



STANDARD OPERATING PROCEDURES (2017 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 (MPD) 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 MPD for use in traffic studies, safety activities, and for distribution to other government agencies, consultants and the public.

OUTSIDE DDOT APPROVAL PROCESS FOR CRASH DATA REQUESTS

1. The Chief Custodian of the Crash Data shall review each outside request for crash data within one (1) week of submission of the Crash Data Request Form and provide decision pertaining to the crash data request within 15 business 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.
3. After approval of request, the Chief Custodian will grant the requester the information, log the request and provide the crash data. No personal information shall be provided in 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 state DDOT involving a collision at the location(s) mentioned in the data.

Name: _____ Date: _____

Signature: _____ Phone: _____

Address: _____ Email: _____



TRAFFIC OPERATIONS ADMINISTRATION
CRASH DATA FILE REQUEST FORM (2017 VERSION)

	Date of Request
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Location (s): _____

Years of Data:

- Latest year
- Latest three years
- Other: (Specify) _____

Name: _____

Administration/Dept. _____

Address: _____

Telephone/Cell Phone: _____

Reason for Request: _____

Related Project /Task: _____

E-mail address to which data should be sent: _____

OR Blank CD-ROM with self-addressed return envelope enclosed

Send this completed Request Form by E-mail to: leon.anderson@dc.gov

Or mail a paper copy of this completed request with blank CD-ROM and return mailer to:

Mr. Leon Anderson
Transportation Safety Manager
District Department of Transportation
55 M Street SE,
6th Floor
Washington, DC 20003

PLEASE ALLOW 1-2 WEEKS FOR PROCESSING.