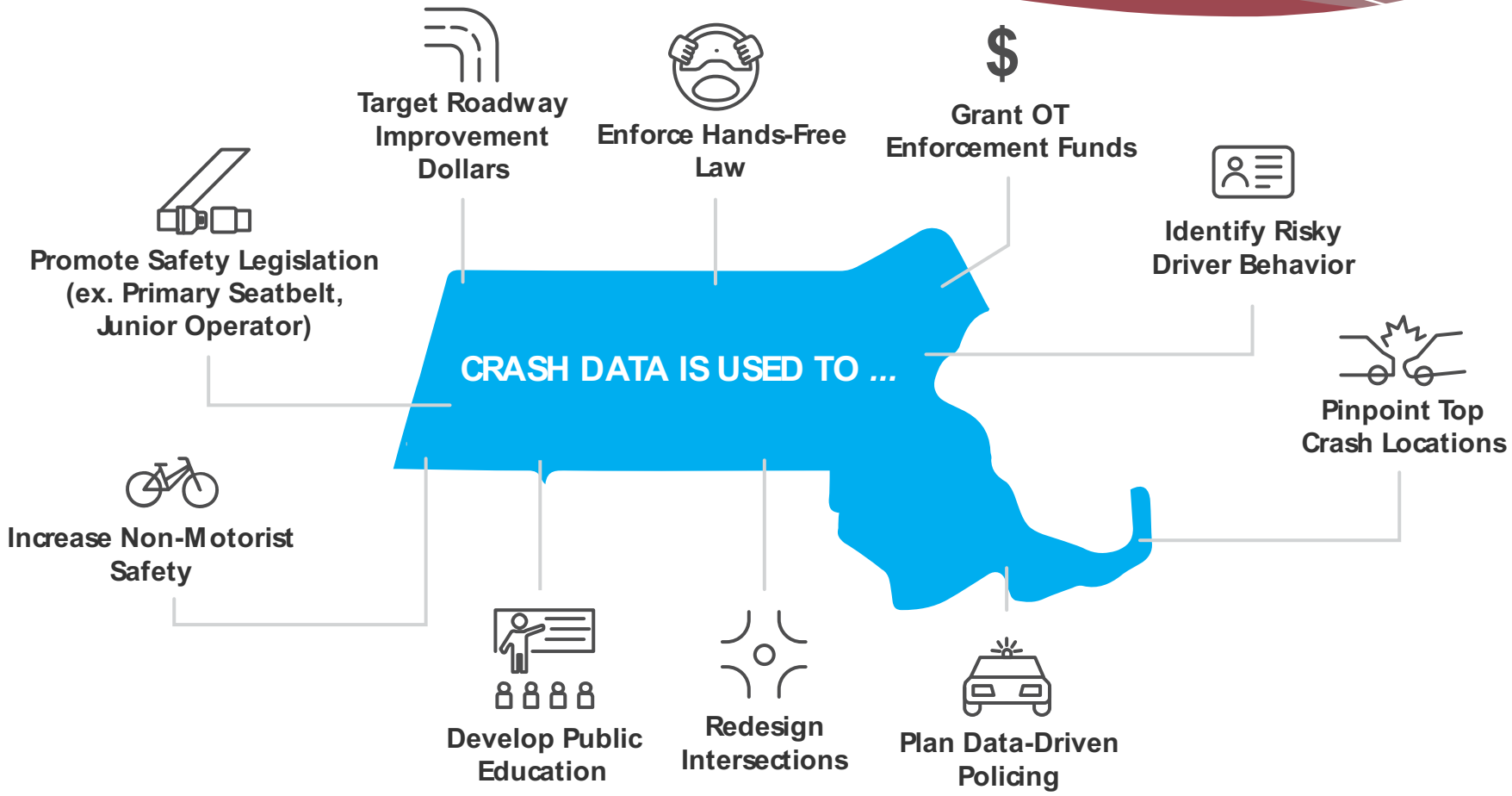
Massachusetts
Law Enforcement Crash Report Review Guidelines

This project was implemented by UMassSafe with help from the MassDOT RMV Division, the Massachusetts State Police, and various local police representatives.

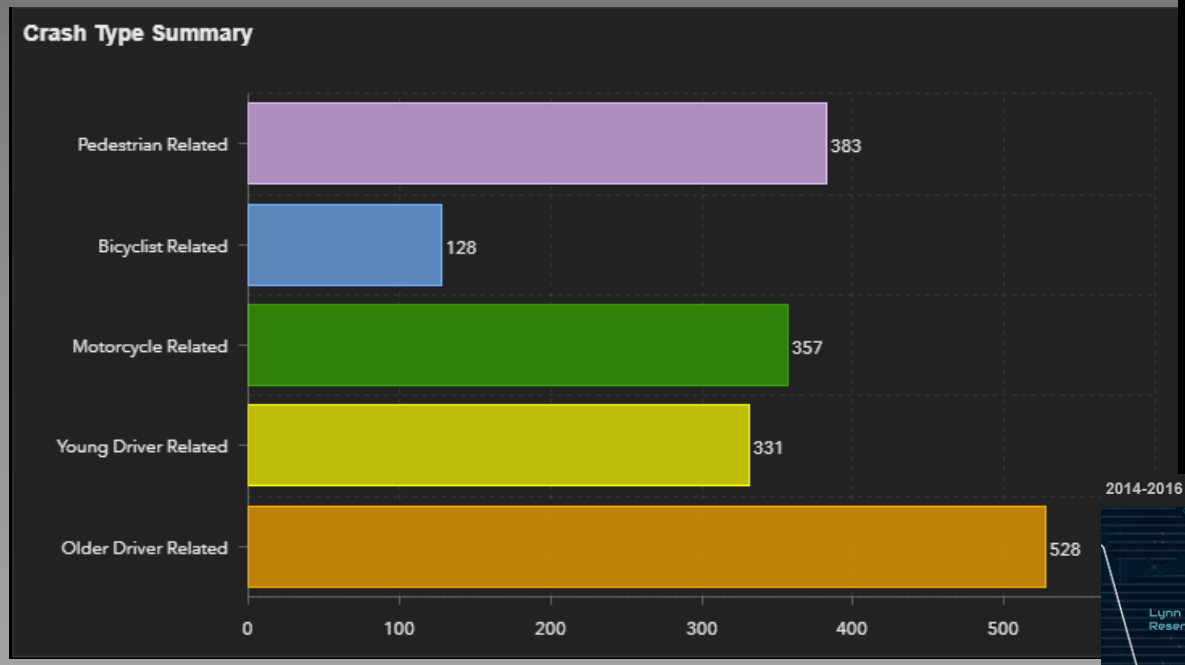
The project was undertaken with NHTSA Section 405-c funding through the MA EOPSS - Office of Grants & Research, and the Massachusetts Traffic Records Coordinating Committee.

MassCrashReportManual.com/guidelines

CRASH DATA IS *NOT* JUST FOR INSURANCE COMPANIES



IDENTIFY WORST CRASH LOCATIONS



Top Pedestrian Crash Locations within each Town 2007-2016

based on Equivalent Property Damage Only (EPDO)

LYNN - **421** *(EPDO)*
WASHINGTON STREET / CENTRAL AVENUE

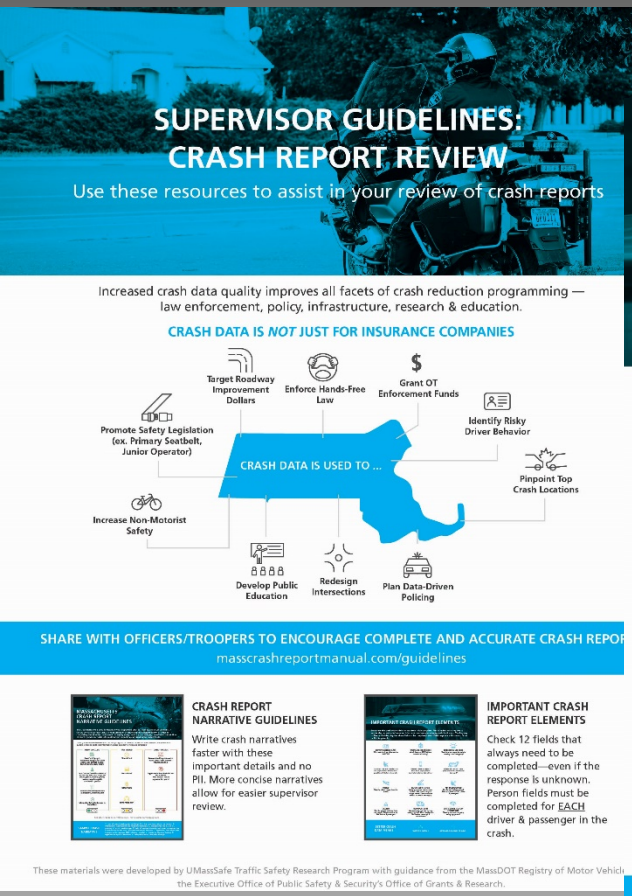
CHELSEA - **260** *(EPDO)*
TOBIN BRIDGE / NORTHEAST EXPRESSWAY

FALL RIVER - **201** *(EPDO)*
INTERSTATE 195 / RAMP-RT 195 WB TO RTS

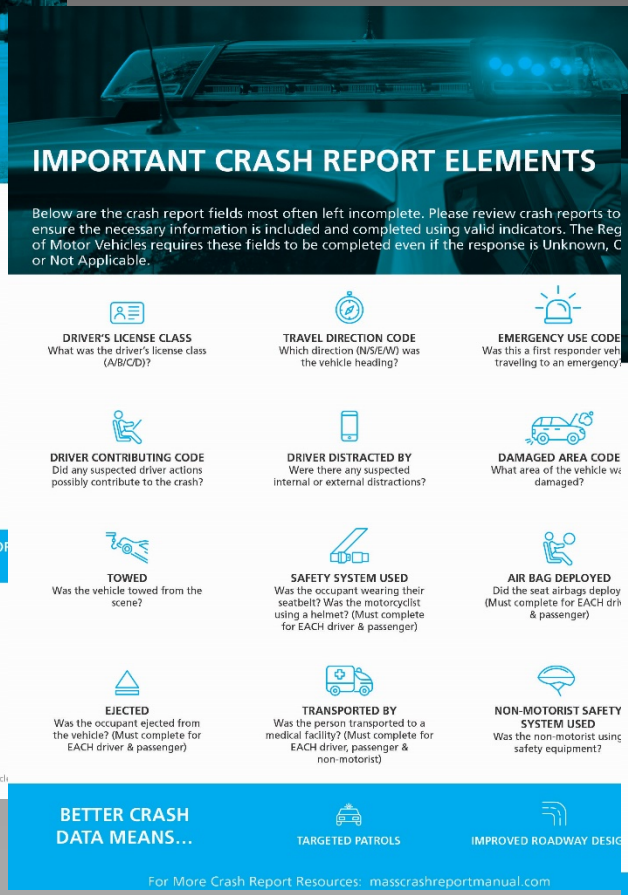
TREET

2014-2016 Top 5% Crash Clusters by Town

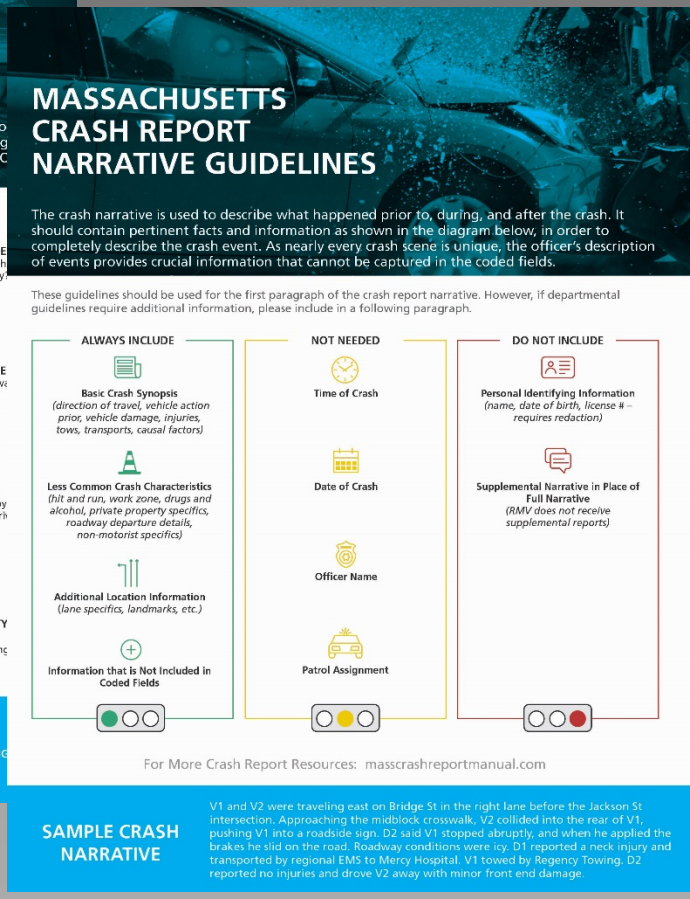
www.masscrashreportmanual.com/guidelines



Supervisor Guidelines: Crash Report Review



Important Crash Elements



Crash Narrative Guidelines

Important Elements

Vehicle

- Travel Direction
- Emergency Use
- Damage Area
- Towed

Driver

- License Class
- Contributing Code
- Distracted By

Occupant

- Safety System Used
- Air Bag Deployed
- Ejected
- Transported By

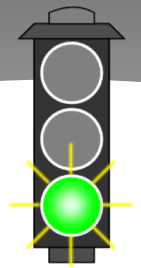
Non-Motorist

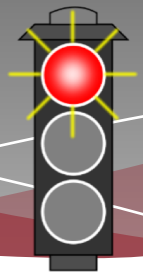
- Action
- Location
- Condition
- Safety System Used

Narrative Guidelines - Pilot Test

- Belchertown Police Dept.
- Dedham Police Dept.
- Quincy Police Dept.
- Rockland Police Dept.
- Springfield Police Dept.
- MA State Police A-1

Narrative Guidelines





Basic Crash Synopsis

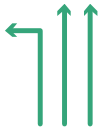
Time of Crash

Personal Identifying Information

Less Common Crash Characteristics

Date of Crash

Supplemental Narrative in Place of Full Narrative



Additional Location Information

Officer Name

Information that is Not Included in Coded Fields

Patrol Assignment

Massachusetts

Law Enforcement

CRASH REPORT E-MANUAL

masscrashreportmanual.com

- To improve the collection of crash data.
- Online resource and data dictionary for law enforcement and other users of transportation safety data.
- Detailed information about the crash reporting process from start to finish.

Massachusetts Law Enforcement CRASH REPORT E-MANUAL

Data Importance | Reporting Components | Data Dictionary | About | Search

Massachusetts Law Enforcement Crash Report E-Manual

Search the Data Dictionary

Search Data Dictionary...

Try these: Traffic Device Functioning Code, Non-Motorist Action, Non-Motorist location, License Class, Towed From Scene, Safety System Used, Latitude/Longitude, Speed Limit, Time, Hit/Run, Non-Motorist Indicator Box

Content filters

- [x] Search in field names
- [ ] Search in dictionary
- [ ] Exact matches only

Filter by Categories: All Categories

This project was implemented by UMassSafe with input from the Executive Office of Public Safe... Division, MassDOT Highway Division and RMV Division, the Massachusetts State Police, and vario... Section 405-c funding from the National Highway Traffic Safety Administration, provided through ... and the Massachusetts Traffic Record Coordinati...

Search by Field or Category

Location Methods

Crash location can be documented using five primary methods: Intersection, Off-Intersection, Address, Mile Marker or Exit. Additionally, landmarks may be used to supplement the primary methods.

When completing the location section, choose the method that will best represent the crash location. Please keep in mind that these crashes are automatically geolocated, and while diagram/narrative/landmark information is useful for other applications, they are not used in automation.

It is essential to submit proper crash locations, as MassDOT (and many other organizations) use this information to develop projects and programs for improving safety in the Commonwealth. In order to do this, each officer should try to pinpoint this location.

- Use AT INTERSECTION method if the crash occurred within 30 feet of an intersection of two or more public roadways/streets.
- Use a NOT AT INTERSECTION method if the crash occurred more than 30 feet from an intersection.

It is crucial to complete the location section as detailed as possible. Funding and roadway improvements are determined based on data that can be mapped to an exact location.

Intersection | Off-Intersection | Address | Mile Marker | Exit Ramp

Required Fields

- Name of Roadway and/or Route Number
- Direction of Roadway/Route
- Name of Intersecting Roadway and/or Route Number
- Direction of Intersecting Roadway/Route

Guidelines

- Use AT INTERSECTION method if the crash occurred within 30 feet of an intersection of two or more public roadways/streets.
- Identify roadways by both the roads' names and the route numbers (if applicable).
- If there is a roadway that intersects with another roadway multiple times within a city/town, please identify any other intersecting streets to help accurately pinpoint the crash location.
- Place names (such as corner names, squares, etc.) that are known only to local residents may be used as landmarks, but not in lieu of the correct street names.
- Please identify any landmarks by street address (i.e. Dunkin Donuts at 123 Main St.).

Example

AT INTERSECTION : < LOCATION >

Route #	Direction	Name of Roadway/Street
116		SUNDERLAND RD
		SUGARLOAF ST

Guidelines for:

Crash Criteria
Truck & Bus Sections
Reporting Directions
Location Methods
Diagram
Narrative

Massachusetts Law Enforcement CRASH REPORT E-MANUAL

Injury Status

Home / Driver Level Fields / Injury Status

Instructions:

Indicate the driver's injury status.

Definition:

The injury severity level for a driver, passenger or non-motorist involved
determination of which attribute to assign should be based on the latest
the time the report is completed, except as described below for 'fatal' inj

Rationale:

This information is necessary for injury outcome analysis and evaluation
critical in providing linkage between the crash, EMS, and hospital records

In-Depth Details About Each Field

Comprehensive Data Dictionary

Code	Attribute	Definition
1	Fatal	A fatal injury is any injury that results in death within 30 days after the motor vehicle crash in which the injury occurred. If the person did not die at the scene but died within 30 days of the motor vehicle crash in which the injury occurred, the injury classification should be changed from the attribute previously assigned to the attribute "Fatal Injury."
2	*Phased Out* (Incapacitating)	An 'incapacitating' injury is any injury other than fatal which results in one or more of the following: • Severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood • Broken or distorted extremity (arm or leg) • Crush injuries • Suspected skull, chest or abdominal injury other than bruises or minor lacerations • Significant burns (second and third degree burns over 10% or more of the body) • Unconsciousness when taken from the crash scene • Paralysis
3	*Phased Out* (Non-Incapacitating)	A 'non-incapacitating' injury is any injury that is evident at the scene of the crash, other than fatal or serious injuries. Examples include lump on the head, abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).
4	*Phased Out* (Possible)	A possible injury is any injury reported or claimed which is not a fatal, suspected serious, or suspected minor injury. Examples include momentary loss of consciousness, claim of injury, limping, or complaint of pain or nausea. Possible injuries are those that are reported by the person or are indicated by his/her behavior, but no wounds or injuries are readily evident.
5	*Phased Out* (No Injury)	No apparent injury is a situation where there is no reason to believe that the person received any bodily harm from the motor vehicle crash. There is no physical evidence of injury and the person does not report any change in normal function.
7	Suspected serious injury	A suspected serious injury is any injury other than fatal which results in one or more of the following: • Severe laceration resulting in exposure of underlying tissues/muscle/organs or resulting in significant loss of blood • Broken or distorted extremity (arm or leg) • Crush injuries • Suspected skull, chest or abdominal injury other than bruises or minor lacerations • Significant burns (second and third degree burns over 10% or more of the body) • Unconsciousness when taken from the crash scene • Paralysis
8	Suspected minor injury	A minor injury is any injury that is evident at the scene of the crash, other than fatal or serious injuries. Examples include lump on the head, abrasions, bruises, minor lacerations (cuts on the skin surface with minimal bleeding and no exposure of deeper tissue/muscle).
9	Possible injury	A possible injury is any injury reported or claimed which is not a fatal, suspected serious or suspected minor injury. Examples include momentary loss of consciousness, claim of injury, limping, or complaint of pain or nausea. Possible injuries are those which are reported by the person or are indicated by his/her behavior, but no wounds or injuries are readily evident.
10	No apparent injury	No apparent injury is a situation where there is no reason to believe that the person received any bodily harm from the motor vehicle crash. There is no physical evidence of injury and the person does not report any change in normal function.
99	Unknown	If this attribute is used, an explanation in the narrative is recommended.

Field Update

In early 2019, Massachusetts changed several of the Injury Status attributes to meet a federal requirement to add a new Suspected Serious Injury Definition to its Motor Vehicle Crash Report and to the Registry of Motor Vehicles' Crash Data System. The new definitions now align with the Model Minimum Uniform Crash Criteria (MMUCC) 4th Edition definition and attributes for "Suspected Serious Injury (A)." Massachusetts now meets this requirement, increasing the specificity of data in this Crash Report field in the Crash Data System.

Reminder

In situations where the vehicle is parked and the driver is not present, or the vehicle fled the scene (hit/run), this field should still be completed for the driver as 99 - 'Unknown.'

Data Quality Audit Results (B)

Driver

Report Type	Acceptable		Inconsistent		Invalid		Empty	
Local Police (electronic)	578	97.3%	6	1.0%	–	–	10	1.7%
Local Police (paper)	551	90.2%	5	0.8%	1	0.2%	54	8.8%
State Police (electronic)	601	96.8%	3	0.5%	–	–	17	2.7%
Total	1730	94.7%	14	0.8%	1	0.1%	81	4.4%

Passenger

Report Type	Acceptable		Inconsistent		Invalid		Empty	
Local Police (electronic)	120	96.0%	1	0.8%	–	–	4	3.2%
Local Police (paper)	136	91.3%	1	0.7%	–	–	12	8.1%
State Police (electronic)	65	73.9%	–	–	–	–	23	26.1%
Total	321	88.7%	2	0.6%	–	–	39	10.8%

Non-Motorist

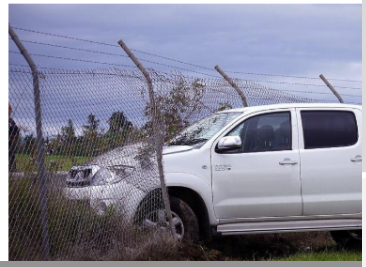
Report Type	Acceptable		Inconsistent		Invalid		Empty	
Local Police (electronic)	16	84.2%	1	5.3%	0	0.0%	2	10.5%
Local Police (paper)	10	71.4%	1	7.1%	0	0.0%	3	21.4%
State Police (electronic)	3	100.0%	0	0.0%	0	0.0%	0	0.0%
Total	29	80.6%	2	5.6%	0	0.0%	5	13.9%

Driver Injury Status is a field that was completed in an acceptable manner in nearly 95 percent of the reports reviewed. Local police reports submitted electronically had the lowest rate of acceptable reports at 90 percent with almost 9 percent left empty. Compared to data from the 2008 audit, the percentage of acceptable reports increased by 2 percentage points. In addition, there was an improvement over the 2008 audit for local police reports submitted electronically, with a decrease in instances of leaving the field empty (16.5 percent in 2008 to 1.7 percent in 2017). During audit discussions, law enforcement described the lack of specificity for each injury status option, and suggested more detailed clarification for each of the options. Passenger Injury Status is a field that was completed in an acceptable manner in 89 percent of the reports reviewed. The highest percentage of reports reviewed with this field empty came from the State Police (26 percent), with both submission types from local police showing much lower numbers (3 percent for electronic and 8 percent for paper). The Non-Motorist Injury Status field was found to be complete in 81 percent (29 of 36) of the reports reviewed. Local police with paper submissions had the lowest percentage acceptable, with just over 21 percent (3 of 14) having an empty field. State Police had this field completed in an acceptable manner in 100 percent of the reports reviewed (3 of 3).

Crash Level Fields

Crash

The fields listed below are categorized as 'crash-level'. This designation indicates that instead of representing a specific person or vehicle, t represents the crash as a whole. 'Crash-level' fields include such as lighting and weather; location attributes, including coordinates; and events leading to the cause of the crash. an integral part of crash data collection and helps law enf professionals to create programming and enforcement th most common types of crashes and in high-crash areas.



City/Town | Number of Vehicles | School Bus Related
Crash Location | Police Type | Speed Limit

Trafficway Description

Instructions:

Select the characteristic that best describes the design of the road on which this vehicle was traveling.

Definition:

Indicates whether the trafficway for this vehicle is divided and whether it serves one-way or two-way traffic. A divided trafficway is one in which roadways for travel in opposite directions are physically separated by a median.

Rationale:

This element is used for classifying crashes as well as identifying the environment of a particular crash. It is important for guiding future trafficway design and traffic control.

Code	Attribute	Definition	Example
1	Two-Way, Not Divided	This attribute is used whenever there is no median. Generally, medians are not designed to legally carry traffic. Although gores separate roadways, and traffic islands (associated with channels) separate travel lanes, neither is involved in the determination of trafficway division.	
2	Two-Way, Divided, Unprotected Medium	This attribute is used for two-way trafficways that are physically divided by an unprotected median (e.g., painted median > 4ft., vegetation, gravel, trees, water, embankments and ravines that separate a trafficway). Raised curbed medians do not constitute a "positive barrier" by themselves and would be included here.	
3	Two-Way, Divided, Positive Medium Barrier	This attribute is used whenever the traffic is physically divided and the division is protected by any concrete, metal, or other type of longitudinal barrier (i.e. all manufactured barriers). For underpass support structures and bridge rails acting as a barrier, use this attribute. "Traffic barrier" refers to a physical structure such as a guardrail, concrete safety barrier, cable barrier, or other structure designed to mitigate or prevent cross-median travel. Therefore, trees, curbing, rumble strips, drainage depressions, etc. are not considered traffic barriers.	
4	One-Way, Not Divided	This attribute is used whenever the trafficway is undivided and traffic flows in one direction (e.g., one-way streets).	

FAQ

Is a guardrail or jersey barrier considered a positive median?

Yes.

Accuracy Checks

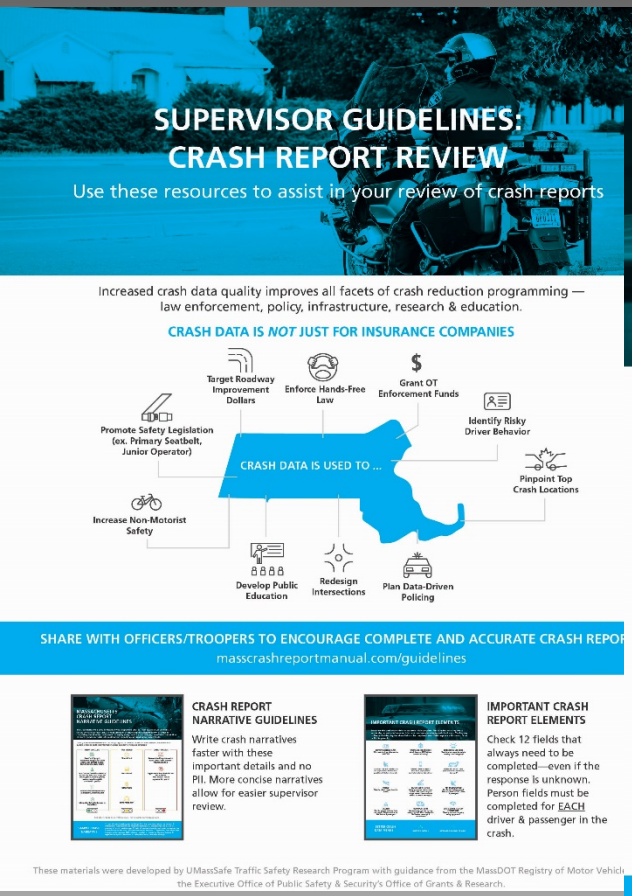
- If Sequence of Events indicates 'cross median/centerline', then the Trafficway Description should not be 'one-way'.

Data Quality Audit Results

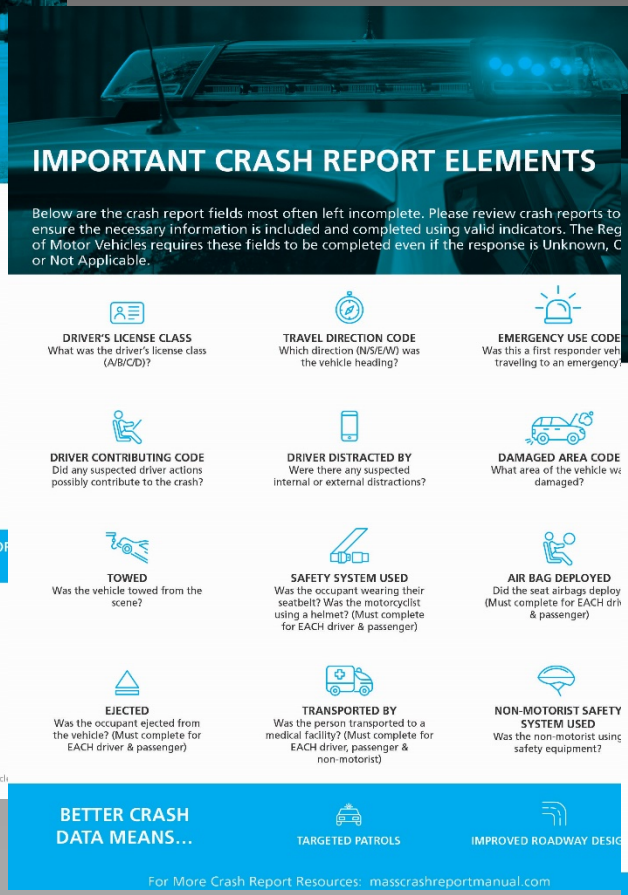
B

Report Type	Acceptable		Inconsistent		Invalid		Empty	
Local Police (electronic)	336	95.5%	11	3.1%	1	0.3%	4	1.1%
Local Police (paper)	344	95.3%	6	1.7%	–	–	11	3.0%
State Police (electronic)	322	96.4%	11	3.3%	–	–	1	0.3%
Total	1002	95.7%	28	2.7%	1	0.1%	16	1.5%

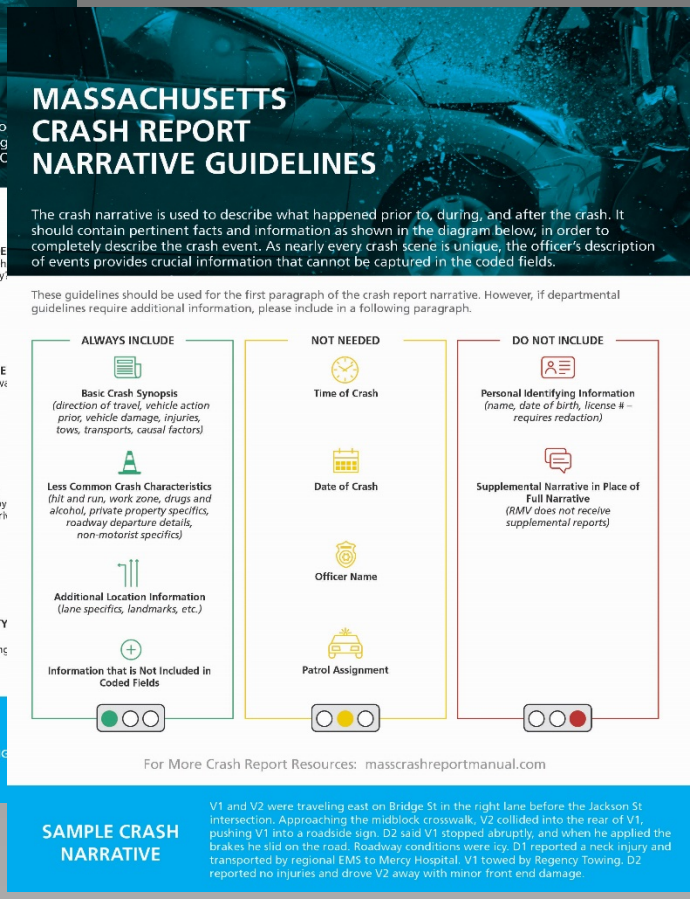
www.masscrashreportmanual.com/guidelines



Supervisor Guidelines: Crash Report Review



Important Crash Elements



Crash Narrative Guidelines

Disseminate

www.masscrashreportmanual.com

- ☐ Bookmark on LEA Computers
- ☐ Print Copies at Workstations
- ☐ Performance Metrics: Supervisor-Officer Feedback
- ☐ Roll Call
- ☐ In Service Trainings
- ☐ Email Blasts

umasssafe@umass.edu www.umasssafe.org (413) 577-1035

Thank You

A Special Thank You

- Lt. Mike Sonia, MSP
- MaryJo Griffin, Donna Deveiga and Karen Perduyn, RMV
- Brook Chipman, EOPSS Office of Grants and Research
- Chief Pronovost, Belchertown Police Dept
- Deputy Chief Buckley, Dedham Police Dept.
- Captain Steele, Quincy Police Dept.
- Lt. Zeoli, Rockland Police Dept.
- Sgt. Kwatowksi, Springfield Police Dept.
- Lt. Bersnstein, MSP

The project was undertaken with NHTSA Section 405-c funding through the MA EOPSS - Office of Grants & Research, and the Massachusetts Traffic Records Coordinating Committee.