


CAD VERSION 8

ACCIDENT REPORT ENTRY

When entering the Accident screen the fields will be greyed out

The screenshot shows the 'Accident Module' software interface. The form contains various fields for accident reporting, including 'Report Number', 'Local Information', 'Severity', 'Hit Skip', 'Photos Taken', 'N.C.I.C.', 'Units Involved', and 'Unit Error'. There are also sections for 'Crash Details', 'Units Involved', 'Crash Narrative', 'Witness', 'Media', 'Supplements', 'Admin', and 'Drawing'. The 'Crash Details' section includes fields for 'County', 'Community', 'Crash Date', 'Time', 'Day of Week', 'Latitude', and 'Longitude'. The 'Roadway Division' section includes 'Division Lane Direction', 'Number of Lanes', 'Route Type', 'Route Number', 'Loc Prefix', 'Location Road Name', and 'Road Type'. The 'Road Condition' section includes 'Primary', 'Secondary', 'Report Status', 'Manner Collision', 'Weather', 'Road Surface', 'Light Condition', and 'Work Zone Related'. The 'Report Date' section includes 'Report Date', 'Crash Received', 'Dispatched', 'Arrived', 'Cleared', 'Other Time', and 'Total Time'. The 'Investigating Officer' section includes 'Investigating Officer', 'Badge', 'Approving Officer', 'Report Taken By', and 'Report Taken At'. The 'Report Status' is currently set to 'INCOMPLETE'. The 'All Persons' button is visible. The bottom toolbar contains various icons for navigation and actions.



Press the Find  to locate a call by entering the OCA/ Incident /CAD screen or by one of the other search methods

Begin by pressing either F1 or the Find button.

The screenshot shows the 'Accident Module' software interface with the 'Accident Locate' dialog box open. The dialog box has the following fields: 'OCA', 'Start Date', 'End Date', 'Location Road Name', and 'Reference Name'. There is also a checkbox for 'My Reports' and a 'Find' button. The background form is partially visible and greyed out.

If entering a report you can begin by typing the CAD or Report number in the OCA (Originating Case Agency Number) box. If dispatch has created the incident or if it has already been started the system will return the report. If dispatch has not yet "created" a report you will be returned to a greyed out screen.

The option will be for dispatch to modify the call screen or for you to use the add button which would be less preferred as you will type all dispatch information into the report.

Options also exist to retrieve potentially multiple reports or to locate by other means:

By entering a date range by using start and end date fields

By entering address or street names

Or by searching for any other field or combination of fields on the screen

The system allows for multiple people to be working in the same report. The challenge is to insure that work on a report is coordinated as changes will be saved when the save button or the close and exit button are pressed. If two people are typing in the same field the last "save" will be what shows in the record the next time it is opened.

The accident report then can be filled in per the State of Ohio Requirements

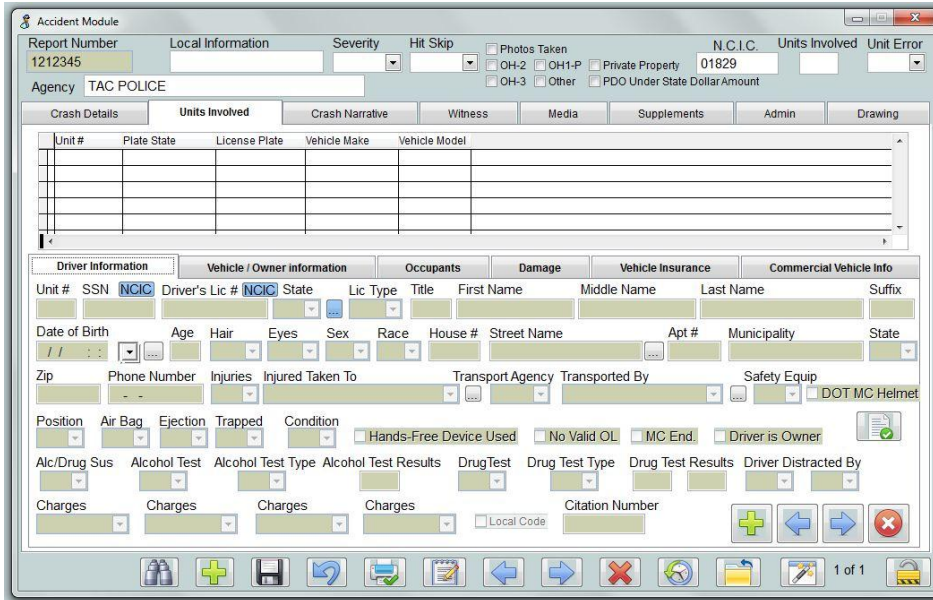
The screenshot displays the 'Accident Module' software interface. At the top, there are fields for 'Report Number' (1212345), 'Local Information', 'Severity', 'Hit Skip', 'Photos Taken' (with checkboxes for OH-2, OH1-P, Private Property, OH-3, Other, PDO Under State Dollar Amount), 'N.C.I.C.' (01829), 'Units Involved', and 'Unit Error'. Below this is the 'Agency' field set to 'TAC POLICE'. The main area is divided into several tabs: 'Crash Details', 'Units Involved', 'Crash Narrative', 'Witness', 'Media', 'Supplements', 'Admin', and 'Drawing'. The 'Crash Details' tab is active, showing fields for 'County' (52), 'Community' (BRUNSWICK), 'Crash Date' (11/15/2012), 'Time', 'Day of Week' (THU), 'Latitude', and 'Longitude'. Below these are fields for 'Roadway Division', 'Division Lane Direction', 'Number of Lanes', 'Route Type', 'Route Number', 'Loc Prefix', 'Location Road Name', and 'Road Type'. Further down are 'Distance' (Miles/Feet/Yards), 'Ref. Direction', 'Route Type', 'Route Number', 'Ref Prefix', 'Reference Name', and 'Ref. Rd Type'. There are also fields for 'Ref. Point', 'Crash Location', and 'Location of First Harmful Event'. The bottom section includes 'Road Contour', 'Road Condition' (Primary 03, Secondary 02), 'Manner Collision', 'Weather', 'Road Surface', 'Light Condition' (Primary 1, Secondary 1, Schoolbus 1), 'Work Zone Related', 'Report Date', 'Crash Received', 'Dispatched', 'Arrived', 'Cleared', 'Other Time', 'Total Time', 'Investigating Officer', 'Badge' (SP7), 'Approving Officer', 'Report Taken By', and 'Report Taken At'. A 'Report Status' field shows 'INCOMPLETE'. At the bottom right, there is a green checkmark icon in a document shape, which is the 'Validate Button' mentioned in the text. The interface also features a toolbar with various icons and a '1 of 1' indicator.



The (Validate Button) will validate the screen in terms of the States reporting requirements.

Again filling in tabs from left to right may make data entry easier.

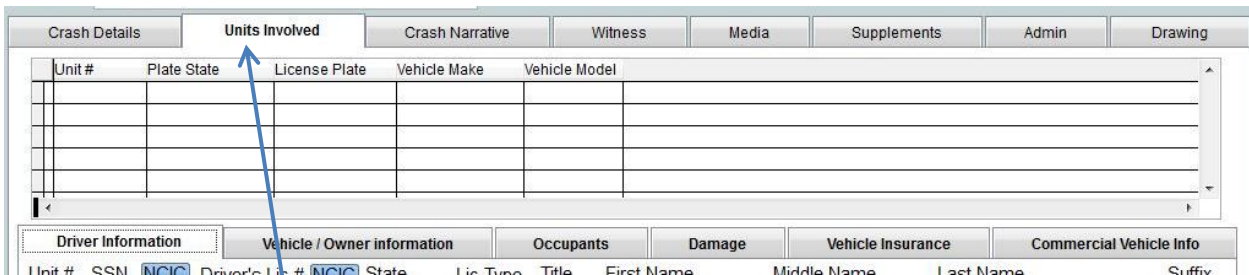
After completing the crash details click on the Units Involved TAB:



The Unit involved TAB will have the option to add, navigate, or delete units



The GRID in the middle of the page will point to which unit you are on. This serves as a point of reference as to what record (in this case unit) that you are working on. Navigating the record backwards or forward will change the unit when using the appropriate navigate buttons.




Adding unit information/ Driver Information can be done with the use of the

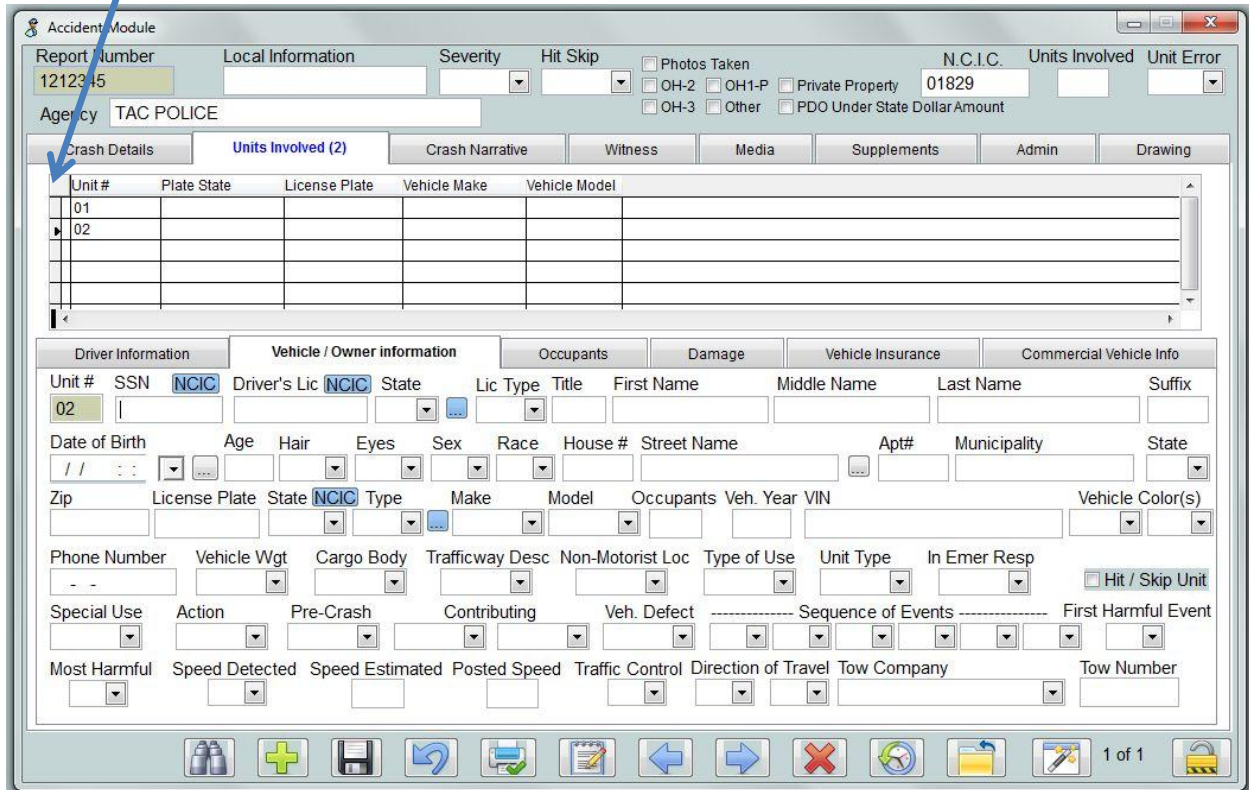


or import



The vehicle owner information can also be filled by unit. Be careful that the unit is correct the grid will indicate what unit you are on (in the case of the example 2). The Vehicle owner information can also be

filled in by the use of the  or import  button. When on this tab there is no option to add any additional owner as each unit will have only one.



The screenshot shows the 'Accident Module' software interface. The 'Units Involved (2)' tab is active, displaying a table with columns for Unit #, Plate State, License Plate, Vehicle Make, and Vehicle Model. The first two rows are populated with '01' and '02'. Below the table, the 'Vehicle / Owner information' section is visible, containing various input fields for driver and vehicle details. The 'SSN' and 'Driver's Lic' fields are highlighted with a blue box and labeled 'NCIC'. The 'State' field is also highlighted with a blue box and labeled 'NCIC'. The 'License Plate' field is highlighted with a blue box and labeled 'NCIC'. The 'Type' field is highlighted with a blue box and labeled 'NCIC'. The 'Make' field is highlighted with a blue box and labeled 'NCIC'. The 'Model' field is highlighted with a blue box and labeled 'NCIC'. The 'Occupants' field is highlighted with a blue box and labeled 'NCIC'. The 'Veh. Year' field is highlighted with a blue box and labeled 'NCIC'. The 'VIN' field is highlighted with a blue box and labeled 'NCIC'. The 'Vehicle Color(s)' field is highlighted with a blue box and labeled 'NCIC'. The 'Phone Number' field is highlighted with a blue box and labeled 'NCIC'. The 'Vehicle Wgt' field is highlighted with a blue box and labeled 'NCIC'. The 'Cargo Body' field is highlighted with a blue box and labeled 'NCIC'. The 'Trafficway Desc' field is highlighted with a blue box and labeled 'NCIC'. The 'Non-Motorist Loc' field is highlighted with a blue box and labeled 'NCIC'. The 'Type of Use' field is highlighted with a blue box and labeled 'NCIC'. The 'Unit Type' field is highlighted with a blue box and labeled 'NCIC'. The 'In Emer Resp' field is highlighted with a blue box and labeled 'NCIC'. The 'Special Use' field is highlighted with a blue box and labeled 'NCIC'. The 'Action' field is highlighted with a blue box and labeled 'NCIC'. The 'Pre-Crash' field is highlighted with a blue box and labeled 'NCIC'. The 'Contributing' field is highlighted with a blue box and labeled 'NCIC'. The 'Veh. Defect' field is highlighted with a blue box and labeled 'NCIC'. The 'Sequence of Events' field is highlighted with a blue box and labeled 'NCIC'. The 'First Harmful Event' field is highlighted with a blue box and labeled 'NCIC'. The 'Most Harmful' field is highlighted with a blue box and labeled 'NCIC'. The 'Speed Detected' field is highlighted with a blue box and labeled 'NCIC'. The 'Speed Estimated' field is highlighted with a blue box and labeled 'NCIC'. The 'Posted Speed' field is highlighted with a blue box and labeled 'NCIC'. The 'Traffic Control' field is highlighted with a blue box and labeled 'NCIC'. The 'Direction of Travel' field is highlighted with a blue box and labeled 'NCIC'. The 'Tow Company' field is highlighted with a blue box and labeled 'NCIC'. The 'Tow Number' field is highlighted with a blue box and labeled 'NCIC'. The 'Hit / Skip Unit' checkbox is checked. The 'N.C.I.C.' field is set to '01829'. The 'Units Involved' field is set to '2'. The 'Unit Error' field is set to '0'. The 'Report Number' is '1212345'. The 'Local Information' field is empty. The 'Severity' field is set to '1'. The 'Hit Skip' field is set to '0'. The 'Photos Taken' checkbox is checked. The 'OH-2' checkbox is checked. The 'OH-1-P' checkbox is checked. The 'Private Property' checkbox is checked. The 'OH-3' checkbox is checked. The 'Other' checkbox is checked. The 'PDO Under State Dollar Amount' checkbox is checked. The 'Agency' is 'TAC POLICE'. The 'Crash Details' tab is active. The 'Witness' tab is active. The 'Media' tab is active. The 'Supplements' tab is active. The 'Admin' tab is active. The 'Drawing' tab is active. The 'Driver Information' tab is active. The 'Vehicle / Owner information' tab is active. The 'Occupants' tab is active. The 'Damage' tab is active. The 'Vehicle Insurance' tab is active. The 'Commercial Vehicle Info' tab is active. The '1 of 1' indicator is visible in the bottom right corner.

Adding Occupants

The screenshot shows the 'Accident Module' interface. At the top, there are fields for 'Report Number' (1212345), 'Local Information', 'Severity', 'Hit Skip', 'Photos Taken', 'N.C.I.C.' (01829), 'Units Involved', and 'Unit Error'. Below this is the 'Agency' field (TAC POLICE) and several checkboxes for 'OH-2', 'OH-1-P', 'Private Property', 'OH-3', 'Other', and 'PDO Under State Dollar Amount'. The main navigation tabs include 'Crash Details', 'Units Involved (2)', 'Crash Narrative', 'Witness', 'Media', 'Supplements', 'Admin', and 'Drawing'. The 'Units Involved' section contains a table with columns: Unit #, Plate State, License Plate, Vehicle Make, and Vehicle Model. The 'Occupants' section contains a table with columns: First Name, Last Name, DOB, Race, Sex, Social, License #, Occupant #, and PPhone #. Below the tables are detailed input fields for 'Unit No', 'Occ No', 'SSN', 'Drivers Lic #', 'State', 'First Name', 'Middle Name', 'Last Name', 'Date of Birth', 'Age', 'Race', 'Sex', 'Address', 'Municipality', 'State', 'Zip', 'Position', 'Condition', 'Safety Equip', 'Ejection', 'Phone Number', 'Injuries', 'Alcohol Tested', 'Drug Tested', 'DOT MC Helmet', 'Injured Taken To', 'Transport Agency', 'Transported By', 'Air Bag', and 'Trapped'. A sub-menu is visible in the bottom right of the 'Occupants' table, containing icons for validate, add, navigate, and delete. The bottom toolbar includes icons for a plus sign, save, undo, redo, delete, and other navigation functions.

Again due to the fact that each unit may have multiple occupants a sub menu allows you to validate, add, navigate, and delete occupants.

The main grid will show unit. The sub grid will show which occupant. (In this case no occupant has yet to be entered)

Damage is entered based on the unit. Here again the grid control will show which unit you are entering the damage information about. (In this case unit 2)

Accident Module

Report Number: 1212345

Local Information: []

Severity: []

Hit Skip: []

Photos Taken: []

N.C.I.C.: 01829

Units Involved: []

Unit Error: []

Agency: TAC POLICE

OH-2 [] OH1-P [] Private Property []

OH-3 [] Other [] PDO Under State Dollar Amount []

Crash Details | **Units Involved (2)** | Crash Narrative | Witness | Media | Supplements | Admin | Drawing

Unit #	Plate State	License Plate	Vehicle Make	Vehicle Model
01				
02				

Driver Information | Vehicle / Owner information | Occupants (1) | **Damage** | Vehicle Insurance | Commercial Vehicle Info

Damage

Damage Scale: 2 | Most Damaged: 02 | Point of Impact: []

Vehicle Insurance

Again entered on the basis of unit which the grid will show

Accident Module

Report Number: 1212345

Local Information: []

Severity: []

Hit Skip: []

Photos Taken: []

N.C.I.C.: 01829

Units Involved: []

Unit Error: []

Agency: TAC POLICE

OH-2 [] OH1-P [] Private Property []

OH-3 [] Other [] PDO Under State Dollar Amount []

Crash Details | **Units Involved (2)** | Crash Narrative | Witness | Media | Supplements | Admin | Drawing

Unit #	Plate State	License Plate	Vehicle Make	Vehicle Model
01				
02				

Driver Information | Vehicle / Owner information | Occupants (1) | Damage | **Vehicle Insurance** | Commercial Vehicle Info

Proof of Insurance

Insurance Company: [] Policy Number: []

Insurance Carrier Name: []

Insurance Carrier Address: []

Insurance Carrier Phone Number: []

Commercial Vehicle Info

Again unit specific

The screenshot shows the 'Commercial Vehicle Info' tab in the Accident Module. The top section contains report details: Report Number 1212345, Agency TAC POLICE, and N.C.I.C. 01829. Below this is a table for 'Units Involved (2)' with columns for Unit #, Plate State, License Plate, Vehicle Make, and Vehicle Model. The table contains two rows, 01 and 02, which are currently empty. The bottom section of the form is for 'Commercial Vehicle Info' and includes fields for Company, Company Phone Number, Company Address, USDOT, ICC MC, PUCO, Trailer State, Trailer Year, Trailer Plate, Placecard, Placardia, Weight, CDL Class, Hazardous Placard, and HAZMAT Release. A toolbar at the bottom contains various navigation and action icons.

Once all information reference a unit is complete or if you need to change units you would navigate based on the Driver Information Tab. And using the submenu commands

The screenshot shows the 'Driver Information' tab in the Accident Module. The top section is identical to the previous screenshot. Below the 'Units Involved' table is the 'Driver Information' form. It includes fields for Unit #, SSN, Driver's Lic #, State, Lic Type, Title, First Name, Middle Name, Last Name, Suffix, Date of Birth, Age, Hair, Eyes, Sex, Race, House #, Street Name, Apt #, Municipality, State, Zip, Phone Number, Injuries, Injured Taken To, Transport Agency, Transported By, Safety Equipment (with a checked 'DOT MC Helmet' box), Position, Air Bag, Ejection, Trapped, Condition, Hands-Free Device Used, No Valid OL, MC End, Driver is Owner, Alc/Drug Sus, Alcohol Test, Alcohol Test Type, Alcohol Test Results, Drug Test, Drug Test Type, Drug Test Results, Driver Distracted By, Charges, and Citation Number. A toolbar at the bottom contains various navigation and action icons.

Crash Narrative

The screenshot displays the 'Accident Module' software interface. At the top, there are several input fields: 'Report Number' (1212345), 'Local Information', 'Severity', 'Hit Skip', 'Photos Taken' (checkbox), 'OH-2', 'OH1-P', 'Private Property', 'OH-3', 'Other', 'PDO Under State Dollar Amount', 'N.C.I.C.' (01829), 'Units Involved', and 'Unit Error'. Below these is the 'Agency' field containing 'TAC POLICE'. A horizontal menu bar includes 'Crash Details', 'Units Involved (2)', 'Crash Narrative' (selected), 'Witness', 'Media', 'Supplements', 'Admin', and 'Drawing'. The main area is a large, empty text box for the narrative. A 'Check Spelling' button is located at the bottom right of this text box. At the very bottom, there is a toolbar with icons for undo, redo, save, print, and other functions, along with a '1 of 1' indicator.


Again be careful that the spell check window does not come behind screen. If it appears frozen move the box to see if the spell checker is hidden.

Witness Entry

The screenshot shows the 'Accident Module' software interface. At the top, there are fields for 'Report Number' (1212345), 'Local Information', 'Severity', 'Hit Skip', 'Photos Taken' (checkboxes for OH-2, OH1-P, OH-3, Other), 'Private Property' (checkbox), 'PDO Under State Dollar Amount', 'N.C.I.C.' (01829), 'Units Involved', and 'Unit Error'. Below this is the 'Agency' field set to 'TAC POLICE'. A tabbed menu at the top includes 'Crash Details', 'Units Involved (2)', 'Crash Narrative', 'Witness' (selected), 'Media', 'Supplements', 'Admin', and 'Drawing'. The main area features a grid with columns: Unit No, Last Name, First Name, Middle, Title, Date of Birth, SSN, Race, Sex, License Num, License Plate, and License. Below the grid is a form for entering witness details, including fields for SSN, Driver's Lic #, State, First Name, Middle Name, Last Name, Date of Birth, Age, Race, Sex, Address (Street Number, Name, Apt/Suite), Municipality, State, Zip, Phone Number, Occupation, and Employer Phone. A green checkmark icon is visible next to the form. At the bottom, there is a toolbar with various icons, including a blue mobile phone icon representing the 'import button'.

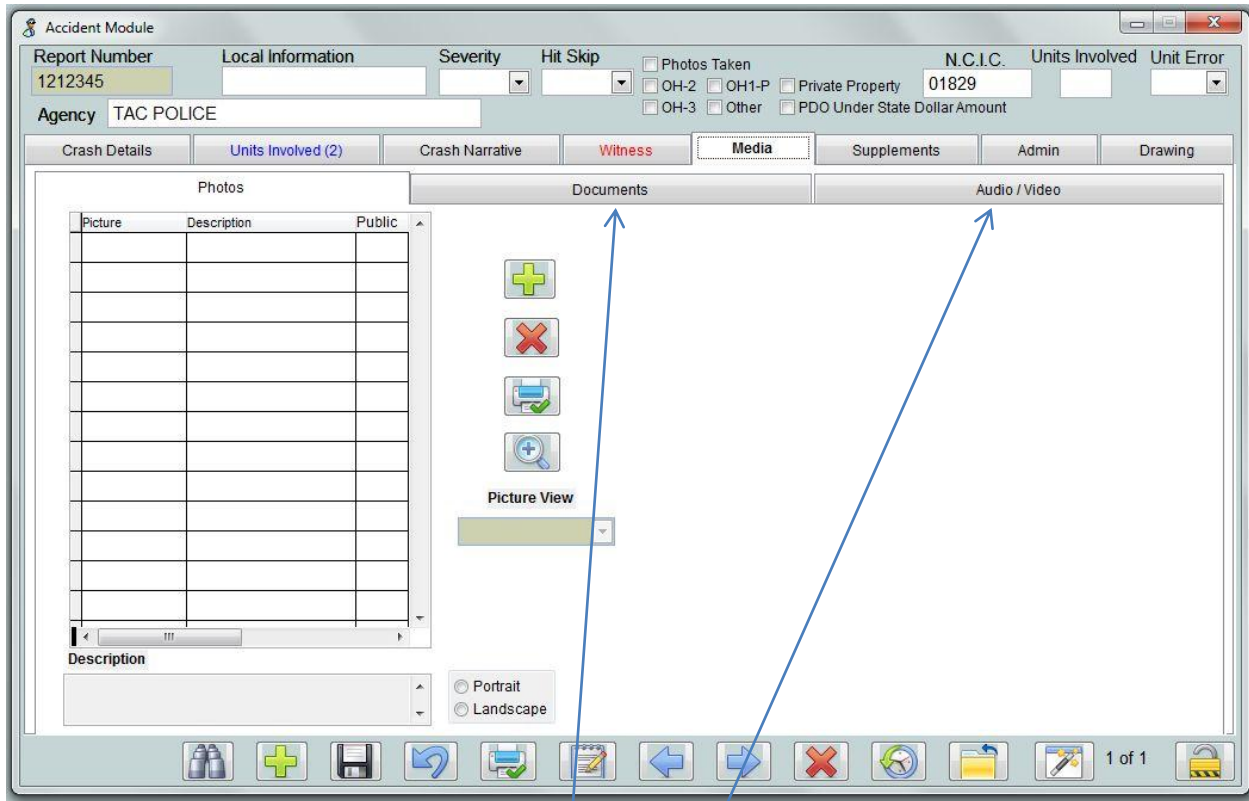
Here the submenu again controls entry of a witness to the crash that was not a driver or occupant.

Witness information can also be imported if they have been run through the LEADS system by use of the

import button 

The Grid will show which witness you are entering data in the bottom about.

Media Entry



The Control defaults to Photos however documents and audio can be entered in the same manner under there appropriate tab.

Please label and describe media as appropriate.

Crash Supplements

The grid will show which supplement you are currently on.

Accident Module

Report Number: 1212345 Local Information: Severity: Hit Skip: Photos Taken: N.C.I.C.: 01829 Units Involved: Unit Error:

Agency: TAC POLICE OH-2: OH1-P: Private Property: OH-3: Other: PDO Under State Dollar Amount:

Crash Details Units Involved (2) Crash Narrative Witness Media Supplements Admin Drawing

Supp No	Date	Time	Officer First Name	Officer Middle Name	Officer Last Name	Title

Supplement ID: Supplement Date: Supplement Time: Supplement Title:

Officer 1: First Name: Middle Name: Last Name:


Narrative:

1 of 1

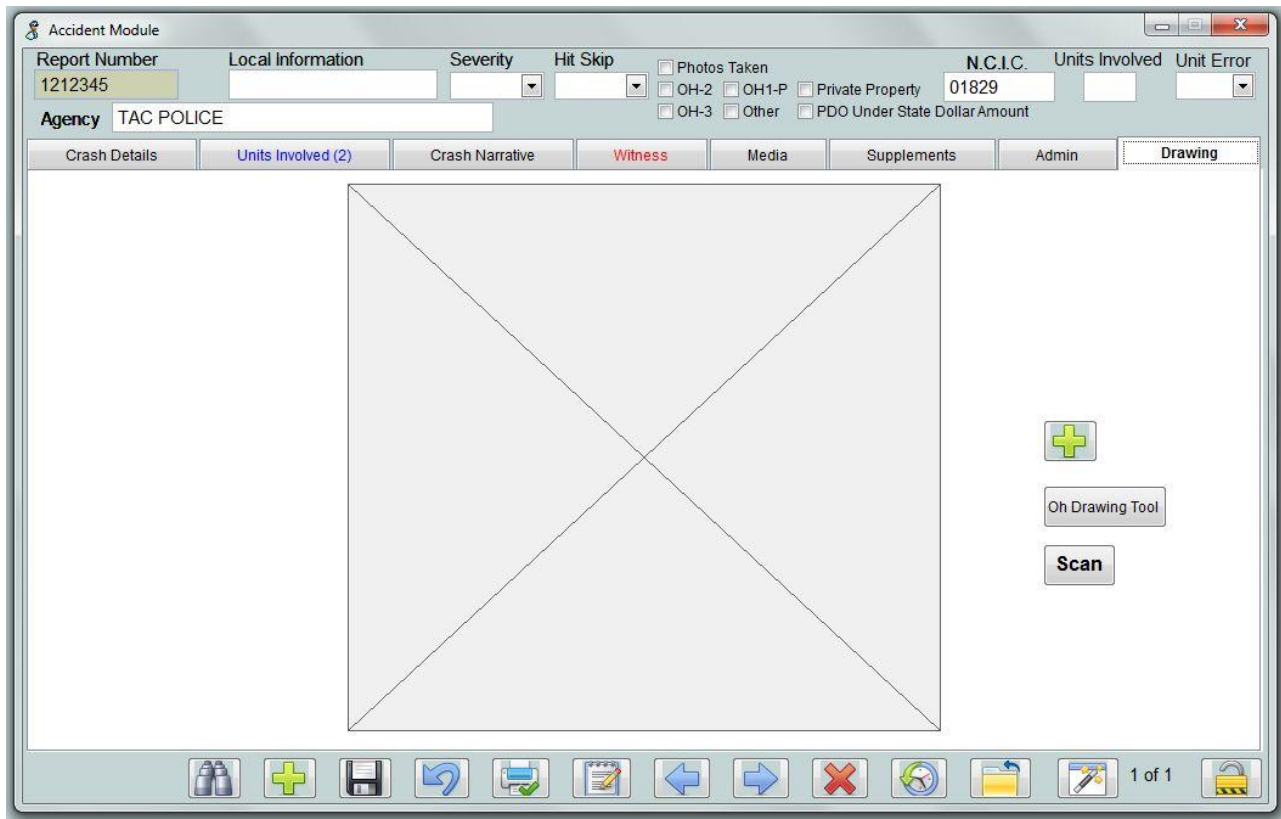
Crash supplements can be entered by use of the submenu controls. These controls will allow for printing, adding, navigation and deletes of the selected supplement.

Drawing TAB



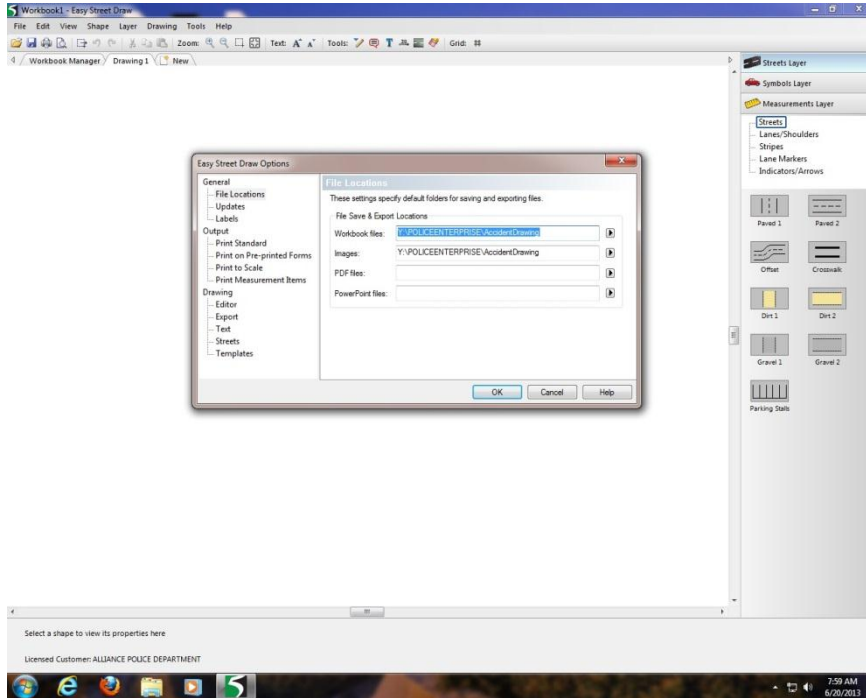
The drawing tab allows for entry of a drawing. The  button allows for the insertion of a drawing that is in jpeg format. These can be a scanned image or one created by an accident reconstruction tool.

The OH drawing tool button will launch the State of Ohio drawing tool which can also be used to create a crash drawing.



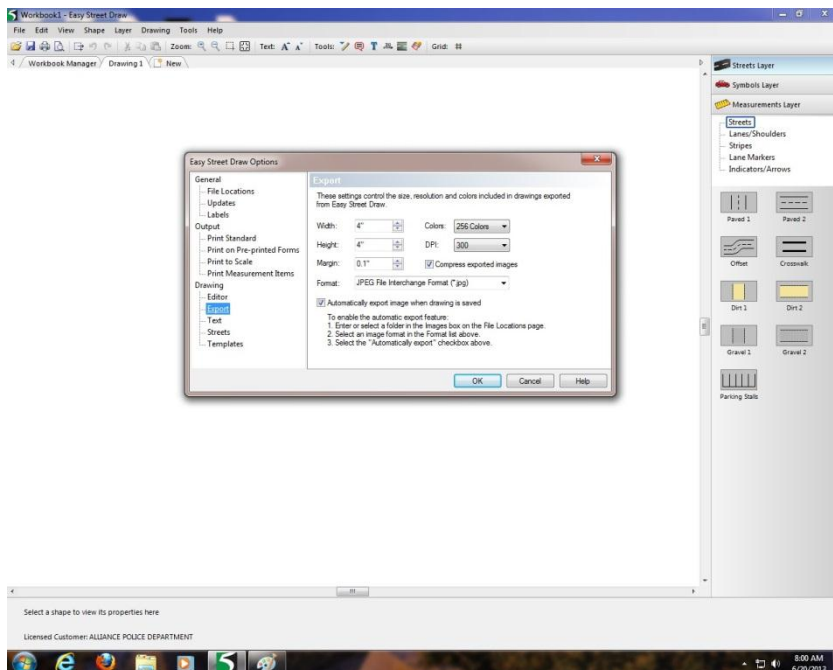
Accident Drawing Save/Format – Easy Street Draw 5

In Easy Street Draw program - On the “tools” menu tab – go to “options” and select folder where images will be saved.

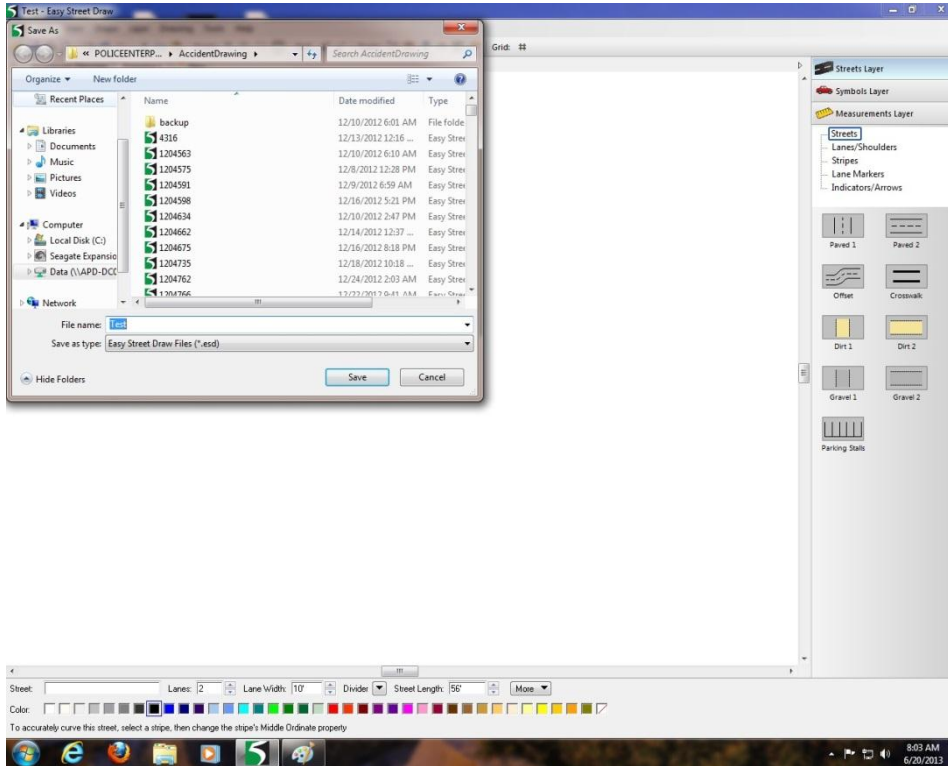


In “options” still – select “export” to change the automatic export options.

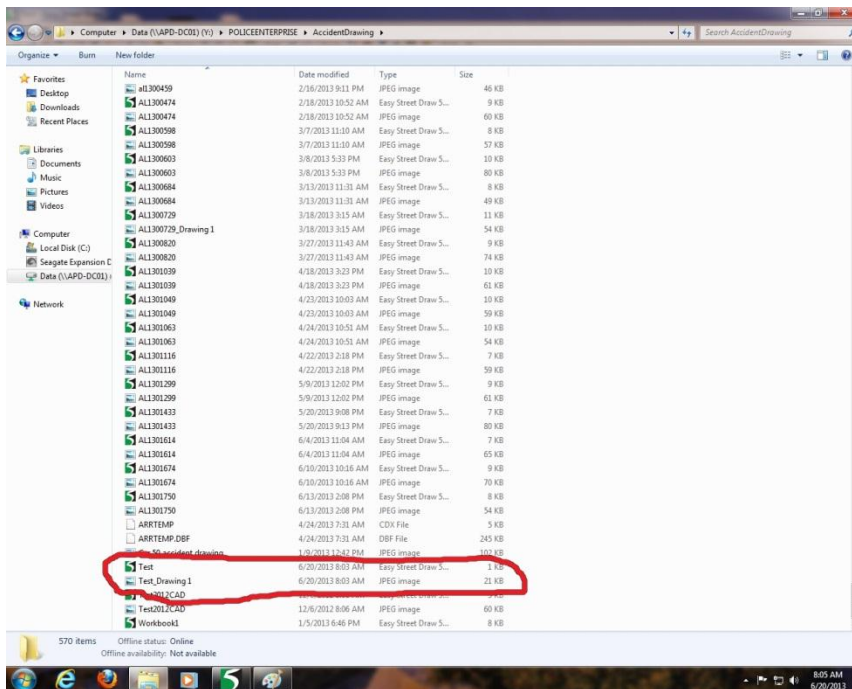
Select JPG as the format and check the box to “automatically export image when drawing is saved”



A save box will appear and you can name your image to save for later import into CAD.



After you save, an ESD "easy street draw" file AND JPG file will be created in the destination folder.



Close Easy Street Draw and open CAD accident report. Click add “+” button and browse to your saved jpg image on the server in the accident drawing folder.

