

**ILLINOIS STATE POLICE  
OPS-102, DAILY TRAFFIC CRASH FATALITY SUMMARY**

<b>RESCINDS:</b> OPS-102, 2015-020, revised 04-03-2015.	<b>REVISED:</b> 01-03-2023 <b>2023-098</b>
<b>RELATED DOCUMENTS:</b> None	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 82.2.3, 82.3.3

I. POLICY

The Illinois State Police (ISP) will obtain, compile, and report statewide traffic fatality information.

II. PROCEDURES

**NOTE:** "Year" as used in this directive refers to "calendar year."

II.A. Troop reporting procedure

On a daily basis, Monday through Friday, excluding holidays, each Troop will obtain from each county within the Troop information concerning traffic deaths having occurred during the previous 24-hour period ending at midnight.

All other troops will report daily (via Lotus Notes) all fatal traffic crashes and resulting fatalities to the Illinois Department of Transportation (IDOT), Division of Traffic Safety (see Addendum 1).

II.B. Compilation

On a daily basis (Monday through Friday, excluding holidays), the Traffic Intelligence Analyst (TIA) at the Statewide Terrorism and Intelligence Center will transmit the information collected to the Office of the Director, Division of Patrol, all Region and Troop Commanders, the Public Information Office, and any other ISP parties via Lotus Notes. The daily TIA summary report will include numbers of:

- II.B.1. Fatal crashes and fatalities in the past 24 hours
- II.B.2. Fatal crashes and fatalities this year
- II.B.3. Fatal crashes and fatalities for the past 5 years, to date
- II.B.4. Percent increase/decrease of fatal crashes and fatalities compared to last year and five year average

II.C. Radio Summary

Fatality information may be read as part of a troop daily radio summary.

| Indicates new or revised items.

**-End of Directive-**

**ILLINOIS STATE POLICE  
OPS-102, DAILY TRAFFIC CRASH FATALITY SUMMARY  
ADDENDUM 1, COMPLETION INSTRUCTIONS FOR LOTUS NOTES DAILY  
FATALITY CRASH SUMMARY**

<b>RESCINDS:</b> OPS-102, Addendum 1, 2015-020, revised 04-03-2015.	<b>REVISED:</b> 01-03-2023 <span style="float: right;"><b>2023-098</b></span>
<b>RELATED DOCUMENTS:</b> None	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 82.3.3

Launch Lotus Notes.

- I. Click Open, go to Applications and select Open an Application.
- II. Scroll to ispdom5/IISStPolice in the "Look in" field.
- III. Scroll to Daily Fatality Reporting and click open.
- IV. Enter the pertinent information.
  - IV.A. Accident Information:
    - IV.A.1. Date of Crash
    - IV.A.2. Time of the Crash
    - IV.A.3. County of Crash
    - IV.A.4. Troop of Crash: Enter the number of the troop in which the crash occurred, if other than the reporting troop.
    - IV.A.5. Road Type: e.g., Interstate, State Highway, County Road, City Street
    - IV.A.6. Alcohol Involved: If known
    - IV.A.7. Location: Routes and distances from routes - if within corporate limits indicate name (Peoria, Elgin, Peru, etc.), e.g. I-55 @ MP 101, Oak and First Streets in Peoria.
    - IV.A.8. Crash Vehicles: Enter car, truck, commercial motor vehicle (CMV), motorcycle, sport utility, etc.
  - IV.B. Fatality Information
    - IV.B.1. Name of Person Killed: Last name, first name, middle initial
    - IV.B.2. Date of Birth of Person Killed
    - IV.B.3. Sex: Male or Female
    - IV.B.4. Position: Driver, passenger, pedestrian, pedal-cyclist, etc.
    - IV.B.5. Date and Time of Death: If known
    - IV.B.6. Safety Belt Usage: Yes, No, or Unknown
  - IV.C. Reporting Information
    - IV.C.1. Illinois State Police (ISP) Crash Number: Only if handled by ISP, if not, leave blank.

**Addendum 1, Completion Instructions For Lotus Notes Daily Fatality Crash Summary**

IV.C.2. Report Period Date: date of the 24 hour period for which the information is being collected, i.e., information gathered and recorded the morning of April 2 pertains to April 1 deaths - report period date would be 4/1/XX

| IV.C.3. Reporting Troop: Enter the troop number where the crash occurred.

IV.C.4. Investigating Agency Type: Enter if a Police Department, Sheriff's Office, or ISP

IV.C.5. Investigating Agency Name: Enter the agency name that investigated the crash.

IV.C.6. Investigating Agency Crash Number: If known.

IV.C.7. Narrative: Include any additional pertinent information here.

V. Click SAVE.

VI. To enter another fatality, click CREATE NEW.

| Indicates new or revised items.

**-End of Addendum-**