



# **TRAFFIC HOMICIDE INVESTIGATION**

## **Procedural Manual**

**City of Lakeland, Florida**  
**Lakeland Police Department**  
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The following information outlined in this manual is to be utilized as a guideline for completing Traffic Homicide Investigations. The objective is to define the parameters utilized by traffic homicide investigators. This manual supports the Lakeland Police Department General Orders, Policy 24-3.9.

**A. OVERVIEW OF TRAFFIC HOMICIDE INVESTIGATIONS**

1. A fatal crash investigation is a two-part investigation, the first is the original traffic crash investigation and the second is the Traffic Homicide Investigation. The post crash investigation will be investigated by a Traffic Homicide Investigator. A Traffic Homicide Investigation is initiated when a person dies or is suspected of dying as a result of a traffic crash.
2. If a Medical Crash Report is completed by an attending physician, this form will be included in the case file and the case shall be closed and a traffic homicide investigation will not be completed.
3. The original of the Florida Traffic Crash Report is completed by a member, who will note on the original crash report the name, rank, and identification number of the Traffic Homicide Investigator assigned to the crash. All members who have responded to the scene of potentially fatal crash that have relevant firsthand knowledge regarding the investigation will document any information and actions on a Crash Continuation and/or a Traffic Homicide Supplemental Report.
  - a. The Traffic Homicide Investigative Report will be completed by the Traffic Homicide Investigator. In order to maintain a standardized case management system for the accountability, immediate retrieval, and status of investigations conducted by Traffic Homicide Investigators, it is imperative that the following procedures are completed as outlined.
    1. The Traffic Homicide Investigator will update the Traffic Homicide Investigation Tracking System (T.H.I.T.S.) as soon as possible. The Traffic Homicide Investigator is responsible for uploading any changes to the T.H.I.T.S. to the network. Refer to Section D of this manual for further information on the T.H.I.T.S.
    2. If additional work is needed on the case that may slow down the progress of completion, the Traffic Supervisor and Traffic Homicide Investigator will discuss the proper method to be used and how to best continue the investigation.
    3. The Traffic Supervisor will conduct a case review of all Traffic Homicide Case Files to include, all notes, witnesses statements, photographs, medical examiners report(s) and case report(s).
    4. In cases involving criminal charges, the Traffic Supervisor is to ensure that all elements necessary for prosecution are included. The Traffic Supervisor will complete a full review of the case file prior to submission to the State Attorney's Office.
    5. In cases involving civil charges, the Traffic Supervisor is to ensure that all elements necessary for prosecution are included. The Traffic Supervisor will complete a full review of the case file prior to submission to the Clerk of the Court.

**B. TRAFFIC HOMICIDE INVESTIGATOR IMMEDIATE RESPONSIBILITIES**

When a traffic crash is determined to be fatal or potentially fatal, per G.O. 24-3, LPD communications will attempt to dispatch any available traffic personnel to the scene. If a fatal crash occurs during a time period when no crash investigators are on duty, the first responding officer will notify a Patrol Supervisor of the incident. A patrol supervisor will respond, ascertain the details and contact the Traffic Section OIC. The patrol supervisor will initiate a "Supervisor's Checklist for Traffic Fatalities" and turn it over to the first Traffic Homicide Member upon their arrival. The Traffic Section OIC will assume responsibility for notifying and off-duty Traffic Supervisor.

The Traffic Supervisor will contact the Traffic Homicide Investigator who will respond to the scene and investigate the incident. The Traffic Homicide Investigator will be responsible to ensure that all of the necessary tasks are completed for a successful investigation.

**C. CLASSIFICATIONS OF FATAL CRASHES**

1. A fatal crash investigation shall be broken down into three (3) categories as outlined below. Any fatal crash that results in a complex investigation where additional documentation is necessary may be listed as a Class 1 Investigation.
  - a. **Class 1 Investigation:** This format will be used in any fatal crash investigation that may result in Vehicular Homicide and/or DUI Manslaughter charges. During these investigations the unit will interview witnesses and obtain taped statements, laser map the scene, obtain coefficient of frictions, take photographs, and any other task deemed appropriate by the Traffic Homicide Investigator. The Traffic Homicide Investigator may attend Class 1 Autopsy's if foul play is suspected. *A Traffic Homicide Investigators Release will be forwarded with the case file for signature by the Office of the State Attorney.*
  - b. **Class 2 Investigation:** This format will be used in any fatal crash investigation where the at-fault driver is deceased or only civil charges apply. During these investigations, the unit may conduct any task that may be deemed appropriate by the Traffic Homicide Investigator. The Traffic Homicide Investigator may choose not to fully reconstruct the crash or have the sworn taped statements transcribed when it is clear that the at-fault driver is deceased. The Traffic Homicide Investigator may attend a Class 2 Autopsy if necessary. *A public records release will accompany the case file up the chain of command for signature by the Traffic Section OIC.*
  - c. **Class 3 Investigation:** This format will be used in all other fatal crash investigations. An example of this would be the utilization of the Medical Crash Report or a single vehicle crash. The Traffic Homicide Investigator may have to attend a Class 3 Autopsy for the purpose of determining the cause of death. During these investigations it may be deemed appropriate to send the Traffic Homicide Investigator to the scene to determine if a more extensive on-scene investigation is required. *A public records release will accompany the case file up the chain of command for signature by the Traffic Section OIC.*
2. The on-call Criminal Investigations Section Supervisor shall be notified on any fatal crash that occurs and evidence reveals foul play exists. The Traffic Homicide Investigator will assist CIS with the investigation, as requested.

**D. TRAFFIC HOMICIDE INVESTIGATION TRACKING SYSTEM**

Supervisors shall ensure that the Traffic Homicide Investigator under their immediate supervision is entering the investigative case information in the Traffic Homicide Investigation Tracking System (T.H.I.T.S.) within a reasonable amount of time. In addition, for every open Traffic Homicide Investigation, Traffic Supervisors are to ensure that the Traffic Homicide Investigator is making case status updates in the T.H.I.T.S. at least once every 30 days, if available. The T.H.I.T.S. will be available on the Team LPD web site. Negotiate to the 'Patrol' section, 'Traffic Projects' section. The T.H.I.T.S. is displayed in Excel format and is password protected, read only, and only editable by the Traffic Homicide Investigator, to include the Traffic Section Chain of Command.

## **E. ON-SCENE PROCEDURES**

On scene procedures will be utilized in all investigations regardless of the report classification. Each investigator is responsible for ensuring that all investigations are conducted thoroughly and professionally as possible.

1. There shall be a sufficient number of Traffic Crash Investigators on the scene of every fatal crash. In addition, the section Traffic Homicide Investigator shall be called to the scene to assume control of and conduct the investigation.
2. The assignment of additional Traffic Homicide Investigators will be at the discretion of the Traffic Section OIC and/or Traffic Supervisor.
3. Traffic Crash Investigators are to preserve the scene and its integrity. The scene is considered a crime scene and should be appropriately secured. Crime scene tape may be utilized and a crime scene log initiated. Traffic Crash Investigators are to minimize scene contamination by limiting access of non-essential personnel to the scene.
4. All physical evidence shall be identified and documented. Documentation of evidence should be sufficient enough to reconstruct the crash and include information necessary to prepare a scale diagram for reconstructive purposes, if necessary.
5. Driver identification and sobriety should be noted and documented. Procedures contained in 'Driver Impairment Procedures' of this manual should be followed.
6. Determine possible witnesses or sources of information from people located at the scene, to include other public service personnel.
  - a. In All Level's of Investigations audio taped statements should be obtained as soon as circumstances permit. Every effort shall be made to interview witnesses as soon as possible from the time of the crash.
  - b. Audio taped statements will be conducted in a location that will insure privacy and minimum interference.
  - c. Before the audio taped statement, the witness should be questioned at the scene in reference to what information he/she has regarding to the investigation. If the witness information is not applicable (i.e. witness heard the crash only, but did not observe any of the actions) then the potential witness may be released from the scene without an audio taped statement. In lieu of the audio taped statement for such witnesses, a written statement (OR in-car video may be utilized to obtain a statement,) may be obtained if they assisted in any way, such as first responder for any injuries.
  - d. A sworn witness statement form should be read at the beginning of every taped interview to insure proper predication of the interview.
  - e. All interviews are to be conducted in a separate file folder on a Digital Voice Recorder. Interviews conducted utilizing an in-car video may all be completed on the same video recording.
  - f. Upon completion of the taped statements, interviews will be transcribed and placed into the case file for all investigations.
  - g. In Class 1 Investigations, and upon request, an audio duplicate of all interviews will be furnished to the State Attorney's Office with the Traffic Homicide Report. Copies of these statements will be made in the Property / Evidence Section of the LPD.
7. Written statements are not a substitute for audio taped statements and may only be obtained when there is no method to obtain an audio taped statement.
  - a. If a written statement is given in a foreign language, the statement will be translated and typed. The name, address, telephone number and occupation of the translator will be shown at the bottom of the typed page. In addition, the original witness statement will be included in the report preceding the typed translation.
  - b. All written statements will be legible or if not, typed before inclusion in the Traffic Homicide Report. The statement will be typed exactly as written on the original. After every misspelled word (sic) will be typed, indicating the preceding word follows the original exactly. Punctuation shall not be changed from the original statement. Preface signatures with /s/ (indicating original statement is signed.)
  - c. If the written statement is lacking detail, another written statement will be obtained before completion of the investigation.
  - d. The original of handwritten statements will be retained in the case file located at the Traffic Homicide Section of the LPD.

8. Obtain the names of other law enforcement officers and public service personnel on the scene.
9. Photograph and document all evidence including physical evidence from the roadway. Items that should be included, but are not limited to:
  - a. Final rest position of vehicles and occupants/pedestrians.
  - b. Area of initial collision and any secondary and/or subsequent collisions.
  - c. All evidence prior to removal from its resting position.
  - d. Relevant signs, signals or markings on roadway.
  - e. Seatbelts and other occupant restraints.
  - f. Damage to all vehicles, paint transfer and pattern injuries to occupants, if possible.
10. Photographs taken by persons other than a Traffic Crash Investigator will be turned over to a Traffic Crash Investigator at the scene. The Traffic Crash Investigator shall complete a lab request form, submitting it to the LPD Lab, for the applicable number of proof sheets required to complete the case files.
11. The Traffic Supervisor will determine if the assistance of a support agency is needed on the scene or during the investigation.
12. All evidence procedures should be followed per departmental policy.

**F. DRIVER IMPAIRMENT PROCEDURES**

1. In all confirmed or potential fatal crash investigations, every driver involved will be evaluated for impairment, if practical. The Traffic Homicide Investigative Report shall contain observations of the driver's impairment or lack thereof.
2. Evidence of impairment should be documented and probable cause established for a legal blood sample request.
3. Traffic Homicide Investigators should speak with all public service personnel present at the crash scene (i.e. EMS personnel, fire department, or law enforcement personnel.) Traffic Homicide Investigators should ask about their observations of alcohol or drug impairment by the driver's or occupants.
4. When probable cause exists, a legal blood sample will be requested / required, regardless of whether blood was drawn for medical purposes.
5. Prior to obtaining legal blood, a consensual blood draw should be requested from each driver involved. In all cases where a legal/consensual blood draw is obtained, the last page of the DUI Report shall be completed outlining the procedures followed for obtaining the blood draw. Ensure that the THI Case Number is documented on this page of the DUI Report.
6. In investigations where the Traffic Homicide Investigator believes the crash is alcohol/drug involved, and there is a question of the identity of a vehicle driver, the Traffic Homicide Investigator should request a blood sample from each occupant.
7. If medical blood has already been drawn, then a consensual / legal blood draw should be completed 1 hour from the time the medical blood was obtained. This provides evidence for a Forensic Toxicologist to testify to the blood alcohol level at the time of the crash. Additionally, a Forensic Toxicologist can testify to whether the blood alcohol level of the individual was increasing or decreasing at the time of the crash.
8. The Traffic Homicide Investigator should document all information pertaining to prescription or non-prescription drugs for blood sample laboratory analysis.
9. When a DUI Investigator is called out for an accident involving serious bodily injury or a fatality, the DUI Investigator will do the following:
  - A. Contact the on-scene Traffic Homicide Investigator who will have final authority along with the Traffic Supervisor on the investigation. The DUI Investigator shall complete a supplemental report to the Traffic Homicide Investigative Report as to his/her involvement.
  - B. A DUI Investigator called out for Traffic Homicide Investigation's should have a Traffic Homicide Investigative background and appropriate experience.
  - C. Obtain as much information as possible about the incident.
  - D. Conduct a preliminary examination of the driver(s) involved in the crash; keeping in mind any medical treatment needed by the subject is a priority.
  - E. Make a determination as whether probable cause exists to continue with a DUI Investigation.
  - F. If probable cause exists for a DUI Investigation to continue, the DUI Investigator shall notify the Traffic Homicide Investigator and determine a course of action.
  - G. The DUI Investigator will also ensure that all blood draws are done accordingly for subject(s) involved in the crash.

- H. If the subject is unconscious and the DUI Investigator has probable cause to believe the subject is under the influence of alcohol and/or an impairing substance, the DUI Investigator will instruct EMS on-scene to draw blood or at a treatment facility (LRMC) by qualified personnel as soon as possible.
- I. If the subject is conscious and the DUI Investigator has probable cause to believe the subject is under the influence of alcohol and/or impairing substance, the DUI Investigator should request the subject to provide a blood sample. If the subject refuses to provide voluntary consent to the blood sample, the DUI Investigator or other officer on-scene will read Implied Consent to the subject. If the subject refuses, the officer may use the necessary force to obtain the blood sample as stated in Florida Statute 316.1932, as long as Serious Bodily Injury or Fatal Crash criteria has been met.
- J. In the event that the DUI Investigator is unable to establish probable cause due to extenuating circumstances at the scene, then the DUI Investigator shall request the subject for consent for a blood sample. The DUI Investigator should also always ask for consent to a blood draw on a conscious subject before reading Implied Consent.
- K. In the event the DUI Investigator has no probable cause to believe the subject is under the influence of alcohol and/or an impairing substance, the information will be turned over to the THI on scene. This will conclude the DUI Investigator's investigation into any impairment issues. The DUI Investigator will complete a supplement documenting the lack of evidence in relation to the DUI Charges. The DUI Investigator may remain on scene to assist with other necessary functions of a Traffic Homicide Investigation.
- L. If the subject is not incapacitated and the DUI Investigator (after conducting a preliminary examination of the subject) determines that the subject is under the influence of alcohol and/or an impairing substance, the DUI Investigator will advise the Traffic Homicide Investigator and proceed with the DUI/DRE Investigation. The DUI Investigator will fill out all related paperwork and forward the report to the THI and Coordinator. If the impairment is determined to be drug related and the responding DUI Investigator is not a Drug Recognition Expert (DRE,) a DRE shall be called out to conduct a drug evaluation.
- M. If at all possible the DUI Investigator shall attempt to gain consent for a second blood draw about one hour from the first blood sample so that a determination can be made by Forensic Toxicologist that the subject(s) impairment may have been increasing or decreasing at the time of the incident. In the event that a second medical blood sample is collected, DUI Investigator should document the name and id number of the medical professional from PCEMS or LRMC that obtained the blood sample. If the subject refuses the second, there is no recourse that a DUI Investigator can take on the subject.

**G. CRIMINAL ARREST PROCEDURES**

- 1. When an investigation reveals that probable cause exists for any charges, the Traffic Homicide Investigator will file charges.
- 2. If an on-scene investigation reveals the necessity for an immediate arrest, the Traffic Homicide Investigator will contact the Office of the State Attorney prior to initiating the procedure. The Traffic Supervisor or Traffic Section O.I.C. will be notified immediately of the decision to affect an arrest.
- 3. When a Warrant or Capias is issued on a suspect, based on the results of the Traffic Homicide Investigation, an effort will be made by the Traffic Homicide Investigator to apprehend the suspect. If necessary, this effort will be coordinated by a Traffic Supervisor to insure available personnel and resources are being utilized effectively to locate and apprehend the suspect.
- 4. In the event of an arrest in a Traffic Homicide Investigation, a Cost Affidavit (LPD Form #081,) in accordance with Chapter 939, Florida Statutes, will be completed and forwarded with the arrest affidavits.

## **I. POST SCENE PROCEDURES**

1. All time spent on Traffic Homicide Investigations, including preliminary homicide investigations, and the preparation of investigative reports, shall be conducted in an on-duty status.
2. Conduct a post-crash inspection of the mechanical system and an evaluation of crash damage to each vehicle involved in ALL Fatal Crashes. Damage will be documented and photographed including any equipment or mechanical failures. A contract wrecker will be requested, via LPD Communications, for transportation of the involved vehicles to the LPD Impound Lot. The vehicle inspections will be conducted at the vehicle storage area at LPD (see # I-3.) Upon completion of the post-crash inspection, the Traffic Homicide Investigator will turn the vehicle's over to the contract wrecker company. The contract wrecker company is responsible for contacting the vehicle owners, insurance companies, etc. The Traffic Homicide Investigator will return the pink copy of the wrecker company tow bill and any charges to LPD will be eliminated.
3. When completing the post-crash vehicle inspection, the Traffic Homicide Investigator will contact the appropriate certified mechanic from the City of Lakeland. Under no circumstances will a mechanic who has personal or professional associations with any owner, driver, occupant, insurance company, or vehicle manufacturer of any vehicle involved in a crash be used for a post-crash inspection.
4. The driver's license, ID card, or Government ID of all deceased victim(s) shall be given to the Traffic Homicide Investigator who will, in turn, include it in the original copy of the case file, and records shall return it to the DMV, Driver's License Office. It will be permissible to cut the photograph from a Florida driver license or Florida ID card and return to the next-of-kin, if requested. *In the event that the deceased or injured victim is a government employee or foreign national, proper procedures as outlined in LPD General Order 18-3 shall be followed.*
5. All inquiries into a fatal crash are to be referred to the Traffic Homicide Investigator or the LPD Public Information Officer. The Traffic Homicide Investigator will not release information concerning the investigation to the general public until the investigation is complete, the State Attorney's Office has signed the release form and the form is returned to the LPD Records Division. *Exception to this subsection is a Request for Public Record. ALL Public Record Requests will be forwarded to the LPD Legal Advisor.*
6. Traffic Homicide Investigators are required to keep the Traffic Supervisor(s) informed of the progress of the investigation.
7. Traffic Homicide Investigators are required to enter all known information in T.H.I.T.S. within 24 hours of a fatal crash. Traffic Homicide Investigators will update additional or edit existing information, as soon as it becomes available.

## **H. CASE PREPARATION TIME**

1. Supervisors are to allow Traffic Homicide Investigators sufficient time to conduct a thorough investigation following the date of the traffic fatality.
  - A. Class 1 Investigations are required to be completed within 180 days from the date the fatal crash was initiated. In the event the fatal crash is a result of a delayed death more than 30 days, a copy of the Medical Examiners Report will be reviewed. If in the opinion of the ME the death was a result of the crash, a Class 1 Investigation will be initiated.
    1. Class 1 Investigations in which an on-scene arrest has been made are required to be completed and submitted to the State Attorney's Office within 21 days from the date the driver was arrested. Recognizing that the immediate arrest will put additional demands on the Local State Attorneys, Traffic Supervisors may assign additional Traffic Homicide Investigators to assist in the completion of the investigation.
    2. Class 1 Investigative Reports will follow the format consisting of the following: Cover Sheet; Table of Contents; Investigative Report to include: Assignment, Investigation, Summation and Case Closing Status; Reconstruction Diagram(s) when applicable; Witness Transcriptions of any Taped Statements, Written Statements when applicable; Chemical Test Analysis Information (if applicable); Arrest Information; followed by exhibits such as D.A.V.I.D. Drivers License Record History, original Crash Report(s) to include a scale diagram, DUI Report(s), Vehicle Inspections Information; Medical Examiners Report(s) and photographs.
    3. Scale Diagrams will include the following: facts collected during the investigation representing highway characteristics; physical evidence located at the scene; vehicle travel paths prior to collision, positions of vehicles at collision (including all post collision evidence when applicable); vehicle travel paths leading up to and including final rest.

- B. Class 2 Investigations are required to be completed within 180 days from the date the fatal crash was initiated.
  - 1. Class 2 Investigative Reports will follow the format consisting of the following: Release Form; Cover Sheet; Table of Contents; Investigative Report to include: Assignment, Investigation, Summation and Case Closing Status; D.A.V.I.D. Drivers License Record History; original Crash Report(s) to include a proportional diagram and photographs. Scaled diagrams may be included in place of a proportional diagram.
  - 2. Traffic Homicide Investigators should retain copies of any additional information regarding the crash for future referencing.
  - 3. The laser mapping and photographs will be downloaded. A copy of the downloaded information will be maintained in the case file in the traffic section for easy access should the case require further investigation.
- C. Class 3 Investigations are required to be completed within 120 days from the date the fatal crash was initiated. All Level 3 Investigative Reports shall be completed on a Crash Report to include a proportional diagram. All other information should be retained in the Traffic Homicide Section Case File.
  - 1. In the event a Traffic Homicide Investigation cannot be completed within the required time, the Traffic Supervisor may grant extensions of 15 to 30 days depending on the totality of the circumstances.
  - 2. Investigations that are incomplete due to lack of essential information needed to complete the investigation (i.e. laboratory analysis, review by the State Attorney's Office, locating vehicles, drivers or witnesses, etc....) may be suspended by the Traffic Supervisor, pending receipt of the essential information. As soon as the information is available and obtained, the Traffic Homicide Investigator will immediately complete the investigation in accordance to policy.
  - 3. The laser mapping and photographs will be downloaded. A copy of the downloaded information will be maintained in the case file in the traffic section for easy access should the case require further investigation.
- D. Case Closing Status: These case-closing classifications provide uniform closing terminology for all investigations. The closing status will be typed below the subheading and contain the complete wording of the closing (i.e. Closed: by Warrant or Capias Issued.) Below the closing the Traffic Homicide Investigator should include a brief explanation of the particulars of the closing status.
  - 1. by Arrest: the investigation is complete and has led to the arrest or the defendant(s) by the Traffic Homicide Investigator.
  - 2. by Warrant or Capias Issued: the investigation is complete and the Traffic Homicide Investigator has obtained a Warrant or Capias for the arrest of the defendant(s).
  - 3. by Citation/Summons Issued: the investigation is complete and has led to the issuance of a Uniform Traffic Citation for a non-criminal traffic violation to the defendant(s) by the Traffic Homicide Investigator.
  - 4. by Forward to Another Agency: the investigation is complete and the investigator has determined the investigation should be forwarded to another agency for continued investigation or arrests.
  - 5. by All Available Leads Exhausted: the Traffic Homicide Investigator has followed all available leads in the investigation, however, there appears to be no additional information to lead to the identification of the defendant(s). (It should be noted that an investigation closed by this classification could be reopened should additional information become available.
    - a. Exception:
      - 1. by Extradition Declined: the investigation is complete however, arrest charges are impossible because the defendant is outside the jurisdiction of the courts and extradition has been declined.
      - 2. by Prosecution Declined: the investigation is complete and the prosecuting State Attorney's Office has declined to prosecute.
      - 3. by Statute of Limitations Expired: the investigation is complete however, the statute of limitations on the offense has expired.

4. by Defendant(s) Deceased: the investigation is complete and no charges will be filed because the driver expired as a result of the crash.
5. by No Offense Committed: the investigation is complete and no violations of Florida Statutes were discovered.
6. These closings are listed in order from highest to lowest. If an investigation can be closed by multiple closings, the Traffic Homicide Investigator should use the highest possible closing status.

**J. TRAFFIC HOMICIDE INVESTIGATION SUPERVISION**

1. A Traffic Supervisor will provide the first level of supervision, review case files for content and thoroughness and approve investigative reports.
2. The Traffic Supervisor will respond to the scene to supervise the investigation.
3. The Traffic Supervisor will make periodic checks with the Traffic Homicide Investigator to ensure that investigations are progressing.
4. The Traffic Supervisor will be responsible for periodically checking the T.H.I.T.S. to ensure that it is updated appropriately based on investigative necessities.
5. The Traffic Supervisor will oversee the administrative operation of the Traffic Homicide Investigator, ensure that all investigations meet departmental standards and are submitted within the established time limits.
6. The Traffic Supervisor will ensure that the Traffic Homicide Investigator is using their investigative time effectively.
7. In instances when a Traffic Homicide Investigator is on scheduled leave or training, the Traffic Supervisor shall be responsible for ensuring that the Traffic Homicide Team has obtained all of the pertinent information for the post investigation.
8. In the event of fatal crash and a Traffic Supervisor is not on-duty, the Special Operations Section OIC will be notified. Upon notification, the Special Operations Section OIC will initiate call-out procedures.

**K. PUBLIC RECORDS**

1. Closed cases may be released to the public as outlined in Chapter 119, Florida Statutes.
2. Closed cases will be placed in records retention after the appropriate time period has passed.
3. Criminal cases may be purged and destroyed as outlined in Chapter 119, Florida Statutes and subject to consent of the Records and Information Management Program of the Division of Library and Information Services of the Department of State in accordance with Section 257.36, Florida Statutes.
4. All Public Records transitions will be conducted in accordance to LPD General Order 8-4.

*This section is to be utilized as a guideline, as the organization will be based on the severity of the case and the documentation necessary to prepare and complete a case file.*

**L. CASE FILE ORGANIZATION**

1. Class 1 Investigation
  - A. State Attorney's Release
  - B. Table of Contents
    1. Cover Sheet
    2. Traffic Homicide Investigative Report
    3. Original & Supplemental Crash Report(s)
    4. Reconstructive Diagram(s)
    5. DUI Report(s) (When Applicable)
    6. D.A.V.I.D. Report of Crash
    7. D.A.V.I.D. System Photo Array & Vehicle Registration Info
    8. Sworn Witness(s) Statement(s) (Transcribed)
    9. Vehicle Inspection Sheet(s)
    10. Expert Auto Stats (Each Vehicle)
    11. Medical Examiners Report(s)
    12. Toxicology Report(s)
    13. Crime Scene Photographs
    14. Detailed Call Histories (Police & Fire)
2. Class 2 Investigation
  - A. LPD Release Form
  - B. Table of Contents
    1. Cover Sheet
    2. Traffic Homicide Investigative Report
    3. Original & Supplemental Crash Report(s)
    4. Scale and/or Proportional Diagram(s)
    5. DUI Report(s) (When Applicable)
    6. D.A.V.I.D. Report of Crash
    7. D.A.V.I.D. System Photo Array & Vehicle Registration Info
    8. Sworn Witness(s) Statement(s) (Transcribed)
    9. Vehicle Inspection Sheet(s)
    10. Medical Examiners Report(s)
    11. Toxicology Report(s)
    12. Crime Scene Photographs
    13. Detailed Call Histories (Police & Fire)
3. Class 3 Investigation
  - A. LPD Release Form
  - B. Table of Contents
    1. Cover sheet
    2. Traffic Homicide Investigative Report
    3. Original & Supplemental Crash Report(s)
    4. Proportional Diagram(s)
    5. CD/Laser Mapping
    6. D.A.V.I.D. Report of Crash
    7. D.A.V.I.D. System Photo Array & Vehicle Registration Info
    8. Vehicle Inspection Form
    9. Medical Examiners Report
    10. CD/Crime Scene Photographs
    11. Detail Call Histories (Police & Fire)