

State of Connecticut

Fatality Analysis Reporting System (FARS) Guidelines for Reporting Fatal Motor Vehicle Traffic Crashes

The Fatality Analysis Reporting System (FARS) program is a national program administered by the National Highway Traffic Safety Administration (NHTSA) that collects and analyzes data on fatal motor vehicle traffic crashes. The Connecticut Department of Transportation (Department) gathers information from fatal crash reports and supplements received from police agencies in Connecticut to provide data for the FARS program.

The Department requests that each police agency notify the Crash Data and Analysis Unit of the occurrence of each fatal crash investigated by its respective agency as soon after the crash occurrence as possible. This preliminary notification information is a critical first step in collecting the data required for the FARS program. The Department requests that the following preliminary notification information be provided:

1. Investigating Police Agency
2. Police Case Number
3. Date of Crash Occurrence
4. Time of Crash Occurrence
5. Number of Fatalities

It is also requested that investigating police agencies forward copies of the Police Crash Report (form PR-1) and the Fatal Crash Supplement (form PR-2) to the Department **within 60 days of the occurrence of the crash**. If the investigation is not completed within the 60-day time frame, it is essential that the Department receive a preliminary report of the crash. As a minimum, the preliminary report should consist of information currently available from the PR-1 and PR-2 forms. Copies of completed investigations, including all written documentation, are also required and should be forwarded to the Department immediately after completion of the investigation. All PR-1's, PR-2's and completed investigations should be sent to the following:

Ms. Harley Polverelli
Connecticut Department of Transportation
Crash Data and Analysis Unit
Fatality Analysis Reporting System (FARS)
P.O. Box 317546
Newington, CT 06131-7546

Reports can be mailed, faxed to **(860) 594-2044** or emailed to FARS@ct.gov. **All reports should be directed to the Crash Data and Analysis Unit to the attention of FARS**. The preliminary notification information may be called in to **(860) 594-2098**, faxed or emailed.

Please be advised that failure to comply with the 60-day reporting guideline may affect the eligibility of the noncompliant agency to qualify for federal highway safety grants, and may furthermore result in additional state legislation mandating the timely submittal of fatal crash reports to the Department. The Department's grant approval process includes a review of outstanding fatal crash reports. **Grant monies may be withheld from those agencies not in compliance with the 60-day reporting guideline**.

Compliance with these guidelines is a cooperative effort among the Connecticut Department of Transportation, the Connecticut State Police and the Connecticut Police Chiefs Association.

