ohio.*
- I. *Enter the CAD Number in the Local Information Field on Page 1.*
- J. *Do not include social security numbers anywhere on the OH-1.*
- K. *Officers shall place an "x" in the "Proof of Insurance" field and enter the insurance carrier's name in the "Insurance Company" field only when presented with documentation of proof of insurance. Otherwise these fields shall be left blank. Absent positive documentation, officers shall note the motorist's claim of insurance and insurance carrier's name in the "Narrative" field. Enter the insurance policy number in the box provided only if the number appears on the proof of insurance. Otherwise leave blank.*

**II. Submission of OH-1:**

- A. *OH-1 crash investigations shall be stapled once in the top left corner of the OH-1 above the perforation line, and delivered to the Record Section in the following order for each investigation:*

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1. *Traffic Crash Report Page (OH-1)*
2. *Unit Page(s) (OH-1U)*
3. *Motorist/Non-Motorist/Occupant Page(s) (OH-1M)*
4. *Occupant / Witness Addendum Page(s) (OH-1P)*
5. *Any supplemental reports (e.g.: OH-2, OH-3, Form-10)*

- B. *Accidents reported at different neighborhood police districts by involved parties shall be considered incomplete OH-1 reports. Officers taking such reports shall clearly write "INCOMPLETE" above the perforation on Page 1 of the OH-1.*
- C. *Supervisory officers shall promptly review the OH-1s, print name and date in the appropriate section, and ensure that the OH-1s are delivered to the Record Section within the required three days, without exception.*
- D. *All original OH-1s that are generated by the Division of Police shall be logged onto an OH-1 Report Log Sheet (Attachment G).*
- E. *The original log sheet and a copy shall accompany the delivery of OH-1s. The log sheet and OH-1s shall be delivered daily to the Record Section.*
- F. *The Officer in Charge (OIC) of the Record Section, or their designee, shall sign both copies of the OH-1 Report Log Sheet, keeping the original for the Record Section. The delivering officer shall return one copy of the OH-1 Report Log Sheet for district records.*
- G. *Commanders of the districts shall ensure that the OH-1 Report Log Sheet is properly completed, a copy is created, and that the log sheets and the original OH-1s are delivered daily to the Record Section.*

### **III. Violation Enforcement:**

- A. **When a physical arrest is made or a citation is issued, the officer shall enter the offense most directly related to the crash on the report in the boxes Offense Charged, Offense Description and the Citation Number on the OH-1. Other offenses are listed in the Narrative Section of the report.**

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- B. If there are statements available from involved parties and witnesses, officers shall utilize the *Driver/Witness Accident Statement Form c of c 71-1-E (Attachment A)* and the *OH-3 (Attachment B)*.
- IV. Officers shall take enforcement action as appropriate if a pedestrian is involved in a traffic accident and is intoxicated or has violated a pedestrian related ordinance.
- V. Officers **shall not** issue citations when traffic related felony offenses are charged.
- VI. When a citation is issued, (UTT or Juvenile), district personnel shall make a copy of the OH-1, attach it to the citation, and forward via locked box to the *Municipal Clerk of Courts Office*.
- VII. OH-1 Corrections and/or Additional Information
- A. *Corrections and Additional Information*
1. Corrections after an initial OH-1 report has been submitted shall be made by using an OH-1 face sheet and the appropriate page of the report on which the incorrect information was originally entered.
  2. *Parties who claim to be involved and who wish to make a supplement to the original OH-1 that contradicts the narrative or substance of the original OH-1 shall be directed to the original officer making the initial OH-1 report. Compelling new information may be directed to a supervisor who in turn can use their discretion to approve a supplement to the original OH-1. The supervisor's name and badge shall be noted in the narrative. Simple corrections supported by documentation may be made by any police officer.*
  3. *A check box that reads, "Supplement (Correction or addition to an existing report sent to ODPS)" is located on the face sheet below the narrative, left of the diagram box. To correct information the officer shall X this box and include any pages that contain corrected information.*
  4. *Complete all boxes with an asterisk (\*) for a supplement. Those boxes are: Local Report Number, NCIC#, Reporting Agency, Date of Crash, City Name, and County #.*

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5. *With the exception of the boxes with an asterisk, complete only the boxes that need changing. Put the new information in the box(es) and make a note at the end of the Narrative Section advising what data was changed.*
6. Resubmit according to the guidelines of the original report.

**VIII.** Questions not addressed in the *TCRPM* regarding the OH-1 may be directed to the Police Academy or the Accident Investigation Unit (AIU).

MM/jpo/ajg  
Field Operations/ Policy & Procedures Unit  
Attachments A-G