



21 December, 2020

RW 18/2020

LA16 Collision Reporting and Evaluation Procedure

Dear Director,

The purpose of this Circular is to provide guidance in the use of the LA16 – Collision Reporting and Evaluation Procedure Form and has been prepared as an update to the previous LA16 procedure introduced in 2007.

Brief history of LA16

The LA16 Collision Reporting and Evaluation Procedure Form is a form used to collect data at collision sites where a fatality has occurred or collisions that are likely to become fatal.

The process was introduced to improve the accuracy of data collection, make the information more readily available to allow more immediate implementation of any safety improvements identified and provide a forum for Local Authorities and An Garda Síochána to meet and discuss road safety issues. It was designed to help meet the objectives of Action 68 of the Road Safety Strategy 2007 to 2012.

The following is an extract from An Garda Síochána Traffic Collision Manual, section 9.7, in relation to "*Liaison between An Garda Síochána and the Local Authorities*". This sets out the procedure and confirms the Gardaí and the Local Authority have to meet on site to discuss the incident.

'The District Officer (Local Garda Superintendent) in whose area a fatal collision occurs or where there is a collision which is likely to be fatal, will as soon as practicable, inform the Senior Roads Engineer for the Local Authority where the collision occurred. Arrangements will be made for an Area Engineer from the Local Authority and a member of the investigating team to visit the collision scene as soon as possible.'

Current situation

The completion of these forms following fatalities is currently quite low and in the region of 30%. This is an unacceptable level and in the interest of road safety it is imperative that following a fatality in a County that communication takes place between An Garda Síochána and the Senior Engineer/ MD Engineer by way of completing the LA16 form.

The Department has undertaken a review of the procedure and is now introducing an updated electronic LA16 form, Contact List Form and Site Sketch Template Form. **Local Authorities should, from the start of January 2021, use these new forms and complete and submit an updated Contact list.** These forms are available to download from www.LA16.ie and are attached here for information. They are to be completed electronically.

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An Android Application will be trialled in the first quarter of 2021 with the likely full widespread release to all Local Authorities later in 2021.

Updated LA16 Form and Contact List

The information provided on the LA16 form is for collision location and reporting and statistical purposes only. It does not form part of the Forensic Collision Investigation (FCI) and is not used in any capacity during potential Legal proceedings. The LA16 Form is a single page electronic form developed to capture information by means of dropdown menus and selection boxes in so far as is possible to reduce the time taken in completing this form while also achieving a high degree of consistency in the information recorded. A data dictionary is available at www.la16.ie showing the selection method and selection options for each field.

Completing the form

- ✦ The LA16 form is to be completed only in the event of a fatal collision or one likely to become a fatal collision. It is the responsibility of the Investigating Garda to contact the Garda District Officer to initiate this process.
- ✦ Each collision location should be jointly reviewed by the Municipal District Engineer and the Member of the Garda Investigating Team as soon as practicable after a collision. If contact has not been made by An Garda Síochána within 3 days of the incident the Local Authority Senior Engineer should make contact with the Garda District Officer (Superintendent) to initiate the process.
- ✦ If the Municipal District Engineer has concerns about road safety at the location, they should contact their Road Safety Engineer and arrange for a site visit. The Local Authority should prioritise this work and determine when it can be carried out. By prioritising the work the Local Authority is identifying the problem, planning for a solution and programming the solution, thus minimising liability implications.
- ✦ The Garda Pulse number must be obtained from the Member of the Garda Investigating Team and recorded on the LA16 form – this is the official collision reference number makes matching the LA16 form with the official Garda record easier.
- ✦ An Garda Síochána have their own systems to record the location (lat/long) of the collision. This collision information is uploaded to the Pulse record and as such should be the '*Location of Collision (gps co-ords)*' reference that is recorded on this form to avoid any future ambiguity.
- ✦ A basic sketch of the collision location should be attached to the LA16 form as the FCI sketch may not be available to the Municipal District Engineer for a considerable time. Appropriate photographs of the collision scene should also be taken from a number of aspects and angles and attached to the LA16 form.
- ✦ LA16 forms do not need to be signed, they only require the names of the Area Engineer and the investigating Garda team member.



- ✦ The completed LA16 form (with attached sketch and photos) must be e-Mailed by the Municipal District Engineer to submit@la16.ie with the Senior Engineer and the Member of the Garda Investigating Team copied in.
- ✦ A copy of the LA16 form should be forwarded by the Garda District Officer (Superintendent) of the area where the collision occurred for inclusion in Collision Prevention Programme (CPP) meetings (if held).
- ✦ Collision reporting should be an item for discussion at every CPP meeting with An Garda Síochána. Annual reports on the collision reporting procedure should be produced by the Local Authority and presented at the CPP meeting.
- ✦ The Senior Engineer (Roads) in each Local Authority must update the LA16 Contact List every 6 months and submit it to contactlist@la16.ie with a copy sent to the Local Garda Superintendent even if there are no changes from the previous 6 months.

Oversight

Oversight of the process is jointly maintained by the Local Authority & An Garda Síochána. LA16 completions should be placed as a standard agenda item of the **Joint Policing Committee** meetings with each Local Authority. This will facilitate progress reporting and monitoring of this procedure.

At the end of each year the number of LA16 forms submitted will be compared with the preliminary fatality figures provided by the RSA and sampled for accuracy of the provided information (road number, location, etc) on a Local Authority basis. A copy of this comparison will be provided to each Local Authority for discussion at their Joint Policing Committee meetings. Issues that emerge in the process will be reflected in the audit and can be discussed at these meetings

Attached forms are as follows (but are available on www.LA16.ie):

- LA16 Form
- LA16 Contacts List
- LA16 Site Sketch Template

Yours sincerely,

Mary Hanley

Regional and Local Roads Division