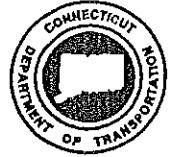# STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION
2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546

Office of the
Commissioner

October 28, 2013

An Equal Opportunity Employer

Dear Chief:

Subject: Release of DOT's Crash Data Guidelines for a New PR-1 Crash Reporting System

As you may have heard, the Connecticut Department of Transportation (DOT) has embarked on a major new initiative to upgrade the quality of motor vehicle crash reporting in the State. Safety on our State and local roadways is a part of our core mission. It is critically important that the quality of our crash data be up to date, complete, and as accurate as possible to meet the problem identification and planning needs of law enforcement agencies and their highway safety partners.

Currently, the DOT processes over 100,000 crash reports a year most of which are received in the form of paper. This is a time consuming, labor intensive and costly process that represents an inefficient use of taxpayer dollars. The current situation has resulted in unnecessary backlogs here at the DOT and a duplication of effort with local law enforcement agencies many of which already collect electronic crash data only to send it into the DOT in a paper format.

The New PR-1 Requirement - Our goal is to upgrade the State's current crash report known as the PR-1 to meet current national guidelines for crash reporting and at the same time encourage as many Departments as possible to begin electronic crash reporting to the DOT. Our plan is to work closely with your command officer assigned to data management as well as your vendors to position your Department to be ready to convert to the new PR-1. Beginning January 1, 2015 all new PR-1 crash reports will need to be submitted to the DOT using this new format.

Thus far, the DOT has sponsored several outreach workshops and webinars soliciting input on the content of the new PR-1 as well as validation and edit rules for acceptance of electronic crash reports. As a result of this valuable input, the DOT has completed a Crash Data Guidelines document which is being released today with this letter. The document contains the necessary technical specifications and edit rules for your city or town to begin to plan for an upgrade to your e-crash system. This information can be accessed at the following DOT web site: CT Crash Data Guidelines . The URL is http://www.ct.gov/dot/cwp/view.asp?a=2094&Q=533114. We also plan to separately email the Crash Data Guidelines document to your Department with the intent that it be shared with your RMS vendor.

Technology Outreach Workshops - Departments will be given a number of options to participate in this initiative all of which will be detailed in an informational poster and brochure soon to be mailed out to cities and towns. Working through the Regional Chiefs Associations, the DOT plans to host a series of technology outreach workshops to identify the best possible reporting options that will

work for your Department. We strongly encourage you to register for these workshops as soon as they are announced.

Vendor Briefing - For vendors that qualify and meet State specifications, DOT will explore its options relative to providing a limited amount of financial assistance to complete an e-crash upgrade and to achieve compliance with required transmission standards. A separate vendor workshop may be held to review current qualifications and requirements for completing an e-crash upgrade at the request of customer cities and towns.

We anticipate that many Departments, based on a recent technology survey, will simply want to work with their own vendor to develop a DOT complying e-crash upgrade to their RMS system. Others may want to take advantage of a basic electronic PR-1 that can be completed in the field. DOT is also considering development of a standalone e-crash reporting module independent from your RMS system if there is sufficient interest in this technology. Several communities in the Hartford area under the sponsorship of the Capitol Region Council of Governments (CRCOG) are collaborating on a web based RMS application that includes an e-crash module. Communities that share the same vendor with the State Police will have their systems upgraded under an existing State contract.

Electronic PR-1 Training Opportunities - We will also be working with the Municipal Police Training Academy to offer DOT crash report training using electronic PR-1 to encourage familiarity with our new data elements and how they are to be recorded. This training will complement any vendor specific training to be offered on your own systems. On line training material in the form of a user manual will also be part of the DOT Web site. DOT is also studying the feasibility of offering at no cost to cities and towns a standardized diagramming tool and mapping application to assist with the accuracy of location coding.

Communication and Outreach - From time to time we will send out a newsletter to keep you informed of progress towards our conversion and to encourage questions and feedback relative to how the process is going. We also hope to set up a capability on our web site to encourage questions and to document our responses for benefit of the entire law enforcement community. We will also continue to schedule webinars and meetings to keep cities and towns apprised of our progress.

Accessing Your Data - The crash data collected will also be accessible on the UConn Transportation Safety Center Crash Data Repository for query and eventual mapping capabilities. We encourage you to visit the UConn web site to view and analyze your community's crash data. Current PR-1 data for your city or town can be accessed on the following link: Crash Data Repository . The URL is http://www.ctcrash.uconn.edu/.
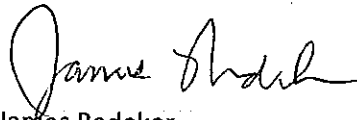
We know that converting to a new PR-1 reporting process has the potential to pose a significant challenge to some Departments. This is why we want to provide you as much notice as possible. Please be assured that the DOT is prepared to work with you in the coming year to establish a data collection tool and reporting process that can ease the transition period for your Department. Together, we can

make this initiative a success and Connecticut a model program for state of the art crash reporting and analysis. We look forward to collaborating with you and your vendors on this timely and important initiative.

For more information on the program please contact Maribeth Wojenski in the Office of Policy and Planning at 860-594-2045 or at Maribeth.Wojenski@ct.gov . At your convenience, please share with Maribeth, an official point of contact within your Department to work with us to help facilitate this conversion. Thanks again for your cooperation and support on in making the quality of our crash data among the best in the nation.

Sincerely,

James Redeker
Commissioner