



# GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: March 21, 2011	REVISED DATE: May 14, 2014	NO. PAGES: 1 of 4	NUMBER: 8.1.04
SUBJECT: <p style="text-align: center;">HIT SKIP INVESTIGATIONS</p>			
ASSOCIATED MANUAL:		RELATED ORDERS: <p style="text-align: center;">8.1.02</p>	
CHIEF OF POLICE: <p style="text-align: center;"><i>Calvin D. Williams, Chief</i></p>			

*This General Police Order (GPO) has been revised in its entirety*

**PURPOSE:** To set guidelines for the investigation of hit skip crashes.

**POLICY:** The Cleveland Division of Police shall thoroughly investigate and document hit skip crashes. Officers investigating a hit skip shall adhere to the following protocol in completing an OH-1 and Hit Skip Card as part of the investigation.

Members of the Division shall follow the guidelines of Ohio Senate Bill 77 and shall not present a “single photograph” of an “unknown” suspect when attempting to identify a hit skip driver.

**PROCEDURES:**

- I. Based on Division needs, members shall conduct thorough field investigations of hit skips until there are no further leads to follow-up on, or the available leads have provided as much information as possible.
- II. The Hit Skip Card is used to track and follow up on hit skip crashes and shall be completed in addition to an OH-1 report for all hit skips (solved or unsolved) reported to the Division of Police.
  - A. Completion of the Hit Skip Card is largely self explanatory. It is utilized to thoroughly document the field investigation and shall be used for suspect information and descriptions, possible license plates, witness information, tow information, and RMS/CAD number etc.
  - B. Suspect and vehicle information on the Hit Skip Card shall be as detailed as possible. Additional information regarding the field investigation may be added to the back of the Hit Skip Card.
  - C. The Hit Skip Unit may be consulted for advice in completing the Hit Skip Card and hit skip field investigations.

III. UNSOLVED hit skips: Further investigation is needed because the suspect auto and/or driver have not been positively identified. The below reports are required following the field investigation:

A. OH-1 Report

1. The crash shall be properly coded as an “Unsolved” hit skip on page 1 in upper right corner of the OH-1.
2. The suspect vehicle of an unsolved hit skip shall be identified on the OH-1 by a unit number only. Officers shall NOT enter any hit skip suspect vehicle/driver information (driver’s name, address, vehicle type, or license plate number) on the OH-1. This information is reserved for the Hit Skip Card only. The Hit Skip Unit will complete a supplemental report amending the original OH-1 after the investigation is completed.
  - a. The State of Ohio mandates that certain entries be made on the OH-1 report for unsolved hit skips. Members shall refer to the OH-1 manual for guidance.
  - b. The remainder of the OH-1 shall be completed in accordance with current Division procedures.

B. The Hit Skip Card shall include all investigative action taken, stapled to the OH-1, and forwarded to the Record File Section.

C. Unsolved hit skip case disposition

1. When there are suspect leads, members shall advise the victim they may contact the Hit Skip Unit 10 days after the crash is reported for case information and updates.
2. Unsolved hit skips with no suspect leads, No Further Info (NFI)
  - a. NFI cases are those where the field investigation reveals no leads identifying a driver or suspect auto.
  - b. Victims shall be advised of the following:
    1. The Division of Police will retain their file for 5 years should a suspect be later identified.

2. Contact their insurance carrier for claim filing.

IV. SOLVED hit skips: The driver and the suspect vehicle have been positively identified and no further investigative follow-up is needed. The below reports are required following the field investigation:

A. OH-1 Report

1. The crash must be properly coded as a “Solved” hit skip on page 1 upper right corner of the OH-1.
2. Members shall complete the OH-1 report in full, listing the suspect vehicle on the OH-1 by a unit number and including positively identified driver and vehicle information.
  - a. Enforcement actions shall be taken and properly documented in accordance with GPO 8.1.02.
  - b. The remainder of the OH-1 report shall be completed in accordance with current procedures.

B. Hit Skip Card

1. The Hit Skip Card shall be used to document confirmed suspect information, license plates, witness information, etc.
2. Members shall make notations on the Hit Skip Card about how the hit skip was solved. Any additional information regarding the field investigation may be added to the back of the Hit Skip Card.
3. The Hit Skip Card shall be completed, attached to the OH-1, and forwarded to the Record Section.

V. Hit Skip Tow Procedures

- A. A suspect auto that is towed in connection with a hit skip shall be marked as a “HIT SKIP” in the “Reason for Tow” field and the Tow Channel dispatcher shall also be made aware to enter the tow as a “HIT SKIP”.
- B. A victim auto that is towed in connection with a hit skip crash shall be marked as towed in connection with an “ACCIDENT” in the “Reason for Tow” field.

- C. Hit skips involving serious injuries (i.e. broken bones, internal injuries etc) may rise to the level of felony hit skip. A supervisor shall be consulted to either have the Accident Investigation Unit (AIU) respond to the scene or process tow the suspect auto to Lot 2 for physical evidence (fingerprints, blood samples, hair etc). Members shall fax a copy of the OH-1 and Hit Skip Card for potential felony hit skips to the Hit Skip Unit prior to reporting off.
  - D. Evidence taken from hit skip crashes (including photographs) shall be marked, tagged and entered in accordance with current procedures and noted on the Hit Skip Card.
- VI. Victims of all hit skips shall be advised that:
- A. The Hit Skip Unit will review all hit skips, solved and unsolved.
  - B. A copy of the crash report will be available from Accident Records or a free copy from the City of Cleveland website 7 to 10 days after the crash is reported.
  - C. Victims may contact the Hit Skip Unit 7 to 10 days after the crash is reported to add suspect or witness information, or for case information and guidance.
- VII. Supervisors shall carefully review hit skip reports and ensure compliance.
- VIII. The Hit Skip Unit shall track hit skips and be the clearinghouse for all hit skips in the City of Cleveland.
- IX. Hit Skip Cards shall be available at the Supply Unit.