

May 8, 2013

To: Law Enforcement Agencies

From: Maureen Johnson, Chief *Maureen Johnson*  
Division of Motorist Services, Bureau of Records

Subject: Florida 2012 Missing Crash Reports

The Department of Highway Safety and Motor Vehicles is requesting the immediate submission of any pending 2012 Crash Reports. In accordance with section 316.066, Florida Statutes, all crash reports must be completed and submitted to the Department within 10 days of completing the crash investigation. Section 322.27(1) a, Florida Statutes requires all law enforcement agencies to provide information to the department within 24 hours after any traffic fatality or serious bodily injury. As we are well beyond both these time frames for 2012 reports, we would appreciate your cooperation in returning missing or corrected reports immediately. DHSMV Liaison Officers have been contacting law enforcement agencies to ensure missing 2012 crash reports are submitted or corrected and resubmitted as quickly as possible.

We have listed below some common crash reporting errors for your consideration and review:

- If an injured motorist (**Inj. Severity 4, 3, 2, 1**) listed on the Crash Report expires **within** 30 days, an update amending the injury Severity Field to “**5- Fatal within 30 days**”.
- If an injured motorist (**Inj. Severity 4, 3, 2, 1**) listed on the Crash report expires **after** 30 days as a result of a **Motor Vehicle Related injury**, the injury severity listed on the Crash Report remains the same and the officer should then use the narrative to explain the death being more than 30 days.
- If a motorist is listed as **inj. “5”**, and expires from a **non-motor vehicle** related cause (**i.e. heart attack, natural causes, suicide, homicide**), an update is required to change the Injury Severity Field to “**6-Non-Traffic Fatality**”.

The submission of pending Crash Reports that accurately identify an Injury, Fatality and/ or Blood or Breath Alcohol Concentration (BAC) is necessary to ensure the accuracy of Crash statistics which are reported to our local and federal stakeholders. If you have questions about this request please contact [NellOwens@flshmv.gov](mailto:NellOwens@flshmv.gov) or [PeggyAtkinson@flhsmv.gov](mailto:PeggyAtkinson@flhsmv.gov) by email or by phone at 850- 617-2583. Requests for information about the revenue sharing program and/or access to [www.firesportal.com](http://www.firesportal.com) are to be directed to the Customer Support Group at 866-495-4206 or email at [pimssupport@appriss.com](mailto:pimssupport@appriss.com).