



## Crash Reporting Frequently Asked Questions (FAQ)

**Q:** Do I have to use the CR-3 Alternate that you sent me a letter about in July?

**A:** *A reporting agency may choose to use either the CR-3 (PDF or Excel) or the CR-3 Alternate (PDF only). Both are valid forms for crash reporting and can be used at the agency's discretion.*

**Q:** I forgot or incorrectly reported a piece of information on a crash report I have already sent to you. How do I correct this issue?

**A:** *If you need to supplement or amend a crash report, please resubmit a completed crash report including the amended items and mark the Supplement box at the top of the form. Ref. CR-100 (5/10/10) Section 5.0*

**Q:** If I don't provide latitude and longitude will you kick my crash report back?

**A:** *No. Latitude and longitude are not mandatory data fields.*

**Q:** I stated that the crash did not occur at an intersection (marked "No") and I received a return requesting more information.

**A:** *If a crash did not occur at an intersection, you are still required to provide intersection offset information. This information consists of either the distance from the nearest intersecting street or distance from nearest reference marker. Ref. CR-100 (5/10/10) Section 3.2.11*

**Q:** The vehicle is a hit and run or fail to stop and identify, I don't know any information about the person operating that vehicle. What do I put for the primary person?

**A:** *Person number will be a 1. Beginning with box 12 place 1 – Driver, box 13 place 1 – Front Left, place Unknown in the name field, boxes 14 through 20 place 99 – Unknown, box 21 place N – No, for boxes 22 and 23 place 96 – None and for boxes 24 and 25 place 97 – Not Applicable.*

**Q:** I received a return slip with the following message: The first person in each unit is required to have a valid Alcohol Specimen Type. Note: If unit is unoccupied the Person Number field through the Drug Category field must be left blank. What does this mean?

**A:** *This means that boxes 22 through 25 have been left blank. If the unit is occupied please utilize codes 96 - None for boxes 22 and 23 and 97 – Not Applicable for boxes 24 and 25. If the unit is unoccupied, then the entire primary person line must be left blank from Person Number to box 25.*

**Q:** I did not make the scene of the crash and/or the vehicles were moved prior to my arrival so I can't provide a diagram. Will my report be kicked back for no diagram?

**A:** *Yes, the diagram is a mandatory data field and must be provided on all crash reports. The diagram is your opinion and can be based upon what information was provided to you by the involved parties.*