

Metrolink Bureau Unit Order 610-11 Rail Incident Reporting Procedures

Los Angeles County Sheriff's Department

METROLINK BUREAU

Unit Order: 610-11

Effective Date: 10-01-06

Revision Date: 10-18-17

Annual Review: 10-18-18

Subject: RAIL INCIDENT REPORTING PROCEDURES

Reference: LASD STATISTICAL CODE GUIDE (REV. 5/13)

PURPOSE OF ORDER:

The purpose of this Unit Order is to establish documentation guidelines for all Metrolink Bureau Rail Incidents Reports.

SCOPE OF ORDER:

This order shall apply to all sworn personnel assigned to Metrolink Bureau who respond to a rail incident as Metrolink Bureau's handling unit. As the true responsibility for all rail incidents lies with other Los Angeles County Sheriff's substations or outside policing agencies, the rail incident report is written for reference purposes only. This incident report shall conform to Los Angeles County Sheriff's Department reporting guidelines.

ORDER:

Any incident involving a Metrolink train shall be documented on a Rail Incident Report. All rail incidents will require a Uniform Report Number (URN). The URN will allow Metrolink Bureau to more efficiently track and query rail incidents and utilize the Sheriff's Department reporting standards by using the SH-R-49 to record the incident. The URN will be comprised of the following: retention of the rail incident report will be a "9" accompanied by the appropriate year, the sequential generated by LARCIS or manually obtained from the ROC, the Reporting District that coincides with the location of occurrence, and the statistical code of **441**. Statistical Code 441 is used for special investigations and is non-criminal in nature. Use of Statistical Code 441 does not require detective follow-up or additional reports.

In all collisions involving vehicles, other trains, pedestrians, etc., the report shall not contain any type of investigation or any narrative of events. No reference as to the cause of death in the incidents shall be mentioned. Do not document any investigations or any interviews. The reports **will not** contain any of the following:

Statements from Conductors or Engineers

Statements from Witnesses or Passengers

Deceased Victim Information

Synopsis of Events

Additionally, the rail incident report shall only include information necessary for the completion of Metrolink Bureau's Rail Incident form and should be limited to: Metrolink/SCRRRA engineer's and conductor's, name, work addresses and work phone numbers, train number; involved engine or cab car number; number of passengers; names of any injured passengers, on scene Metrolink/SCRRRA or Metrolink Bureau employees; names of the handling agency and officers involved along with their file number; names of emergency response agencies and employees who attended to the injured or deceased; Coroner's Department and Coroner investigator's name along with their case number; arrival times of the various involved agencies.

Metrolink Rail Incident reports are **non-deferrable**, yet the action shall be marked "Inactive." The information

gathered in the rail incident report is vital and needed by both Metrolink Bureau and Metrolink/SCRRRA for safety/training/risk management/mitigation purposes.

Karl R. Schow

Date
