STANDARD OPERATION PROCEDURE

2012 Version

FOR REQUESTING CRASH DATA INFORMATION

This document explains the new process to be used to obtain crash data from the District Department of Transportation for the District of Columbia. This process has been put into place to guarantee that the privacy agreements with the Washington, D.C. Metropolitan Police Department are fulfilled, all requests are tracked and the performance of the system is maintained.

The Chief Custodian of the DDOT Crash database is the only person that can provide the official crash data for the District of Columbia - due to verification, fatality assessments and reviews that are conducted on the crash data in the database. DDOT obtains crash (accident) data from the Metropolitan Police Department for use in traffic engineering studies, safety activities, and for distribution to other government agencies, developers, consultants and the public. These requests are received in various forms. From telephone, email to Freedom of Information requests (*FOIA which are handled by DDOT's legal department).*   Data files are provided for specific locations based on the number of years in the database. No personal information can be accessed or will be provided in these data files.   The data is housed at the Crash Data Center at Howard University.

DDOT ASSIGNED ADMINISTRATION ACCESS

1. No more than two (2) personnel in each Administration at DDOT will be granted access to the crash records for that Administration. Preferably the Associate Director and his or her designee.

2. Unique user names and passwords will be provided to the identified personnel for quick access.

3. For each data request, the identified personnel shall submit the associated Crash Data Request Form for approval while accessing the data. This can be done simultaneously as they access the data.

4. So that DDOT Staff can have immediate access to this critical data, all crash data requests shall be approved and logged by the Custodian immediately or within one day.

OUTSIDE DDOT APPROVAL PROCESS FOR CRASH DATA REQUESTS

1. The Chief Custodian of the Crash Data shall review and approve each outside request for crash data request within one (1) week of submission of the Crash Data Request Form and provide the data within 10 days.

2. The Chief Custodian shall review the request and determine the relevance or need for the crash data for the related DDOT project or required information for dissemination. No personal information with be provided with the data files.

3. After approval of request, the Chief Custodian will grant the requester the information, log the request and provide the crash data.

4. If access is denied by Chief Custodian, additional documentation/explanation of the need for the data may be submitted for re-consideration.

Federal highway safety laws require the state to create this collision database for use in obtaining federal safety improvement funds. Under Section 409 of Title 23 of the United States Code, collision data is prohibited from use in any litigation against state, tribal or local government that involves the location(s) mentioned in the collision data. By checking the box below, you agree to comply with these terms –failure to do so will be grounds for denying your present or future request.

☐   I hereby affirm that I am not requesting this collision data for use in any current, pending or future litigation against DDOT involving a collision at the location(s) mentioned in the data.

Name:_____

Title:_____

Date: _____