

Purpose

The proper investigation of traffic collisions provides the basis on which effective traffic control and collision prevention programs are instituted. The purposes of collision investigations are as follows:

- To determine the causes, times and places of collision-causing violations so that appropriate selective enforcement action may be implemented.
- To obtain data for traffic control and highway engineering improvements.
- To protect the rights of the individuals involved.
- To obtain data that will aid in improving driver education programs.
- To provide data this will assist legislators in enacting needed legislation.

Policy

A. CCSO will investigate the following types of traffic collisions:

1. Fatal collisions.
2. Personal injury collisions.
3. Collisions resulting in placement of charges specifically relating to the cause of that particular collision.
4. Hit and run collisions when a witness exists, when a description or partial description of the striking vehicle is available, or when physical evidence exists as a basis for possibly identifying the striking vehicle.
5. Collisions involving government-owned property, regardless of the level of government.
6. Collisions involving any school bus, when the bus is being used to transport children, students, or teachers for educational purposes or in connection with any school activity.
7. Collisions involving any vehicle transporting hazardous material. *Hazardous material is defined as any substance or material classified as "hazardous" in the Emergency Handling of Hazardous Materials in Surface Transportation Handbook.*

8. Property damage collisions when a vehicle becomes so disabled as to prevent its normal and safe operation, except property damage collisions occurring on a public or private parking lot or other private property regardless of the extent of damage.
 9. Notwithstanding the restrictions imposed elsewhere in this subsection on the investigation of traffic collisions, police employees will investigate any motor vehicle collision if requested to do so by the owner or operator of any vehicle involved, provided the collision is reported in a timely fashion and if the circumstances of the collision are such that a reasonable investigation can be conducted.
- B. When responding to the scene of a collision where an investigation is not necessary (Code 89's):
1. Deputies will check to ensure that all operators of vehicles involved possess a valid drivers' license and valid vehicle registration.
 2. Deputies may place appropriate charges as a result of observing or witnessing violations not related to the cause of that particular collision.
 3. Deputies will notify owners/custodians of any property damaged as a result of a collision and will provide the owner/custodian with information regarding the striking vehicle and its operator.
 4. Deputies will expeditiously ensure that the free flow of traffic is restored before leaving the scene.
 5. Deputies will not determine fault in non-investigated collisions.
 6. If at any time a driver and/or passenger requests medical treatment a MAARS Report must be completed.
 7. If at any time the driver of a vehicle requests a tow company to remove the vehicle a MAARS Report must be completed.
- C. In all traffic collisions, a Motor Vehicle Collision – Code 89 Form, CCSO Form 110 will be distributed to all involved owner or driver.

Definitions

A. Collisions

1. **Motor Vehicle Collision:** Any unintentional act (collision) that involves a moving motor vehicle striking another vehicle, pedestrian, public or private property. One or more vehicle(s) must have been in motion with the collision occurring on a roadway or any property, public or private, used by the public in general.
**Note: If the collision is determined to be an intentional act such as an assault using a motor vehicle, suicide, or other intentional act it should be investigated as a crime.*
2. **Fatal:** Any collision that involves the death of a driver, passenger, or pedestrian
3. **Personal Injury Life Threatening:** Any collision that involves an injury of a driver, passenger, or pedestrian that is deemed to be life threatening. *The determination of life threatening injury will be based on medical advice from those who have received advanced lifesaving training, (i.e. EMS personnel).*
4. **Personal Injury:** Any collision that involves an injury of a driver, passenger, or pedestrian.
5. **Property Damage:** Any collision that involves damage to public or private property.
6. **Hit and Run Collision:** Any collision in which one or more vehicle(s) involved in a collision leave the scene without rendering aid or leaving required information.
7. **Departmental Collision:** Any collision that involves an Agency vehicle (this includes vehicles leased/rented by the Agency).
8. **Non-Traffic:** Any collision that does not occur on a roadway or property used by the general public. This may include residential driveways, fields, etc. in which the collision did not originate from a roadway. *Examples: ATV's, lawn tractors, and farm tractor.*

B. Investigators:

1. **Patrol Deputy:** A patrol deputy tasked with the investigation of property damage and most personal injury collision investigations.
2. **Advanced Collision Investigator:** A deputy who has received between 40 plus hours of additional specialized training. Advanced Collision Investigators assist patrol deputies in the investigation of departmental collisions, collisions with serious injuries, and on some less complex fatal collisions.
3. **Collision Reconstructionist:** A deputy specially trained to handle complex and serious motor vehicle collisions that involve life threatening or fatal injuries. These investigators have received training beyond Advanced Collision Investigation.

Procedures

- A. Upon assignment to investigate a collision, Deputies should follow a procedure flexible enough to allow for variations which may be dictated by the nature and urgency of the emergency.
 1. Assignment – Consistent with safety, the unit (s) responding to the collision scene should proceed to the scene as quickly as possible while exercising sound judgment.
 2. Arrival – The patrol vehicle should be parked where it will be safe and will not endanger the public. While parking the vehicle, the Deputy should observe and evaluate obvious conditions which may make exiting from the vehicle hazardous. Deputies should be aware of fallen wires, fire hazards, hazardous locations, hazardous material and highway pavement conditions. Tire marks at the scene or on the shoulders may be evidence and should not be driven over or obliterated and thereby destroyed.
 3. Care of Injured – In order to make an intelligent effort to save a life or ease suffering, the Deputy should have a thorough knowledge of emergency care. Deputies should not attempt to make a diagnosis, administer emergency care beyond their capabilities, or permit unskilled persons to move or treat injured persons.
 4. Safeguard Property – Prompt and positive action must be taken by the Deputy to safeguard property at the collision scene from theft or further damage, such

as personal property of the injured or deceased and merchandise or equipment from vehicles, especially freight or cargo carriers.

5. Safeguard the Collision Scene – The Deputy must make a quick evaluation of the situation and take such preventive action as may be indicated. Immediate needs that require prompt action are:
 - a. Flares or traffic cones, when appropriate, to warn approaching traffic
 - b. The rerouting of traffic
 - c. The prevention of congestion to permit emergency vehicles to move freely and safely
 - d. Emergency crews from utility companies
 - e. Roadway crews to spread sand or other material over roadway surfaces made hazardous by spillage of oil, tar, fuel, etc., or by icy conditions.
 - f. In any case where a lane or road closure is expected for an extended period of time, deputies will request, through the Duty Office, that the roads department having jurisdiction on the involved roadway be notified and that they respond.
6. The Deputy should be alert for potential dangers created by spilled gasoline or other flammable substances. They should recognize any factors which could further endanger the collision scene. Remedial action, dictated by the nature of the existing danger, should be taken and traffic should be controlled and directed until the hazardous condition is corrected.

Fundamentals of Collision Investigation

- A. Having arrived at and safeguarded the scene and provided for the care and/or removal of the injured, the deputy will make every effort to determine:
 - What happened
 - How it happened
 - Why it happened, and
 - Who is at fault? (Determination of fault IS NOT required in some circumstances; Code 89's.)
- B. This basic approach will establish cause, reconcile conflicting statements and provide evidence for prosecution.
 1. It is important that the deputy secure information to provide a complete, unbiased and accurate accounting of the collision. This can best be

accomplished by carefully studying and employing the techniques and methods of interrogating and interviewing drivers and witnesses. CCSO Form #176, The Driver Witness Statement will be used to document this. The Driver/Witness Statement will be used for all collisions requiring the completion of a report.

2. In a collision involving a commercial motor vehicle whenever a request for a post collision inspection is anticipated, deputies will do the following:
 - a. Protect the vehicle to preserve the condition of its equipment and to prevent tampering. This includes removing the keys from the ignition and preventing the vehicle from being towed so that stored electronic data is not overwritten. Maintain a chain of custody of the vehicle for a post collision inspection.
 - b. Seize and retain all relative documents such as the driver's log book, medical card, driver's license, shipping papers/bill of lading, registration documents, etc. until personnel with the required commercial vehicle expertise arrive.
 - c. Duty Officer will contact Maryland State Police Headquarters and ask for the assistance of the Commercial Vehicle Enforcement Division (CVED).
3. Drivers
 - a. Drivers are affected by various physical and emotional factors caused by the collision and the manner in which the deputy conducts his questioning may create tension and anxiety.
 - b. The questioning should be courteous, objective and adaptable to the occasion.
 - c. Verify the driver's identity and ownership of the vehicle.
 - d. Drivers should be interviewed as soon as possible. The answers will be more spontaneous and truthful and not colored by rationalization or counsel of others. Be alert for false reporting of information by persons involved.

- e. Information based on observation of physical evidence or statements made by other drivers or witnesses will verify or disprove some opinions.
4. Witnesses
- a. Identify all witnesses to the collision.
 - b. Witnesses should be interviewed as soon as possible. The answers will be more spontaneous and truthful and not colored by rationalization or counsel of others.
 - c. The deputy must be alert to the reliability of the witness's information. Did the person actually observe something or is the information biased and influenced by prejudice or relationship?
 - d. The ideal witness is one who actually observed, through the use of one or more of their five senses, something of importance relating to the collision.
 - e. Information secured from witnesses will be documented on a CCSO Form #176, Driver Witness Statement, to support the deputy's information when enforcement action is contemplated and for the completion of a thorough investigation.
 - f. Care should be used when considering witnesses' determinations of time, distance, speed or location of impact. These issues are often misinterpreted by lay persons. Close examination of physical evidence may reveal data which will corroborate witnesses information, e.g., tire or gouge marks, paint transfers, etc.
5. Recording data, evidence, and testimony about a collision shall be accomplished by the following basic method:
- a. Completing the MAARS report form in its entirety;
 - b. Taking written statements of those involved and any witnesses;
 - c. Taking photographs for any collision requiring the completion of a MAARS report;

- d. Making diagrams and taking measurements at the scene of any life threatening/altering or fatal collision.
6. Complete and accurate reports become a permanent record for parties and agencies. They provide the deputy with complete factual data for purposes of testimony.
7. A proper collision investigation requires follow-up action and procedures. Fatal and hit-and run collisions necessitate subsequent activities and considerations not usually associated with minor property damage or personal injury collisions.

C. Fatal and Life Threatening/Altering Collisions

1. The possibility that a suicide, homicide or criminal negligence may be masked to look like a collision should not be overlooked. The assistance of an Advanced Collision Investigator, Collision Reconstruction Specialist and/or a criminal investigator may be useful in assisting on the investigation of a collision.
2. In addition to the deputy assigned to the collision investigation, a supervisor, when available, should be assigned as the on-scene supervisor. In the absence of a supervisor, the senior on-duty deputy with the highest level of collision investigation experience will respond to ensure compliance with CCSO policy and procedures.
3. The deputy assigned to the collision will conduct a comprehensive investigation.
4. The on-scene deputy will ensure that proper investigative techniques are utilized in addition to the overall protection of life, property and evidence.
5. An Advanced Collision Investigator and/or a Collision Reconstruction Specialist are required to respond to the scene of all fatal vehicle collisions. A Collision Reconstruction Specialist is required to respond if the case has a propensity for criminal charges. A Detailed Crash Investigation Report will be completed within 60 days from the date of occurrence by an Advanced Collision Investigator or a Collision Reconstruction Specialist. As a matter of routine, these cases will not be assigned to a deputy who does not have advanced training in collision reconstruction. The Collision Reconstruction

Supervisor will be responsible for maintaining and publishing a list of all current Advanced Collision Investigators and Collision Reconstructionist.

6. The Collision Reconstruction Supervisor, the Collision Reconstruction Coordinator, and designated CCSO Administrators (PIO) will be notified of all fatal vehicle collisions. This will be done as follows:
 - a. The primary investigator (ACI or Reconstructionist) will complete an email.
 - b. The email will contain location, driver(s) information, vehicle(s) information, deceased information, and injured information. Including where the injured was transported and how they were transported. Also there needs to be a brief synopsis of the collision. Also a list of all CCSO personnel that assisted.
 - c. Once the Collision Reconstruction Supervisor is made aware of a life threatening or fatal vehicle collision they will contact the assigned investigator within 24 hours. During this contact, details of the case will be discussed. Decisions regarding the use of the total station, the Crash Data Retrieval Kit and any other specialty equipment and/or needs should be determined at this time. Once this meeting has occurred, the Collision Reconstruction Supervisor will sum up the discussion in an email and forward it to the Collision Reconstruction Coordinator.
 - d. Once the Agency Collision Reconstruction Supervisor and / or Collision Reconstruction Coordinator are notified of a fatal vehicle collision or a collision where a DCIR will be completed, he will send an email to the primary investigator, the Collision Reconstruction Supervisor, assigning a due date for the DCIR. The only personnel authorized to extend due dates for DCIR's is the Collision Reconstruction Coordinator and / or the Collision Reconstruction Supervisor.
7. All vehicles involved in a fatal vehicle collision, regardless of the severity of damage, will be stored for a minimum of three business days. Vehicles carrying hazardous materials or perishable loads will only be stored at the direction of a supervisor from the Maryland State Police, Commercial Vehicle Enforcement Division. When vehicles are able to be released, the primary

investigator will send an email to the Vehicle Storage Supervisor and the Collision Reconstruction Supervisor. Under no circumstances are vehicles to be released or permitted access to without permission from the assigned investigator.

8. All vehicles stored in conjunction with a fatal vehicle collision, where a search warrant is expected to be executed on the vehicle, will be stored at the Cecil County Detention Center Sally Port Bay #3. Vehicle will be stored for no more than 3 business day unless prior approval has been authorized. Prior to the vehicle being transported to the Detention Center the Supervisor on duty in the booking area will be notified. Once the vehicle(s) arrives, the battery will be disconnected prior to storing the vehicle inside the bay. The vehicle(s) will be covered prior to leaving. If the vehicle(s) is leaking large amount of fluids do not place inside sally port, have it placed outside the sally port and cover the vehicle. If the Volunteer Fire Department is called out to assist with the search warrant the vehicle will be removed from the sally port.
9. All evidence and final rest locations of vehicles involved in fatal and life threatening/altering collisions will be marked with ground marking paint. Extreme care should be taken not to contaminate a victim lying on the ground.
10. Digital photographs, on a CCSO owned camera, will be taken of all fatal and life threatening/altering collisions. Those photographs will be downloaded to a CD, within 10 days of the date of occurrence.
11. In any fatal vehicle collision a scaled diagram of the collision scene will be produced. This can be done with hand measurements or use of electronic measuring devices such as a total station. As a matter of routine, the opening of a roadway will not be delayed to document a scene with a total station. Rather, the scene will be marked and documented at a later time. Copies of all electronic files produced by a total station/data collector will be forwarded to the Collision Reconstruction Supervisor. These files will not be released to anyone without authorization from the Collision Reconstruction Supervisor.
12. Any vehicle involved in a life threatening or fatal vehicle collision, which is supported by the Bosch Crash Data Retrieval Kit, will have its sensing and diagnostic module imaged. The Collision Reconstruction Supervisor will be responsible for maintaining and publishing a list of all vehicles supported by the Bosch Crash Data Retrieval Kit. Imaging of modules will take place as follows:

- a) The assigned investigator will contact the Collision Reconstruction Supervisor, to request assistance with imaging the sensing and diagnostic module.
- b) The Collision Reconstruction Supervisor will assist the investigator as needed. Under no circumstances will a Bosch Crash Data Retrieval Kit be turned over to a member of the Agency that is not trained in its use. Under no circumstance will a Bosch Crash Data Retrieval Kit be turned over to any other member of the Allied Agency. The Sheriff's Office will assist allied agencies upon their request.
- c) In all cases, unless approved in advance by the Collision Reconstruction Supervisor, a search warrant will be obtained to image and/or seize a sensing and diagnostic module. Collision Reconstruction Supervisor and/or Collision Reconstruction Coordinator will review the search and seizure warrant prior to it being signed by a judge
- d) Copies of all electronic data obtained from any module will be maintained as follows:
 - a. Kept on the computer used to complete the download/image
 - b. Maintained by the assigned investigator
 - c. Emailed to the Collision Reconstruction Supervisor
- e) Only CCSO owned and/or controlled Bosch Crash Data Retrieval Kits will be utilized for imaging sensing and diagnostic modules for CCSO related cases. Unless authorized by the Collision Reconstruction Supervisor, allied departments equipment and Private Reconstructionist equipment will not be utilized.
- f) If any vehicle involved in a fatal vehicle collision is supported by the Bosch Crash Data Retrieval Kit, then all vehicles involved in the collision must be weighed by the, Maryland State Police, Commercial Vehicle Enforcement Division.
- g) Any files obtained from imaging any module will not be released to anyone without authorization from the Collision Reconstruction Supervisor.

13. Whenever possible, the body of a deceased should be left undisturbed at the final resting position until the arrival of the Medical Examiner or Forensic Investigator.
14. Transmit collision information as soon as possible to the Administration, as required. Victim information, (name, date of birth, address), from a fatal collision will not be provided over the radio.
15. The investigating deputy is responsible for the initiation of immediate and necessary action to insure prompt notification of the victim's next of kin. The notification of next of kin for a person injured and transported to a hospital will remain the responsibility of that hospital. However, CCSO will provide family notification assistance to the extent possible, if so requested by the hospital.
16. Notification of death, whenever practicable, shall be made in person. CCSO personnel can contact clergy members to assist with such notifications.
17. When requesting members of this Agency or other authorities to make such a notification, consideration shall be given to the urgency of the message in determining the method of communication to be used. Verification of notification shall be requested in each instance. Messages involving such notifications shall be expedited by CCSO personnel.
18. In all investigations involving the death of a member of the armed forces, notification shall be made to the closest military facility of the branch of service to which the deceased was attached and the following information furnished:
 - Full name of deceased,
 - Rank of deceased,
 - Assigned unit and serial number,
 - Manner of death, and
 - Place where remains are being held.
19. The military authority so notified is responsible, dependent upon circumstances, for:
 - Identification of the deceased,
 - Notification of next of kin,
 - Notification of proper military authorities, and

- Arrangements for disposition of remains pursuant to such request from next of kin.
20. Where the death of a member of the armed forces occurs from a collision investigated by this Agency and the serviceman is on official leave and lives in the area of CCSO jurisdiction, notification procedures as outlined under paragraphs (14) thru (17) above should be followed. The information listed under paragraph (18) shall be transmitted to the appropriate military facility including the fact that identification was established and the next of kin notified.

D. Hit and Run Collisions

1. Upon arrival at the collision scene, determine if it is a hit and run collision.
2. A successful hit and run investigation may depend on the deputy's initial effort to establish the identity of the vehicle and/or driver. The search must be done quickly and systematically if any degree of success is to be achieved.
3. Relay available information as soon as possible so that other patrols and Allied Agencies may be alerted.
4. Search for physical evidence, question victims or witnesses and coordinate the activity of assisting patrols.
5. Determine if a criminal investigation is to be conducted in conjunction with the collision investigation.
6. If a suspect vehicle is located, the deputy should keep in mind the possibility of obtaining DNA, fingerprints, photographs and imaging the vehicles sensing and diagnostic module. Consideration should also be taken in obtaining a search and seizure warrant for any of the aforementioned items or for any other evidence.

E. Enforcement Action

One of the duties of a deputy is to protect life and property. Traffic collisions pose a very real threat to both and since collisions are frequently the result of a violation of the law, the deputy must determine the cause and take appropriate enforcement action. Although it may be argued that the issuance of a traffic citation as a result of a collision is an "after the fact" action, enforcement of traffic laws is still the most effective way presently known to reduce the collision rate.

1. Unless the deputy witnessed the collision, evidence of a violation must be established by investigation. Mere opinion, belief or suspicion alone is not sufficient to warrant enforcement action.
2. If the knowledge is based on information and belief, the deputy must indicate the sources of information and the grounds for belief, such as statements and admissions made by the defendant to the deputy.
3. Under no circumstances should charges be filed against any driver involved in a fatal vehicle collision without prior authorization of the State's Attorney's Office having jurisdiction in the area where the collision occurred.

F. Working With the State's Attorney

1. Prepare the collision investigation carefully and when necessary, discuss all aspects of it thoroughly with the State's Attorney. Pretrial preparation will familiarize deputies as to what testimony they will be expected to provide.
2. The State's Attorney will not be provided a copy of any unapproved report or any DCIR that has not been approved by the Agency Collision Reconstruction Coordinator.

G. Court Testimony

The deputies may be required to testify in both criminal and civil cases and should have a complete understanding of the rules of evidence.

1. The main function of the deputy in court is the same as any other witness, to supply the pertinent facts so that the court or jury may make a just decision. Deputies should have all the facts of the case well organized in their mind to testify effectively.
2. Diligent investigation and careful preparation of cases may be wasted if the deputy fails in the very important task of giving evidence in court. Deputies represent the people and are expected to give evidence with great accuracy regardless of its effect.

Reporting Motor Vehicle Traffic Collision

- A. Form 1, MAARS Report will be used to report all traffic collision investigations. In those instances where a commercial bus or school bus, is involved, use CCSO Form SO-177, Accident Reporting - Multi Occupant Vehicle, to record the

additional passenger information. Supplemental reports will be submitted on either Form 1 or Form 02, Supplement Report which will bear the original MAARS report number. When a Detailed Crash Investigation Report (DCIR) and other related reports are being prepared by computer, these reports need not be submitted in the CAD but rather in the format established by the Collision Reconstruction Supervisor. Refer to Maryland Automated Accident Reporting System (MAARS) Manual regarding preparation of the original Form 1. A supplemental report will be prepared and forwarded to CRD whenever there has been a change to any of the reported information.

Release of Motor Vehicle Accident Reports

- A. All original accident reports, witness statements, supplements and detailed diagrams will be forwarded to the Maryland State Police Central Records Division which has been designated as the repository for traffic collision.
- B. When a Detailed Crash Investigation Report (DCIR) is completed it will be forwarded to CCSO Central Records and kept on file.
- C. CCSO will process and photocopy requests for copies of Motor Vehicle Accident Reports, including all related witness statements investigated by the respective installation, for persons who request such reports in person or by mail.
 1. Each copy of a Motor Vehicle Accident Report provided to the requester will be stamped "OFFICIAL" in red ink. The stamp must appear on the front of the collision report.
 2. A non-refundable document search fee of \$5.00 per copy will be charged for each Motor Vehicle Accident Report requested. Prior to accepting payment, the CCSO employee processing such a request will check to determine if:
 - a. CCSO did, in fact, handle the collision.
 - b. An accident report has been submitted.
 - c. The report has received supervisory approval.
 3. The requestor shall submit a check or money order (No Cash), payable to CCSO. If additional copies are requested, the document search fee of \$5.00 per copy will be paid. All checks or money orders received will be processed in accordance with existing County policy. This service is available to the public during operating hours of 8am to 3pm Mon. thru Fri., except holidays.

D. CECIL COUNTY SHERIFF'S OFFICE REPORT FEE LIST

Report with 01 to 05 pages = \$5.00 per report.

Report with more than 5 pages will be \$1.00 per page.

- Audio tapes \$20.00 per tape
- VHS Video tapes \$20.00 per tape
- DVD or CD's \$20.00 per disk
- Digital Photos \$25.00 per disk
- Photos photo copied as part of the police report will charged according to pages of the report.
- Colored photo \$3.00 per photo

Calls for service will be charged per page, according to the fee list above, not per incident.

There is no charge to the victim of Domestic Violence for reports, photos, tapes, and/or DVD/CD's.

MOTOR VEHICLE COLLISION REPORTS - \$5.00, includes the MAARS Report, and witness statements. There will be additional fees for copies of photos and DVD's/CD's.

DETAIL CRASH INVESTIGATION REPORT (DCIR's) will be \$1.00 per page, which will include the Investigative Report, Diagram(s), MAARS report, Statement(s) and other related reports. i.e. search warrants, etc. No one is to receive copies of NCIC print outs, autopsy report(s) and/or medical records. There will be additional fees for copies of photos and DVD's / CD's.

In the event an authorized person is granted inspection and/or reproduction of the records there will be an additional charge of \$50.00 per hour after the first two hours for making copies or print outs of a public record.

When it is necessary for a Sheriff's Office staff member to supervise the review of records to safeguard the integrity of the original document there will be a charge of \$50.00 an hour after the first two hours.

Release of Juvenile Information on Motor Vehicle Accident Reports

- A. Under Maryland law a motor vehicle accident report is a police record. The identity of a juvenile driver or juvenile passenger (16 years of age or older) of a motor vehicle, will be kept confidential when, as the result of a motor vehicle crash, such persons are charged with an offense that provides for a penalty of incarceration. Their identity will also be kept confidential if they have charges

- pending or may be subsequently charged as the result of a continuing investigation, with an offense that provides for a penalty of incarceration.
- B. The identity of juvenile drivers under the age of 16 will be kept confidential under all circumstances, regardless if charges of any type are placed or not placed against the driver.
 - C. The age, sex and city or county of residence of juveniles, whose identity must be kept confidential, is the only information which may be released and made available for review by the news media for:
 - 1. A juvenile driver under the age of 16 years; and
 - 2. A juvenile driver or passenger 16 years of age or older who has been, or may be, charged with an offense that has a penalty of incarceration.
 - D. Prior to making a copy of an accident report available to the news media, personnel will delete (blacken out) the following information on the copy of the accident report to ensure that the identity of a juvenile, for whom the criteria in A and B above applies, is kept confidential:
 - 1. Name
 - 2. Street address
 - 3. Vehicle registration number (tag)
 - 4. Driver's license number
 - 5. Associated summons numbers
 - E. The identity of a juvenile for whom the criteria in A and B above does not apply, need not be kept confidential.