	MONTGOMERY COUNTY, MARYLAND **DEPARTMENT OF POLICE**

Function Code 0351 - Appendix A

MCP 611 Online Collision Reporting System

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The online reporting system can be found at **https://mcg-c383.mcgov.org/Collision/**
or on the IMTD SharePoint page under "Tools"

MCP 611 ONLINE COLLISION REPORTING SYSTEM FEATURES:

• A picture or document attachment tool
• Automatic document routing that allows for supervisor comments and officer comments prior to the Traffic Operations Division review and the Command review.
• Email notifications and reminders to all parties involved
• Search and digital repository system for all reports
• Automatic distribution to the Seven Locks Garage, Risk Management, and the Collision Review Committee

PROCEDURES
The online report will be forwarded in the following manner:

1. Report created by supervisor, photographs attached, ACRS completed, and supervisor's determination of fault and preventable circumstance. The supervisor may enter comments and submit.

2. The submitted report generates an email that alerts the involved officer to review and comment, if desired. The officer then submits.

3. The submitted report generates an email to the Traffic Operations Division Sergeants who will review the ACRS and the supervisor's MCP 611 determinations. The MCP 611 can be rejected with comments back to the supervisor, who receives an email about the rejection, or it can be accepted. If
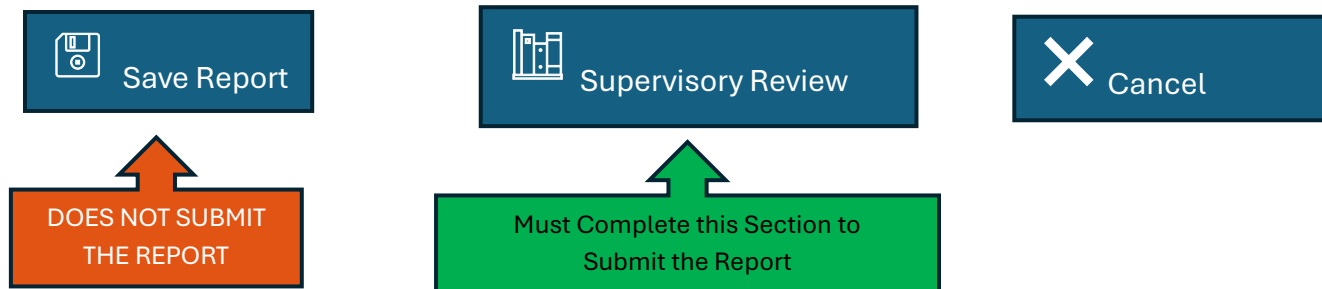
the traffic sergeant rejects the MCP 611 based on errors in the ACRS report, the traffic sergeant shall ensure that the ACRS report is reopened before rejecting the 611.

4. The accepted report will generate an email to the involved officer's chain of command stating that it is available for their review. At this point, the report can be accepted or rejected with comments. A rejected report will generate an email to the officer's supervisor.

5. The accepted report will be automatically forwarded to the MCPVehicleDamage Active Directory group, which includes Seven Locks Garage, Risk Management, and the Collision Review Committee.

INITIAL REPORT INSTRUCTIONS:

The initial report should be started in the manner described below to maintain a chain of command review process. Following this process helps to make sure that no collision is reviewed by the same individual twice.

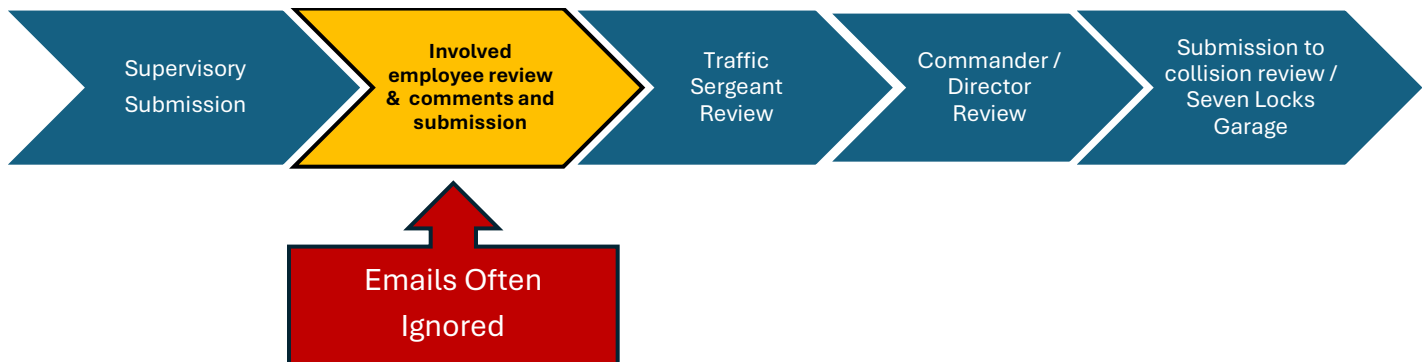| EMPLOYEE INVOLVED	INITIAL REPORTER
Police Officer I, II, III	Sergeant
Non-Sworn	Sergeant within Bureau
Corporal	Sergeant
Civilian Manager	Sergeant within Bureau
Sergeant	Lieutenant
Lieutenant	Commander/Captain
Captain	Assistant Chief or Captain of Traffic Operations
Assistant Chief	Assistant Chief of another Bureau or Captain of Traffic Operations
Chief	Assistant Chief or Captain of Traffic Operations

1. CR NUMBER

Insert CR number or outside agency report number. (an error message will show if report number is over 9 characters, the report will still submit

2. CLEARANCE
- Choose severity of collision
- Choose roadway type
- Choose collision type
- Automatic clearance code entry based on selection

3. ATTACHMENTS
-all photographs (must be .png, .jpeg, .bmp NO .ZIP File)
- .pdf copy of APPROVED Collision Report (no drafts)

4. OPERATOR INFORMATION

-Choose Operator of MCP vehicle
-Duty status
-Operator sex, age, years of police experience, and assignment - will auto populate based on selection

5. COLLISION INFO
-Select district of occurance
-If out of County, select "Out of County"
-Enter cross streets as shown on colliion report
-If in parking lot, enter address of parking lot
-Enter date and time of collision
-Day of week will auto populate

6. MCP VEHICLE INFORMATION

-Insert vehicle stock number
-Insert vehicle tag number
-Select vehicle type
-Enter make, model, and current mileage
-Enter total number of occupants in vehicle

7. CONDITIONS
-Select traffic severity
-Select weather related surface conditions
-Select weather conditions
-Select illumination condition
-Select road condition

8. CAUSE FOR POLICE VEHICLE

-Select "Yes" or "No" for single Vehicle
-Select "Yes" or "No" for CDR Download

9. ELECTRONIC DEVICE USAGE

-Select appropriate response

10. ROAD CHARACTERISTICS

-Select road characteristics
-Select speed limit

11. RESPONSE TYPE
-Select Officer response category
-Select movement of vehicle
-Select call response "Yes" or "No"
-Select emergency equipment activation

12. SEATBELT USAGE / INJURY
-Indicate seatbelt usage for occupants
-Select "N/A" if no other occupants other than driver
-Enter total number of injuries / fatalities
-Enter "0" if none

12. ALCOHOL RELATED

-Select appropriate alcohol relationships

13. SUPERVISORY REVIEW

-After all fields complete, click on "Supervisory Review" and enter applicable information then "SUBMIT"

Save Report	Supervisory Review	Cancel
DOES NOT SUBMIT THE REPORT	Must Complete this Section to Submit the Report	

Supervisor Determinations:

Employee was:	☒ At Fault	☐ Not At Fault

Collision was Preventable:	☒ Yes	☐ No

Steps Taken to Prevent Recurrence   **Explain Items Completed/Implemented**

☐ Equipment/Environment

☒ Education/Training   Driver advised to be more cautious as vehicle is a large van and takes greater distance to slow or stop

☐ Policies/Procedures

☐ Other

Supervisor's Comments:

The supervisor will determine whether the employee was at fault and determine if the collision was preventable by the employee (not another involved party)

After the MCP 611 is complete, the submission of the report by the supervisor will automatically trigger the following flow:

Supervisory Submission → **Involved employee review & comments and submission** → Traffic Sergeant Review → Commander / Director Review → Submission to collision review / Seven Locks Garage

Emails Often Ignored

A reminder email to complete the report will be sent daily to the involved employee. If the employee is unable to acknowledge the report due to injury or other reasons, contact pol.hqtrafficcmdr@montgomerycountymd.gov , who will acknowledge the report on their behalf.

The report can only be rejected by the Traffic Sergeants or Command Staff. If this occurs, the report will be rejected to the submitting supervisor with comments. After correction, the flow will begin again.

Guidelines/Tips

1. The site is best viewed utilizing Edge. It can only be viewed while connected to the network or VPN. If using an MDT, make sure you are connected to \\mcgov

2. Previously approved reports are always available to review by clicking on "my reports" or by the search feature.

3. To request deletion or reopening of an approved report or to report an issue, submit a help desk ticket:

Request Type:
Technology ⟶ Applications ⟶ Intranet Applications ⟶ Collision Reporting

Incident Description	Document to be completed
A police vehicle operator strikes a curb, and the rim is dented	ACRS, MCP 611
A tree branch falls on a parked police vehicle	Liability Form
A suspect's vehicle is blocked by SAT and there is damage to county vehicles and the suspect's vehicle	Incident report, Liability report
A police vehicle backs into another police vehicle at the station lot	ACRS, MCP 611 x's 2 (1 for each vehicle)
A stone falls from a dump truck and breaks the windshield of a police vehicle traveling behind	Liability Form
A county snowplow strikes a parked police vehicle	ACRS, MCP 611
A suspect intentionally rams a police vehicle	Incident report, Liability Report
A police vehicle strikes a dead animal in the roadway causing damage to the undercarriage	ACRS, MCP 611
A police vehicle is vandalized while parked at the operator's home	Incident Report, Liability Report
A police vehicle is involved in a collision while on official business in Washington, DC	DC Collision Report, MCP 611
A police vehicle catches fire while idling	Liability Report
A police vehicle strikes a county fueling pump	ACRS, MCP 611, Liability report for county property