

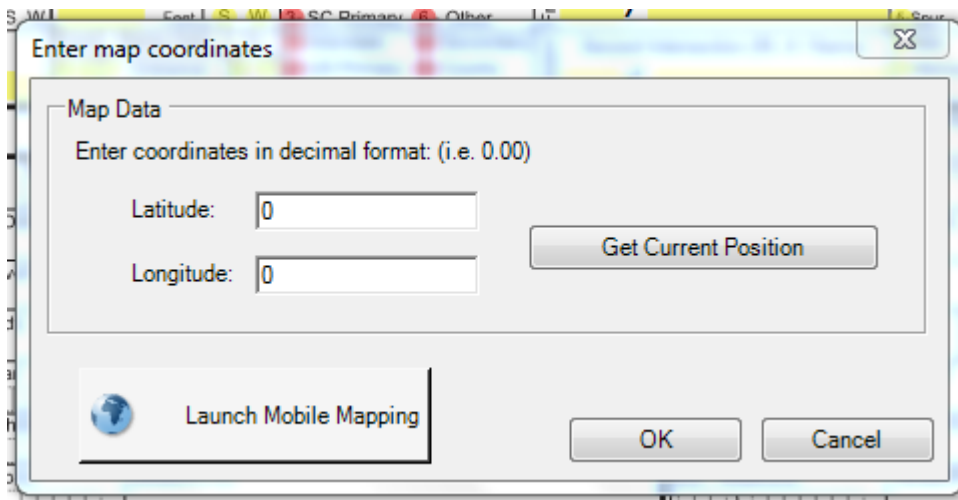
With the implementation of the South Carolina Collision and Traffic Ticket System (SCCATTS) the electronic TR-310 is now available for collision reporting by South Carolina Law Enforcement Officers. This electronic system was developed through Federal and State Grants facilitated through the Department of Public Safety’s Office of Highway Safety. With the ability to provide an electronic TR-310 comes enhancement of the reporting system currently used to gather data concerning collisions in state. In the following addendums to the TR-310 Instruction Manual will apply to electronic submission of the TR-310 form. These changes will greatly improve the accuracy of data collection for statistical and collision mapping purposes.

ADDENDUM I

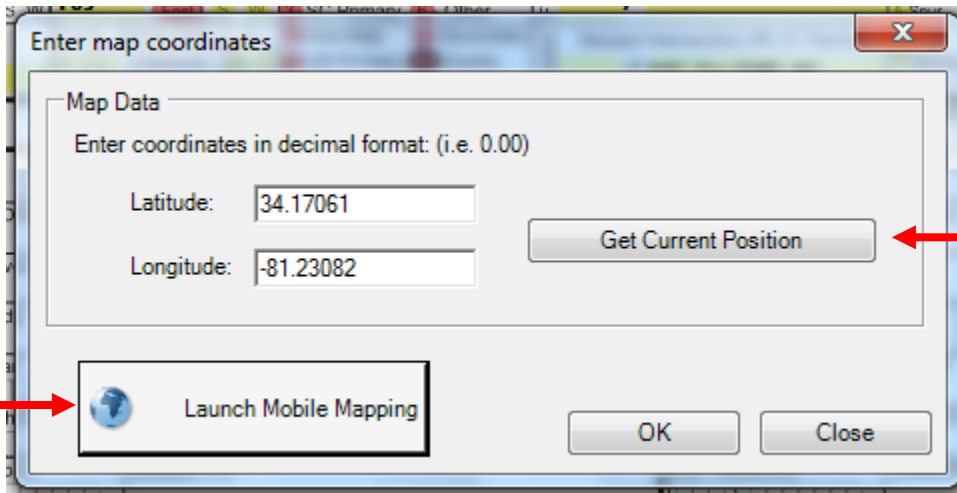
Location Segment

The SCCATTS electronic TR-310 form has a built in mapping tool incorporating the SC Department of Transportation (SCDOT) and SC County 911 maps into the form. This mapping tool uses the Global Positioning System (GPS) to provide greater accuracy in the location of collisions that occur within the state. Since this system directly pin-points the collision on the maps in the system it will allow for the electronic transfer of that data directly into the SCDOT RIM mapping system. The following processes outline should be followed when electronically plotting collision locations with the mapping tool.

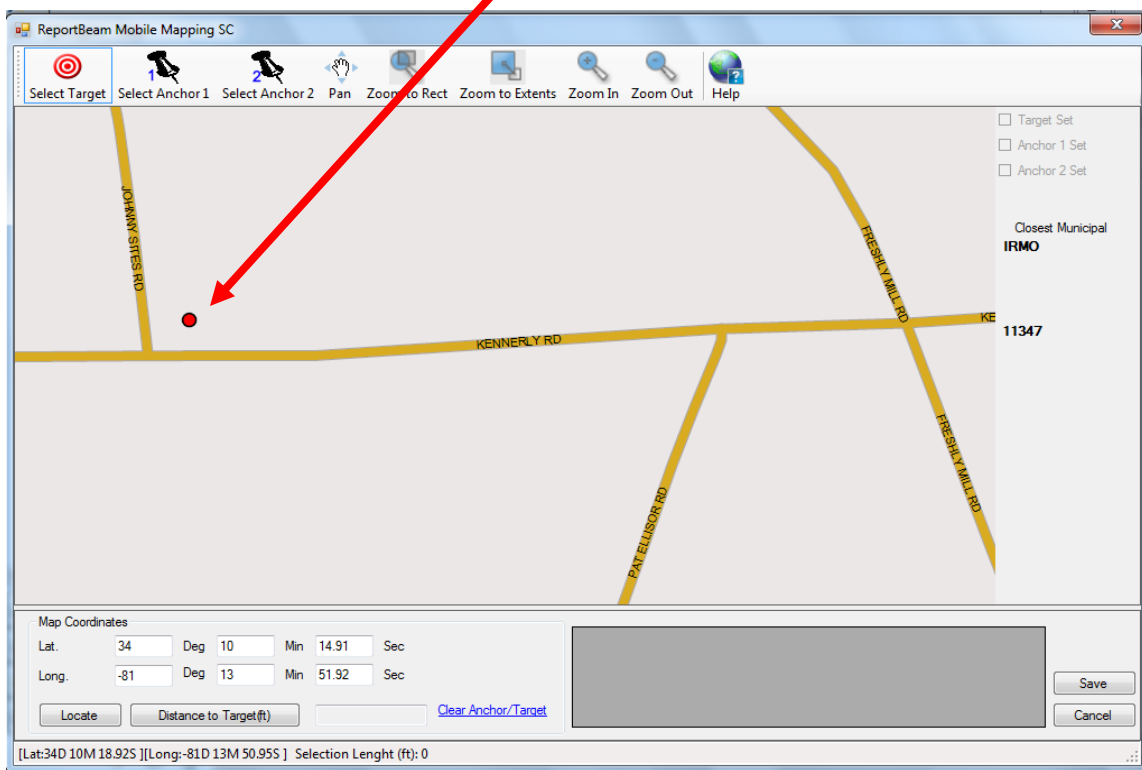
1. Start the system by clicking on the World Icon  this will launch the “Enter Map Coordinates” application:



2. Select “Get Current Position” button. This will allow the GPS system to locate the officer’s current position, then the officer will “Launch Mobile Mapping” to allow the officer to electronically plot the coordinates and location of the collision directly into the map system.



Officer Initial Location Example



3. Now that the officer's current position is located, this will allow the officer to use this point as a reference to begin the process of locating the collision accurately on the internal mapping system of the electronic TR-310. The officer will now perform 5 steps to locate the collision:

3.1. "Select Target"



[Collision Location (Rt. # / Name)]

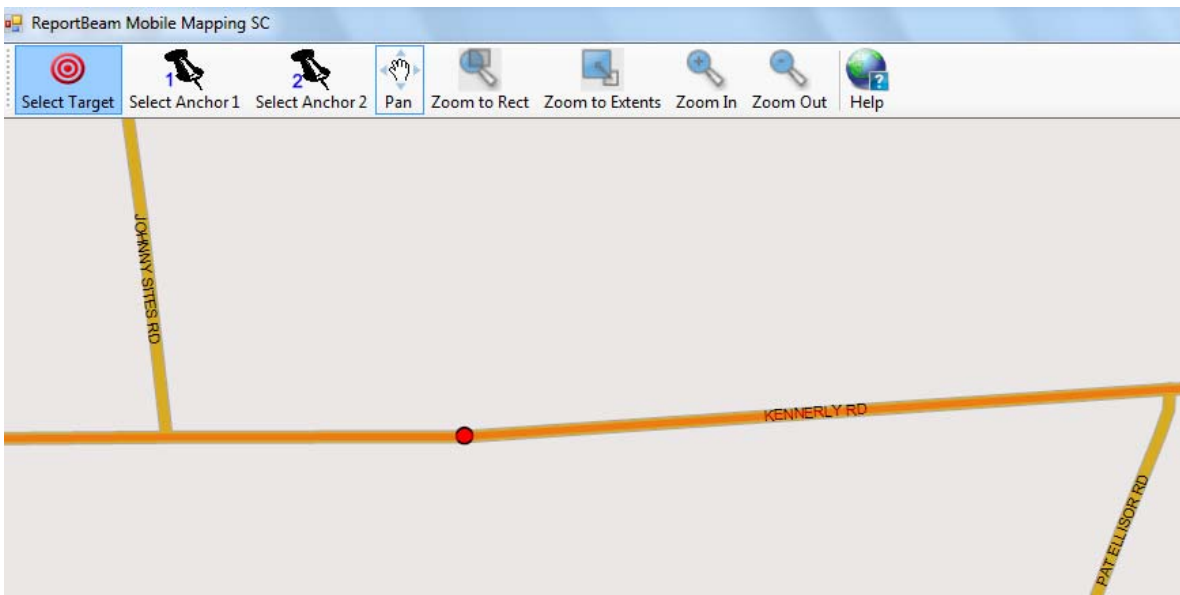
The officer will select on the internal mapping system the point on the roadway where the collision occurred.

If the collision occurred off the roadway the officer will select the point where the vehicle left the roadway at the beginning of the collision event.

If the collision occurred on private property the officer will select the location where the collision occurred.

Example of Collision Target Location:

3.1 Collision Location: [KENNERLY RD]





3.2. "Select Anchor 1"

[Base Intersection (Rt. # / Name)]

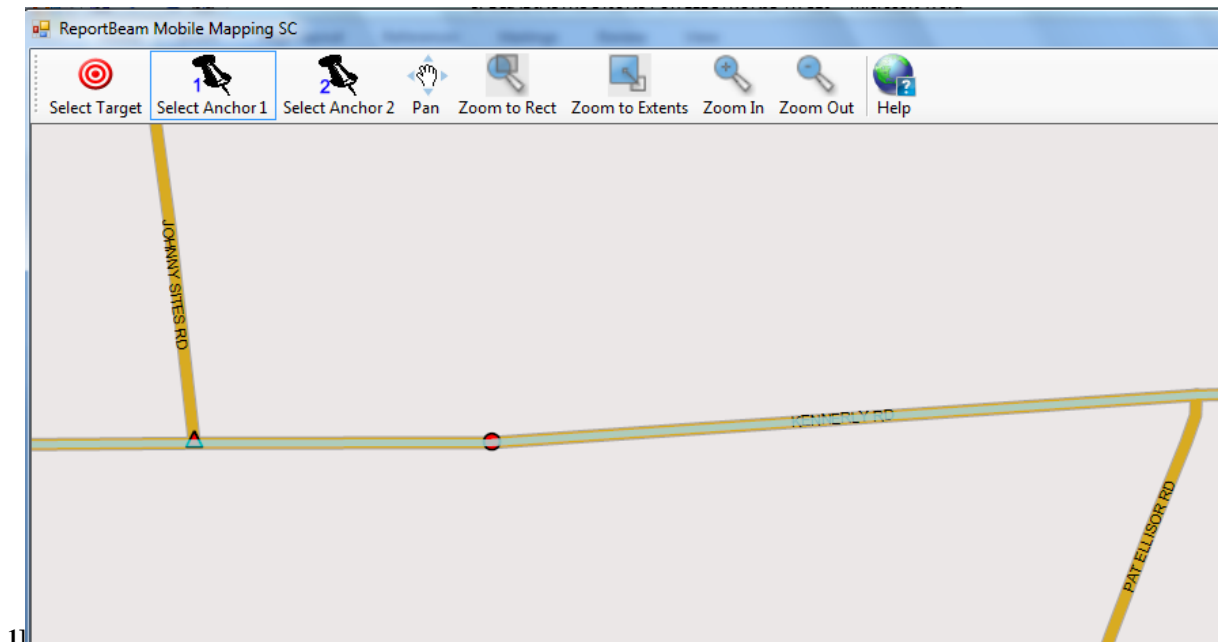
The officer will select the closest named or numbered roadway to the collision location. Since the mapping systems are incorporated into the application this can include any Interstate, US Highway, SC Primary, Secondary or County Named roadway located in the system. This new process will increase accuracy for officer selection of the collision location through the Global Positioning System and using the GPS coordinates and closest roadways to the collision location included in the mapping application.

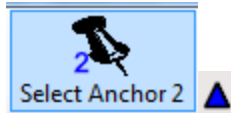
If the collision occurred on an Interstate Highway the officer may select a roadway that passes over or under the highway as long as they are named or numbered. The only exception to this is the use of Ramp numbered roadways. Ramp numbered roadways should not be utilized when plotting collisions on Interstate Highways. This is due to the data design of ramp information in the mapping application. The maps see a ramp as part of the Interstate and not a separate independent roadway. It is important to note that Ramp numbered roadways may be utilized when plotting collisions that did not occur on Interstate Highways.

The officer does not need a Base or Second Intersection when collision occurs on Private Property.

Example of Base Intersection Selection:

Base Intersection: [JOHNNY SITES RD] [Anchor





3.3. “Select Anchor 2”

[Second Intersection (Rt. # / Name)]

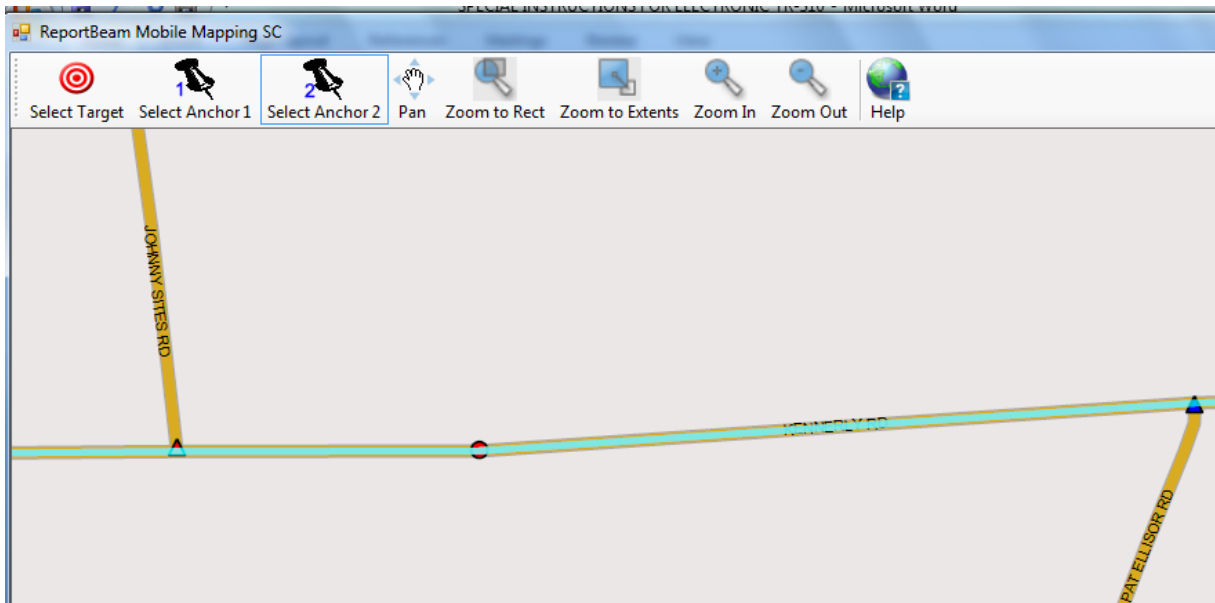
The officer will select a named or numbered roadway which is on the opposite side of the collision from the base location. This will sandwich the collision target between the base and second intersection. Just as when the officer selected the Base Intersection this can include any Interstate, US Highway, SC Primary, Secondary, or County Named road.

If the collision occurred on an Interstate Highway the officer may select a roadway that passes over or under the highway as long as they are named or numbered. The only exception to this is the use of Ramp numbered roadways. Ramp numbered roadways should not be utilized when plotting collisions on Interstate Highways. This is due to the data design of ramp information in the mapping application. The maps see a ramp as part of the Interstate and not a separate independent roadway.

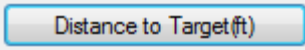
The officer does not need a Base or Second Intersection when collision occurs on Private Property.

Example of Second Intersection Selection:

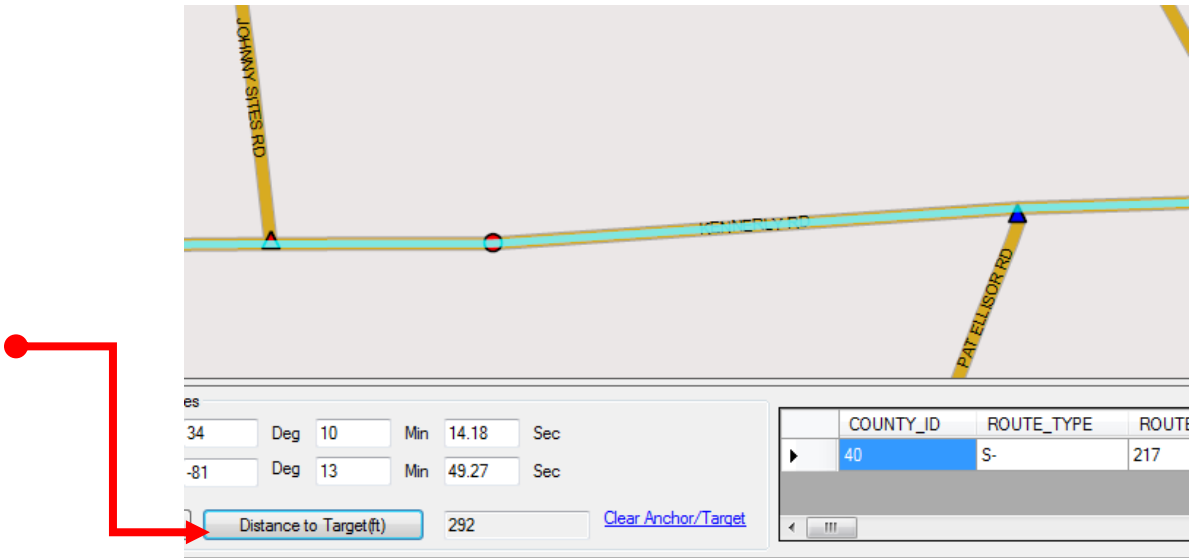
Second Intesection: [PAT ELLISOR RD]



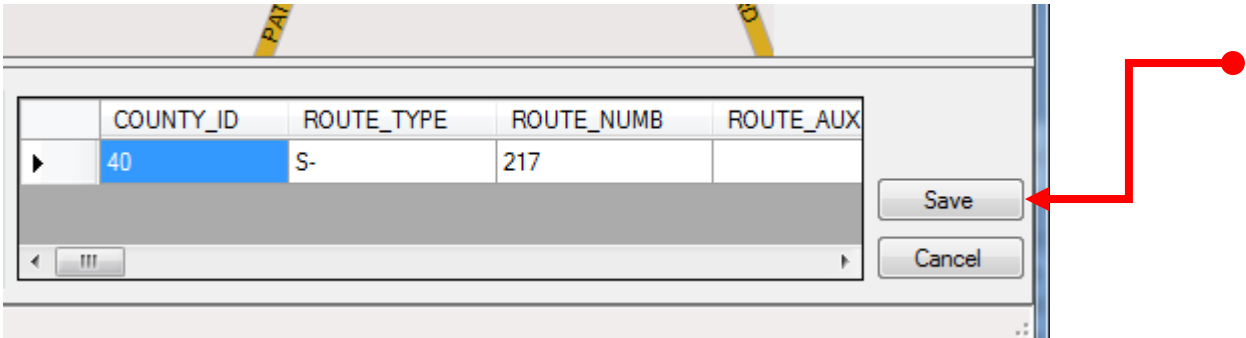
3.4. Select “Distance to Target”



The officer will select the “Distance to Target” button, this will electronically measure the distance in feet from the Base Intersection to the Collision Location.



3.5. “Save” the collision location and insert into form by closing the “Enter Map Coordinates” window. This process directly plots the collision on the map for electronic transfer into the SCDOT RIMS application.



ORIGINAL

SOUTH CAROLINA DPS/OHS & DMV USE ONLY			Page # 1 Of 1	SOUTH CAROLINA TRAFFIC COLLISION REPORT FORM TR - 310 (Rev. 7/2010)			# Of Units 0	Amended - Attach Copy of Original Report Corrected	Notified	Arrived
Date 03-15-2011	Time of Collision	County 40	<input checked="" type="radio"/> Interstate <input checked="" type="radio"/> US Primary <input checked="" type="radio"/> SC Primary	<input checked="" type="radio"/> Secondary <input checked="" type="radio"/> County <input checked="" type="radio"/> PP	Collision Location (Rt. # / Name) 217 / KENNERLY RD	<input checked="" type="radio"/> Main <input checked="" type="radio"/> Alternate <input checked="" type="radio"/> Spur	<input checked="" type="radio"/> Connection <input checked="" type="radio"/> Business	Miles: 2.14	Dir. N E	In / Near City or Town of: IRMO
Lane # / Dir. # Of N E S W	Distance Offset -06 Miles	Direction N E S W	<input checked="" type="radio"/> Interstate <input checked="" type="radio"/> US Primary <input checked="" type="radio"/> SC Primary	<input checked="" type="radio"/> Secondary <input checked="" type="radio"/> County <input checked="" type="radio"/> Other	Base Intersection (Rt # / Name) / JOHNNY SITES RD	<input checked="" type="radio"/> Main <input checked="" type="radio"/> Alternate <input checked="" type="radio"/> Spur	<input checked="" type="radio"/> Connection <input checked="" type="radio"/> Business <input checked="" type="radio"/> Other	GPS COORDINATES 00 00' 00.00"		
R.R. Id.	From N E S W	Ramp Only 1- Entrance 2- Exit	<input checked="" type="radio"/> Interstate <input checked="" type="radio"/> US Primary <input checked="" type="radio"/> SC Primary	<input checked="" type="radio"/> Secondary <input checked="" type="radio"/> County <input checked="" type="radio"/> Other	Second Intersection (Rt. # / Name) / PAT ELL ISOR RD	<input checked="" type="radio"/> Main <input checked="" type="radio"/> Alternate <input checked="" type="radio"/> Spur	<input checked="" type="radio"/> Connection <input checked="" type="radio"/> Business <input checked="" type="radio"/> Other	Latitude 34 10 14.18	Longitude 81 13 49.27	

Lane # / Dir Segment

If the collision occurred off the roadway the officer will select the point where the vehicle left the roadway at the beginning of the collision event.

When entering lane data a new selection has been included in the dropdown features of the application. Included in that drop down is NL, which indicates No Lane. This selection should be utilized when the collision occurs outside of the travel portion of the roadway.

Lane # / Dir.	
#	Of N E
NL	S W
R.R. Id.	

Example:

Unit Section

Several New features have been incorporated into the SCCATTS application to assist with the collection of data for the occupation section:

In the “Driver, Pedestrian” block the “Name Section” as 3 distinct fields for “Last, First, and Middle names”.

FR10-X		Driver Pedestrian's Full Name		Unknown	Parked
		LAST NAME	FIRST	MIDDLE	
Unit #	Sex	Race	Street/R.F.D.		
01					
# Occ	Birth Date	City, State, & Zip			

A “# Occ” block as been added to the “Unit #” block. This block was added to count the number of occupants, including the driver, for each vehicle. This will allow for verification checks when occupant data is added to the “Occupant Data Section” on the back page of the report. If there were a driver and 2 passengers in the vehicle then the count recorded would be a total of “3”.

FR10-X		Driver Pedestrian's Full Name		Unknown	Parked
		LAST NAME	FIRST	MIDDLE	
Unit #	Sex	Race	Street/R.F.D.		
01					
# Occ	Birth Date	City, State, & Zip			
3					

It is important to note here that if a driver as no Drivers License or Identification Card the “NONE” should be entered into the “Driver’s License #” block.

State	Driver's License #	Class	Insurance Company
	NONE		
Year	Body	Vehicle Make	VIN #
State	Year	License Plate #	Owner's D.L. # Same as Driver <input type="radio"/>

If a vehicle does not have a “License Plate #” for the unit involved then “NONE” should be entered into this block.

State	Driver's License #	Class	Insurance Company
	NONE		
Year	Body	Vehicle Make	VIN #
State	Year	License Plate #	Owner's D.L. # Same as Driver <input type="radio"/>
		NONE	

The “Same as Driver” field has been added to assist the officer when loading data into the report. If the “Driver” and the “Vehicle Owner” are the same, the officer may select this field to auto-populate the owner’s information into the report.

Plate #	Owner's D.L. #	Same as Driver <input checked="" type="radio"/>
	0012345678	
Owner's Full Name		
LAST NAME	FIRST	MIDDLE
Street/R.F.D.		
NO STREET		
City, State, & Zip		
NO PLACE	SC	29999

In the “Towed” vehicle section when the “Yes” selection has been made, a new required field for the towing company name has been added into the application. After selecting “Yes” the officer should then enter the name of the company in required box.

Towed	<input checked="" type="radio"/> Yes <input type="radio"/> No
AAA TOWING	

Narrative Segment

As an enhancement to the application a “Pending MAIT Investigation” selection has been added to allow officers to indicate that the investigation is still on-going. By selecting this field the application will allow an officer to send up a report electronically without data in normally “Required” fields. Once the investigation is complete then the officer will need to submit an “AMENDED” report to complete the reporting procedures.

Photo:	Describe What Happened (Refer to Units by Number)	Pending MAIT Investigation
Y N		<input checked="" type="radio"/> Y <input type="radio"/> N

Occupant Section

Several enhancements have been added to this block to ensure that all occupant information is collected correctly and in a manner that will allow for data transfers to other agencies that utilize this information.

The first three lines are reserved for the Diver of each unit. When driver information has been entered for a unit on the front of the report, then that data will automatically be placed in the occupant section on the back page of the report. This eliminates the need for the officer to re-enter that data in this section.

Note: The name and address for each driver(s) will be displayed regardless of the injury code selected.

The officer will have to enter the information for each additional passenger involved beginning on line four of that section. Occupant information must be entered for the total number of occupants of each vehicle indicated in the Unit Section of page 1. For example if an officer indicated a driver and 2 passengers then the officer will need to enter the 2 passenger's data to complete the report.

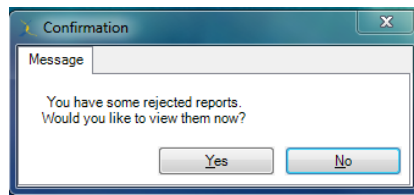
Note: The name and address of passengers only need to be included when the "Injury Status" code selected is a 1 or higher.

Unit:	Date of Birth	Sex:	Race	INJ:	Seat:	R/SD	A.B.D.	Eject	LAI:	Tran:	Name	Street Address	Zip Code
01	01-01-1950	M	H	0	01	13	4	3	1	1	2	LAST FIRST MIDDL	NO STREET NO PLACE SC 29999
01	12-31-1999	F	A	0	04	00	4	3	1	1	2		
01	07-04-1976	M	W	1	07	00	4	3	3	1	1	SMITH THOMAS A	205 LOST ROAD ANYWHERE SC 29999

IMPORTANT: Procedures below apply ONLY to a report that has been “APPROVED” by 2nd Approval at the agency headquarters/records section level and electronically submitted to the DMV. If report has not been previously approved by the agency headquarter/records section these procedures do not apply to returned reports.

Step 1: DMV/OHS returns rejected report to investigating Officer for “Correction”. Since this report was approved by Agency HQ’s this report will now have to be re-submitted as a “CORRECTED” or “AMENDED” report.

Step 2: Officer receives rejected report back from DMV/OHS for correction:



✉ rbsystem@visualstatement.com

ALERT: Notification of rejected report.

Thu 3/15/2012 7:31 AM 3 KB

(Example) Rejection Note: DMV/OHS return: Unit #1 Driver DOB incorrect. Should be 1/1/1950. Correct and submit “CORRECTED” report.

Step 3: All reports received back from DMV or OHS will now need to be designated as a “CORRECTED” report if the information being changed was submitted with error or as a “AMENDED” report if the information being added is new information (Blood Results, Driver located from Leaving Scene investigation etc...). Officer selects appropriate box for that report.

ORIGINAL - CORRECTED

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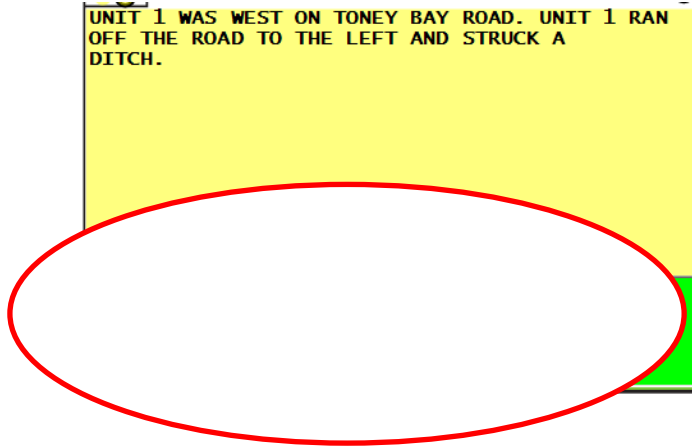
CONTINUED ON NEXT PAGE

Step 4: Investigating Officer corrects error or amends data as needed. Officer must list changes in appropriate data sections and then describe changes to the report as outlined.

Description of Changes must include:

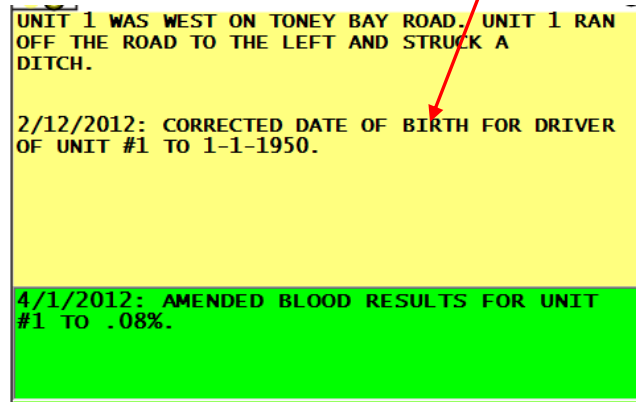
1. Date of Change.
2. Unit # Changes applied to.
3. Detailed information of Change.

Note: If these 3 elements are not included in the corrected report it should not be approved by supervisor or HQ for re-submission.



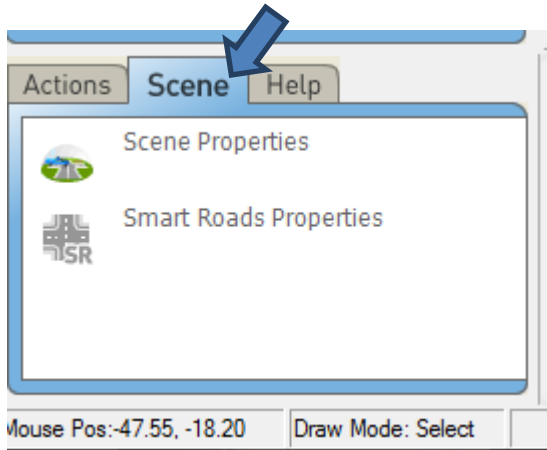
Step 5: Officer re-submits report for Post Supervisor review and Agency HQ Approval.

Note: If the report is Amended for subsequent events the “Old Correction” should be preserved if possible by moving the information up into the description narrative. New information will be entered in description box as needed. See example below.

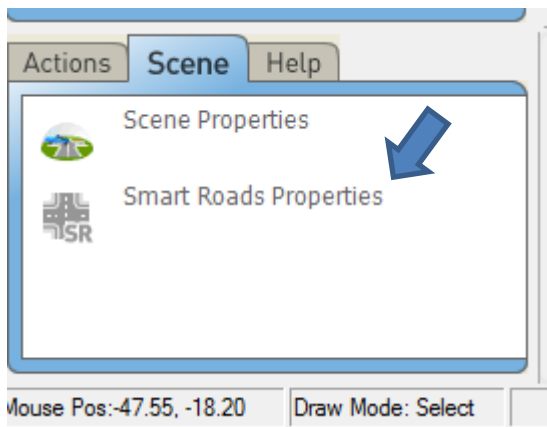


SET ROADWAY/OBJECT COLORS

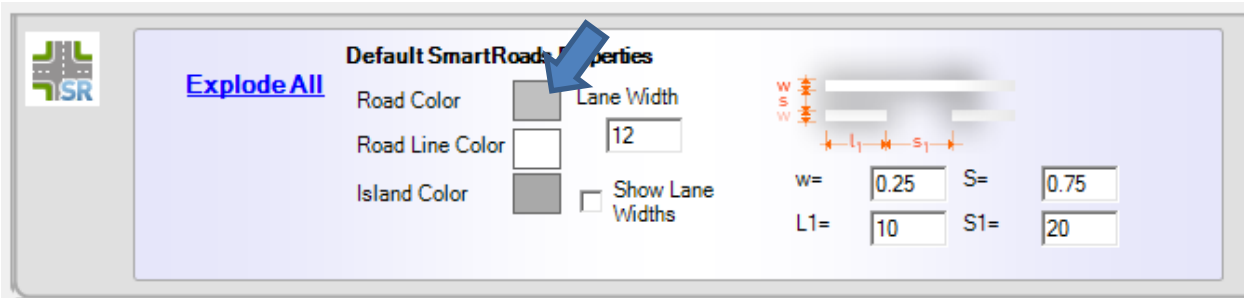
1. Click on Scene Tab (lower left of screen).



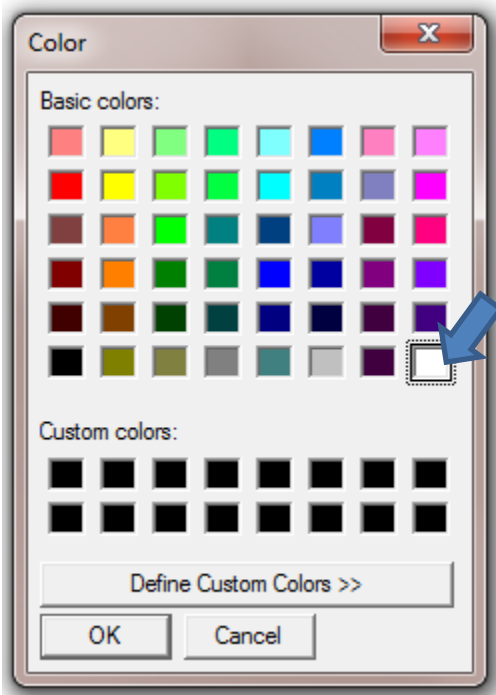
2. Click on Smart Roads Properties.



3. Click on "Road Color" bottom center of screen under "Default SmartRoads Properties".



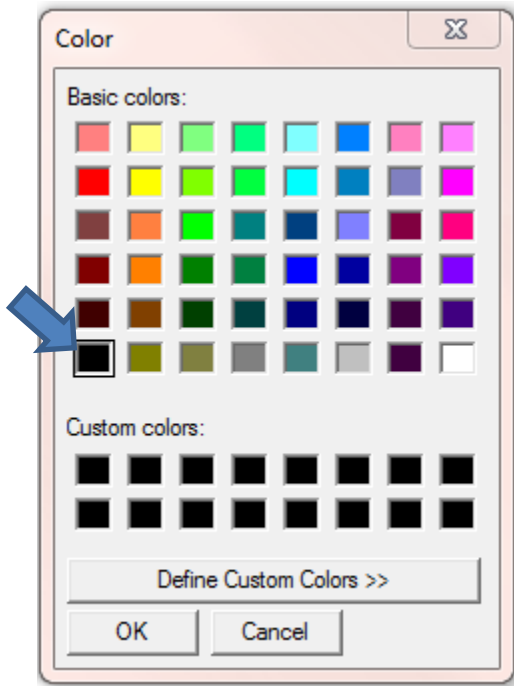
4. Color Pallet window will pop-up on screen, select “white” for “Road Color”.



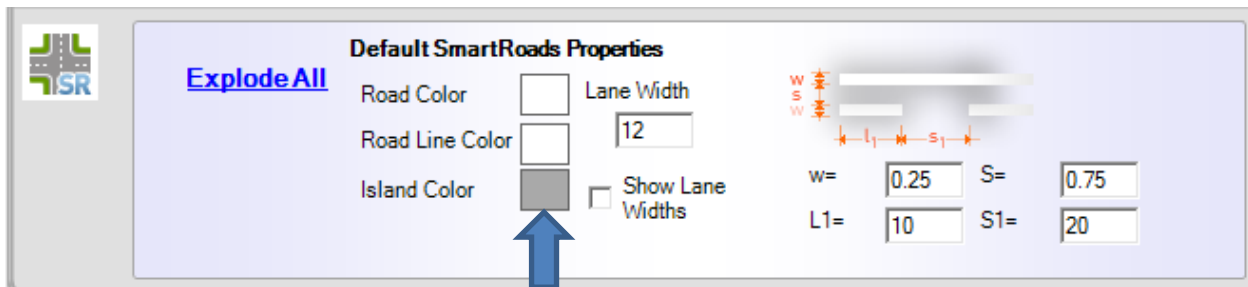
5. Click on “Road Line Color” bottom center of screen under “Default SmartRoads Properties”.



6. Color Pallet window will pop-up on screen, select “black” for “Road Line Color



7. Island Color should remain as Gray. These settings will be the “Default Road Colors” for all “NEW” scenes you create. These settings will remain unless you change them.



8. At top of Screen use same steps has above to set “Pen Color”, “Brush Color”, “Text Color”, and “Object Color” to (Black-White-Black-White).

