



Law Enforcement Traffic System

LETS

Crash Entry Guide

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Disclaimer

This training guide has been written and published by the Regional Justice Information Service (REJIS). The illustrations found within this document are only samples and not necessarily the entirety of the record. This guide has been created for training purposes only.

Law Enforcement Traffic System (LETS) Overview

The Law Enforcement Traffic System (LETS) was created to allow law enforcement agencies throughout the state of Missouri to electronically report crash reports to the Statewide Traffic Accident Records System (STARS) to be archived for permanent preservation.

Where appropriate, hard copies of the reports and/or data are furnished to numerous federal, state, local and private entities for analysis.

The purpose of LETS is to provide timely and accurate crash information to STARS in order to support both operational and management functions in traffic safety.

Accessing LETS

The following instructions will assist you in accessing LETS via the internet. Internet access is required for use of this application. LETS allows the user to create, save, modify, submit to STARS, and submit to public document reporting.



Internet Explorer



Google Chrome

Check with your department's LETS agency administrator or the IT Specialist before attempting to install any applications to your department devices.

- **User ID**
Enter the agency assigned LETS User ID.
- **Password**
Enter the secure Password.

Changing a password.

- **Change Password**
Click check box to engage password change. Enter new password in both New Password and Repeat New Password to make the change.
- **New Password**
Enter new password.
- **Repeat New Password**
Repeat the new password.
- **Login**
Click to enter LETS after User ID and Password fields have been correctly entered.

Passwords must meet complexity requirements. A minimum of 8 characters and a maximum of 20 characters. Also, please make sure your password has 3 of the 4 characteristics below:

- Uppercase Letters
- Lowercase Letters
- Special Characters(!@\$^&*()_)
- Numbers

Note: The minimum password length is 8 characters and the maximum length is 20 characters. The maximum number of attempts to sign in successfully is 3. The operator must wait 30 minutes if locked out to log in again.

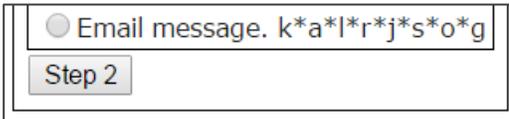
Forgot Password

Click the hyperlink line to open password assistance features.



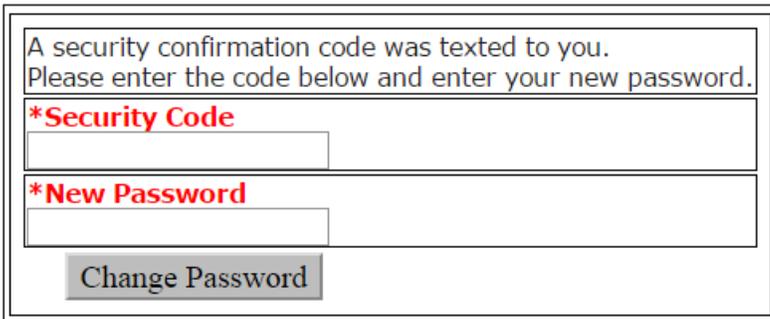
A screenshot of a web form for Step 1. It contains two text input fields. The first field is labeled with a red asterisk and the text '*UserID'. The second field is labeled with a red asterisk and the text '*Last Name'. Below the input fields is a grey button with the text 'Step 1'.

Step 1 - Enter User ID and Last Name. Click Step 1.



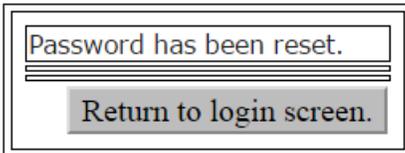
A screenshot of a web form for Step 2. It features a radio button followed by the text 'Email message. k*a*|*r*j*s*o*g'. Below this is a grey button with the text 'Step 2'.

Step 2 - Click on the radio button for email notification. Click Step 2. A security code will be sent to your email.



A screenshot of a web form for Step 3. At the top, it says 'A security confirmation code was texted to you. Please enter the code below and enter your new password.' Below this are two text input fields. The first is labeled with a red asterisk and the text '*Security Code'. The second is labeled with a red asterisk and the text '*New Password'. At the bottom is a grey button with the text 'Change Password'.

Step 3 - Once the security code is received, enter the code and your new password choice into the fields. Click Change Password.



A screenshot of a completion screen. It shows a message 'Password has been reset.' followed by a grey button with the text 'Return to login screen.'.

Click Return to login screen.

Sign in to LETS using your new password.

The screenshot shows the top navigation bar of the LETS application. It contains the following buttons: Home, Crash ▶, MyInfo, Statistical Reports, Switch Agency, Administration ▶, LETS Notify, Help, and Exit LETS. Below the navigation bar is a grey header area with a blue link labeled "ADD NEW CRASH REPORT". Underneath is a "Messages" section with a white background and a scroll bar. The message content reads: "Welcome" followed by "Welcome to LETS. This space is used to inform the agency and users of important LETS issues such as updates, service outages, and training class information."

- **Home**
Click the Home button to return to the home page and dashboard.
- **Crash**
Click the Crash button to open the shortcut for crash search and name search. Crash search opens a window for inquiry of saved searches and the ability to add a new crash report. Name search is a refined inquiry on every name field found in crashes in the database.
- **MyInfo**
Click the MyInfo button to update user preferences. Precinct identification, password confirmation phone number, password confirmation email, and starting map coordinates.
- **Statistical Reports**
Click the Statistical Reports button to access reports of collected statistics on saved crash reports for the agency.
- **Switch Agency**
Click the Switch Agency button for officers that enter crashes for more than one agency, use switch agency to change originating ORI for crash report writing. If an entry is made under the wrong agency ORI, the record must be inactivated and re-entered under the correct ORI.
- **Administration**
Click the Administration button to control all facets of the application with administrative access to LETS. Add, edit users, LETS agency identified codes, agency designated crash diagram templates, and the export portal, are all found under this tab.
- **LETS Notify**
Click the LETS Notify button to reach out to REJIS with a written request for clarification or documentation for LETS.
- **Help**
Click the Help button for help documents.
- **Exit LETS**
Click the Exit LETS button to close the LETS application. Closing the Internet window is also available to exit the application.
- **Add New Crash Report**
Click the Add New Crash Report link to begin a new crash report.
- **Messages**
When there is a system change, service outage or training event, messages will be broadcasted to users in this box.

Home	Crash ▶	MyInfo	Statistical Reports	LETS Notify	Help	Exit LETS	
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[ADD NEW CRASH REPORT](#)

[Messages](#)

Dashboard

Crash Status	My Crash Reports	0 Crash Reports
Draft	0	0
Officer Signed	1	0
Approved 1	0	0
MTD STARS Accepted	0	0
YTD STARS Accepted	0	0
Reports with Supplements Not Ready for Review		0
Reports with Supplements Ready For Review		0

[Supplement Help](#) Dashboard only looks back 1 year. Precinct: ▼ [Refresh](#)

- **Dashboard**
Quickly view the status of user crash reports and agency crash reports.
- **Crash Status**
This column will show the different Crash Status options.
- **My Crash Reports**
This column will show the logged in user's crash reports crash status in numerical value. Numbers are hyperlinks to index view of the reports noted.
- **All Crash Reports**
This column will show the agency's crash reports crash status in numerical value. Numbers are hyperlinks to index view of the reports noted.
- **Supplement Help**
Click the Supplement Help link to open help information.
- **Precinct**
Use the drop down option to select the Precinct for reporting, if applicable.
- **Refresh**
Click the Refresh button to refresh the LETS Home Page.

Dashboard		
Crash Status	My Crash Reports	All Crash Reports
Draft	4	31
Officer Signed	0	2
Approved 1	0	1
Approved 2	0	3
Immediate Action	0	25
MTD STARS Accepted	0	0
YTD STARS Accepted	0	0
Reports with Supplements Not Ready for Review		0
Reports with Supplements Ready For Review		0

[Supplement Help](#) Dashboard only looks back 1 year. Precinct: [Refresh](#)

Crash Status

- **Draft**
This will display the number of crash reports that are not yet completed for the logged in user and the agency as a whole. For agencies that assign crash reports to a specific officer, this column will also display those crash reports.
- **Officer Signed**
This will display the number of crash reports that have been completed by the user and the agency as a whole, but not yet reviewed by an approving/reviewing user.
- **Approved 1**
This will display the number of crash reports that have been marked as approved for the logged in user and the agency as a whole, but not yet submitted to STARS. If the agency requires more than one approving/reviewing user, this will show reports that are awaiting the second reviewing user.
- **Approved 2 (Only when the agency requires two reviewing officers)**
This will display the number of crash report that have been marked as approved for the logged in user and the agency as a whole, but not yet submitted to STARS.
- **MTD STARS Accepted**
This will display the number of crash reports that have been submitted to STARS for the Month to Date for the agency as a whole.
- **YTD STARS Accepted**
This will display the number of crash reports that have been submitted to STARS for the Year to Date for the agency as a whole.
- **Reports with Supplements Not Ready for Review**
This field will display the number of Supplements created by the logged in user and the agency as a whole that are not yet ready for review.
- **Reports with Supplements Ready for Review**
This field will display the number of Supplements created by the logged in user and the agency as a whole that have been marked as ready for review.

Dashboard

Crash Status	My Crash Reports	All Crash Reports
Draft	4 	31
Officer Signed	0	2
Approved 1	0	1
Approved 2	0	3
Immediate Action	0	25
MTD STARS Accepted	0	0
YTD STARS Accepted	0	0
Reports with Supplements Not Ready for Review		0
Reports with Supplements Ready For Review		0

[Supplement Help](#)

Dashboard only looks back 1 year.

Precinct: All ▼

[Refresh](#)

Click on the number of Draft reports in the My Crash Reports column to proceed.

Crash Search

Report #	Reporting Officer	Street	Year	Crash Begin Date 06/10/2018	Crash End Date	Status DRAFT	
Person Search <input type="radio"/> None <input type="radio"/> Driver <input type="radio"/> Witness <input type="radio"/> Occupant <input type="radio"/> Pedestrian <input type="radio"/> Other Damage <input type="radio"/> Owner				Precinct All ▼		<input checked="" type="checkbox"/> Only crashes entered by me <input type="checkbox"/> Left the scene	
Last Name		First Name		STARS Status ▼ <input type="checkbox"/> Overdue. <input type="checkbox"/> Show STARS accepted with newer supplements.			
Search	Clear	ADD NEW CRASH REPORT				Record count: 4	

		Report #	Reporting Officer	Crash Date	Crash Time	Driver	Status	Stars Status	User Added
Select	Pdf	19-004436		3/15/2019	1213		DRAFT	NONE	@BPW3
Select	Pdf	19-004437		2/15/2019	1213		DRAFT	NONE	@BPW3
Select	Pdf	19-004438		1/15/2019	1213		DRAFT	NONE	@BPW3
Select	Pdf	2019-0039		9/9/2018	1726		DRAFT	NONE	@BPW3

Click Select to begin or continue the crash report.

My Info

Home	Crash ▶	MyInfo	Statistical Reports	Switch Agency	Administration ▶	LETS Notify	Help	Exit LETS	
My Info									
Last Name		First Name		Middle Initial	Jr/Sr	<input type="checkbox"/> Turn off dash board.			
Title		Email		Phone		Precinct			
Starting Map Coordinates (Imported from MoDOT Maps) Help									
Longitude		Latitude		Map	Results	<input checked="" type="checkbox"/> Aerial Maps On Help		Save	Cancel
-90.25105		38.63953							

- **Last Name**
This will reflect the operator's Last Name.
- **First Name**
This will reflect the operator's First Name.
- **Middle Initial**
This will reflect the operator's Middle Initial.
- **Jr/Sr**
Use the drop down option to select the operator's generation indicator, if applicable.
- **Turn off dash board**
Check the Turn off dash board option to hide the dashboard box on the LETS home page.
- **Title**
Enter the operator's assigned agency Title.
- **Email**
Enter the operator's Email address.
- **Phone**
Enter the operator's Phone number.
- **Precinct**
Use the drop down option to select an agency created Precinct.
Note: An operator can set precinct in MyInfo and LETS will default to that precinct when the operator creates crash reports. The operator can also set and use different precincts on the dashboard.
- **Map**
Click the Map button to access MoDOT mapping. Click to set the default location for crashes created by the operator.
Click Map; click Zoom in lower left corner of the MoDOT HP MAPS box; type in city and select; Click Zoom button in box labeled Zoom. Click Close at the bottom of the Zoom box.
Move the map to locate the police station. Click on the police station street; notice it lights up red, places a purple circle, and a box opens. Select the side of the street the police station is found on (north, east, south or west). Click on the station a second time, to establish the location. A yellow circle will appear. Click Send; click Ok; close this tab and return to LETS.
- **Results**
Click the Results button to retrieve the coordinates sent from MoDOT mapping, click results to populate the longitude and latitude, or receive the map location.
- **Aerial Maps On**
Click the Ariel Maps On option to see actual topography on the map. Green trees, buildings, parking lots, and streets are clearly and colorfully displayed on the screen.
- **Cancel**
Click the Cancel button to leave the page without saving changes.
- **Save**
Click the Save button to save MyInfo pedigree information and mapping information.

My Info continued.

Home	Crash ▶	MyInfo	Statistical Reports	Switch Agency	Administration ▶	LETS Notify	Help	Exit LETS		
My Info										
Last Name		First Name		Middle Initial	Jr/Sr	<input type="checkbox"/> Turn off dash board.				
Title		Email		Phone		Precinct				
Starting Map Coordinates (Imported from MoDOT Maps) Help										
Longitude		Latitude		Map	Results	<input checked="" type="checkbox"/> Aerial Maps On Help		Save	Cancel	
-90.25105		38.63953								
My Secure Contact Information										
In the event of a password reset, this information will be used to send confirmation codes through text messages or emails.										
Secure Mobile Phone Number		Secure Email		Any change made to Secure Information requires you to enter your LETS Password.						
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>				Save secure phone/email
(example 314-555-1212) NOTE- Texting is currently disabled, please be sure to enter a secure email.										
<i>The information in this box, is only visible to you.</i>										

My Secure contact Information

In the event of a password reset, this information will be used to send a confirmation code through email.

- **Secure Mobile Phone Number**
This feature is currently NOT available.
- **Secure Email**
Enter the operator's preferred Secure Email address for the receipt of a code when attempting to reset a forgotten password.
- **Password**
Enter Password when making a change to the secure email, the LETS password is required for security purposes.
- **Save secure phone/email**
Click the Save secure phone/email button to save changes to the email contact fields.

Make any desired changes, click save, and the system will return to the home page.

Accident Report Search/Entry

Crash Search						
Report #	Reporting Officer	Street	Year	Crash Begin Date	Crash End Date	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person Search <input type="radio"/> None <input type="radio"/> Driver <input type="radio"/> Witness <input type="radio"/> Occupant <input type="radio"/> Pedestrian <input type="radio"/> Other Damage <input type="radio"/> Owner				Precinct	<input type="checkbox"/> Only crashes entered by me	
Last Name <input type="text"/> First Name <input type="text"/>				STARS Status	<input type="checkbox"/> Show STARS accepted with newer supplements.	
Search <input type="button"/> Clear <input type="button"/> ADD NEW CRASH REPORT						

One of two functions is possible from this page. First, search the system to see if a specific report has been entered, using the available search arguments. Second, enter a new crash report by clicking the Add New Crash Report hyperlink.

- Report #
- Reporting Officer
- Street
- Year
- Crash Begin Date
- Crash End Date
- Status
- Person Search
- Precinct
- Last Name
- First Name
- STARS Status

Name Search

Name Search	
This search screen will search drivers and reporting officers. (At least 2 starting letters for both lastname and firstname are required.)	
Last Name <input type="text"/>	First Name <input type="text"/>
<input type="radio"/> Only search back two years. <input type="radio"/> All dates.	
Search <input type="button"/> Clear <input type="button"/>	

- Last Name
- First Name
- Search Options

Note: For the Name Search option, at least 2 starting characters for both Last and First name are required.

Crash Basics

Back to Crash Search		Next to Location				
Basics						
<input type="checkbox"/> Locked Help						
Cleared (LTS) Cleared LTS No	Prop Damage Only <input type="checkbox"/>	*No. Injured 0	*No. Killed 0	*Report Number 19-004436	Criminal Incident <input type="radio"/> Yes <input type="radio"/> No	
No. Vehicles 0	<input type="checkbox"/> Date Unknown *Crash Date 03/15/2019	<input type="checkbox"/> Time Unknown *Crash Time 1213	*Notified Date 03/16/2019	*Time Notified 0838	*Investigation Date 03/17/2019	*Time Arrived 1646

- **Locked**
When checked, click the Help hyperlink to see a list of authorized user within the agency that can “unlock” the report for modification. An audit trail will display on the lower left portion of the screen.
- **Clear LTS (Leaving the Scene)**
 - **Cleared LTS Yes**
Use the drop down option to select the Cleared LTS Yes, which means a driver left the scene but was later identified, so the report LTS Cleared can be yes.
 - **Cleared LTS No**
Use the drop down option to select Cleared LTS No, which means a driver has left the scene and the report can only be flagged as NOT cleared. MUCR value returns to STARS – “N”
 - **Cleared LTS N/A**
Use the drop down option to select Cleared LTS NA (Not Applicable), which means a report never was needed to be cleared or has since been cleared. So, the only report LTS Cleared value could be NA.
- **Property Damage Only**
Use the checkbox option to indicate that the report is Property Damage Only.
- **No. Injured**
Use this option to enter the number of persons injured as a result of the crash, if applicable.
- **No. Killed**
Use this option to enter the number of persons killed as a result of the crash, if applicable.
- **Report Number**
Use this field to enter the agency Report Number. Check with the LETS Agency Administrator to determine what level of a user can edit a report number.
- **Criminal Incident**
Use this option to indicate whether the crash was a result of a Criminal Incident or resulted in a Criminal Incident.
- **No. Vehicles**
This field will reflect the number of vehicle involved in the crash. This number is generated by the number of vehicles entered into the report.
- **Crash Date**
Use this field to enter the Crash Date that the crash occurred. If the date is unknown, use the “Date Unknown” checkbox option.
- **Crash Time**
Use this field to enter the Crash Time that the crash occurred. If the time is unknown, use the “Time Unknown” checkbox option.
- **Notified Date**
Use this field to enter the Notified Date that the assigned officer was notified of the crash.
- **Time Notified**
Use this field to enter the Time Notified that the assigned officer was notified of the crash.
- **Investigation Date**
Use this field to enter the Investigation Date that the assigned officer arrived on scene of the crash.
- **Time Arrived**
Use this field to enter the Time Arrived that the assigned officer arrived on scene of the crash.

Crash Basics continued

*Crash Type Roadway <input type="radio"/> On Roadway <input checked="" type="radio"/> Off Roadway	*Non-Collision <input type="text"/>	OR	*Collision Involving <input type="text"/>	Directional Analysis <input type="text"/>	*Investigated At Scene <input type="radio"/> Yes <input checked="" type="radio"/> No
*CMV Involvement Criteria Does crash involve fatality, transportation for medical, or vehicle towed due to damage? <input type="radio"/> Yes <input type="radio"/> No					
GVWR/GCVWR of more than 10,000lbs, MV with seating for 9 or more, or hazmat placard? <input type="radio"/> Yes <input type="radio"/> No					
<input type="checkbox"/> Evidentiary Photos Taken By Whom <input type="text"/>		Available From <input type="checkbox"/> Investigating Agency <input type="text"/>			
<input type="checkbox"/> Reconstruction By Whom <input type="text"/>		Available From <input type="checkbox"/> Investigating Agency <input type="text"/>			
Agency Crash Categories					
<input type="text"/> Category 1 <input type="text"/>		<input type="text"/> Category 2 <input type="text"/>		<input type="text"/> Category 3 <input type="text"/>	
Internal Comment (128 characters max) <input type="text"/>					<input type="checkbox"/> Short Form
					*Assigned Officer <input type="text"/> 98762 WILLMAN, BRYAN
<input type="button" value="Save and next page"/>		<input type="button" value="Cancel"/>		<input type="button" value="Delete"/>	
		Added: <input type="text"/>		Updated: <input type="text"/>	

- **Crash Type Roadway**
Use the radio button option to select the Crash Type Roadway.
- **Non-Collision**
Use this drop down option to select a Non-Collision category for a non-collision event. *Ex. Jackknifing, Overturning, etc.*
- **Collision Involving**
Use this drop down option to select a Collision Involving category for collision event. *Ex. Animal, Fixed Object, MV in Transport, etc.*
- **Directional Analysis**
Use this drop down option to select the Directional Analysis of the vehicle(s) involved in the crash. *Ex. Front to Front, Front to Rear, etc.*
- **Investigated At Scene**
Use the radio button option to select if the crash was Investigated at Scene.
- **CMV Involvement Criteria**
Use these radio button options to select the appropriate CMV Involvement Criteria.
 - Does crash involve fatality, transportation for medical, or vehicle towed due to damage?
 - GVWR/GCVWR of more than 10,000lbs, MV with seating for 9 or more, or hazmat placard?
- **Evidentiary Photos Taken**
Use the checkbox Evidentiary Photos Taken, if applicable. If selected, then an additional field will open:
By Whom – Enter the name of the individual that took the photos.
Investigating Agency – Enter the name of the agency that investigated the crash and/or took the photos.
- **Reconstruction**
Use the checkbox Reconstruction, if applicable. If selected, then the additional fields will open:
By Whom – Enter the name of the individual that conducted the crash reconstruction.
Investigating Agency – Enter the name of the agency that conducted the crash reconstruction.
- **Agency Crash Categories**
Use the drop down option for any of the three Agency Crash Categories, if applicable.
- **Internal Comments**
This field can be used to note Internal Comments, such as: Supervisor comments.
- **Assigned Officer – (SLMPD Only)**
Use drop down option to reassign the Assigned Officer responsible for completing the crash report.
- **Save and Next Page**
Click the Save and Next Page button to save the data entered and proceed to the next page.
- **Cancel**
Click the Cancel button to clear the data and return to the dashboard.

Location

Back to Crash Basics		Next to Other Damage	
Location		Crash: 19-004436	
*County ▼	*Municipality ST. LOUIS ▼	*BeatZone BT1 ▼	*TrpDistPct TROOP1 ▼
*Trafficway ▼	*Road Alignment ▼	*Road Profile ▼	*Intersection Type ▼
*Road Condition 1 ▼	Road Condition 2 ▼	*Road Surface ▼	*Light Condition ▼

- **County**
Use the drop down option to select the County in which the crash occurred.
- **Municipality**
Use the drop down option to select the Municipality in which the crash occurred.
- **BeatZone**
Use the drop down option to select the Beat or Zone in which the crash occurred.
- **TrpDistPct**
Use the drop down option to select the Troop, District, or Precinct in which the crash occurred.
- **Trafficway**
Use the drop down option to select the Trafficway on which the crash occurred.
 - One-Way
 - Two-Way; Not Divided; Continuous Center Turn Lane
 - Two-Way; Not Divided
 - Two-Way; Divided; Unprotected Median
 - Two-Way; Divided; Positive Median Barrier
 - Other
 - Unknown
- **Road Alignment**
Use the drop down option to select the Road Alignment for the roadway on which the crash occurred.
- **Road Profile**
Use the drop down option to select the Road Profile of the roadway on which the crash occurred.
- **Intersection Type**
Use the drop down option to select the Intersection Type of the roadway on which the crash occurred.
- **Road Condition 1**
Use the drop down option to select the Road Condition of the roadway on which the crash occurred.
- **Road Condition 2**
Use the second drop down option to select the Road Condition of the roadway on which the crash occurred.
- **Road Surface**
Use the drop down option to select the Road Surface of the roadway on which the crash occurred.
- **Light Condition**
Use the drop down option to select the Light Condition for the time the crash occurred.
 - **Daylight** – “Natural” light exists. Daylight is considered to be thirty (30) minutes before sunrise to thirty (30) minutes after sunset.
 - **Dark-Lighted** – No “natural” light exists but there is overhead “man-made” lighting on the roadway where the crash occurred. This does not include lighting from store fronts, houses, parking lots, etc.
 - **Dark-Unlighted** – No “natural” light exists and no overhead “man-made” lighting is present on the roadway where the crash occurred.
 - **Dark-Unknown Lighting** – No “natural” lighting exists and the investigator is unable to determine if “man-made” lighting was present at the time of the crash.
 - **Other (Explain)** – Includes any condition other than the conditions listed above. Explain in the narrative of the crash report. Mark if darkness is caused by an eclipse of the sun or other natural phenomenon.
 - **Unknown (Explain)** – The light condition at the time of the crash is unknown. Explain in the narrative of the crash report.

Location continued.

[Back to Crash Basics](#)
[Next to Other Damage](#)

Location **Crash: 19-004436**

*County	*Municipality	*BeatZone	*TrpDistPct
▼	ST. LOUIS ▼	BT1 ▼	TROOP1 ▼
*Trafficway	*Road Alignment	*Road Profile	*Intersection Type
▼	▼	▼	▼
*Road Condition 1	Road Condition 2	*Road Surface	*Light Condition
▼	▼	▼	▼
*Neighborhood			
CENTRAL WEST END ▼			
*Weather Conditions			
Map Crash Retrieve Results Clear			

- **Neighborhood**
Use the drop down option to select the Neighborhood code, if applicable.

Weather Conditions

▼	▼	▼	Apply Changes
---	---	---	-------------------------------

- **Weather Condition**
Click the Weather Condition button to open the selectable options to record the weather conditions for the crash date. Use the drop down option to select the appropriate conditions. Once the conditions have been selected, click the Apply Changes button to add them to the report.
 - **Clear** – Includes partial cloudiness if sunlight is not diminished.
 - **Cloudy** – Usually “overcast” but may include partial cloudiness if light is diminished.
 - **Rain** – Applies when precipitation is falling as rain at the time of the crash.
 - **Snow** – Applies when precipitation is falling as snow at the time of the crash.
 - **Sleet/Hail** – Applies when precipitation is falling as ice (sleet/hail) at the time of the crash.
 - **Freezing (Temp)** – The outside temperature at the time of the crash was freezing (32 degrees Fahrenheit or 0 degrees Celsius below).
 - **Fog/Mist** – Fog and mist are primarily water in the form of fine particles suspended or falling in the air. Applies when there is fog and/or mist at the scene at the time of the crash.
 - **Severe Crosswind** – Refers to winds traveling at an angle with respect to the travel lanes at velocities significant enough to create a risk that vehicles could be diverted from their path or high profile vehicles could be blown over. These are winds that are strong enough to affect vehicle stability. Note: Includes only those winds not considered a cataclysmic event.
 - **Other (Explain)** – Includes, but is not limited to, blowing snow, soil, or dirt, or any other weather condition not listed above. Explain in the narrative of the crash report.
 - **Unknown (Explain)** – The weather condition at the time of the crash is unknown. Explain in the narrative of the crash report.

Note: Selections should be made without regard to whether or not the weather conditions contributed to the crash.

- **Map Crash**
Click the Map Crash button to map out the location of the crash.
- **Retrieve Results**
Click the Retrieve Results button to retrieve the location information previously mapped.
- **Clear**
Click the Clear button to clear the mapping information.

Mapping a Crash

Click Map Crash

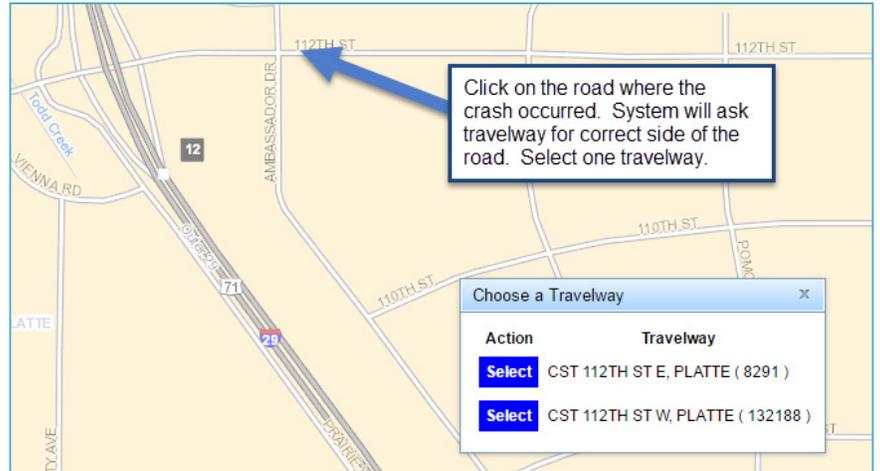


Click on the travel way or road where crash occurred. If the vehicle left the roadway, map from the place the vehicle was last touching the roadway. If prompted, click select to indicate the travelway direction.

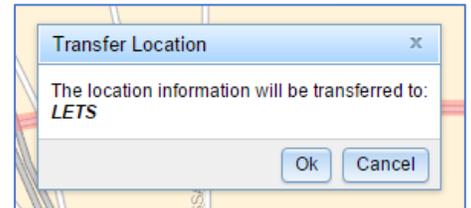
When complete, the road will be highlighted red and a purple circle will represent the location you clicked.

Click a second time on the location of the crash. A yellow circle will appear that represents the crash.

Click Send.



LETS will request permission to transfer the location from MoDOT to the crash report. Click Ok. Close the MoDot map tab and return to the LETS crash reporting screen.



Click Retrieve Results. The routes will be populated. Complete the rest of the location information.

Click Save and next page to proceed.

Location continued

Map Crash Retrieve Results Clear			
*On CST ▾	On Route BOYLE AVE	*Direction NORTH ▾	*Speed Limit
*Distance From 0	<input type="checkbox"/> NA <input checked="" type="radio"/> Feet <input type="radio"/> Miles	<input type="radio"/> After <input checked="" type="radio"/> Before <input type="radio"/> At (Intersection) <input type="radio"/> NA	
*Cross CST ▾	*Cross Route WEST PINE BLVD	*Int Dir EAST ▾	*Speed Limit
*Maintained By ▾	Longitude -90 15 03.79	Latitude 38 38 22.30	Geo-Code
Save and next page Cancel			

- **On**
Use the drop down option to select the On route designation. *Ex. City Street, Interstate, Private Property, etc.*
- **On Route**
Use this field to enter the On Route or Street Name on which the crash occurred.
- **Direction**
Use the drop down option to select the Direction of the roadway on which the crash occurred.
- **Speed Limit**
Use this field to enter the Speed Limit of the roadway on which the crash occurred.
- **Distance From**
Use this field to enter the distance to the crash scene from the nearest intersecting street, roadway, ramp or bridge. If the crash does not have a Distance From, then select the N/A option. If there is a numerical value that is entered, then select either Feet or Miles.
After – Mark if the crash occurred after the intersection.
Before – Mark if the crash occurred before the intersection.
At – Mark if the crash occurred in the intersection.
NA – Mark if the information is unknown or crash the occurred on private property.
- **Cross**
Use the drop down option to select the Cross route designation. *Ex. City Street, Interstate, Private Property, etc.*
- **Cross Route**
Use this field to enter the Cross Route or Street Name on which the crash occurred.
- **Int Dir**
Use the drop down option to select the Intersection Direction.
- **Speed Limit**
Enter the cross route Speed Limit.
- **Maintained By**
Use the drop down option to select the Maintain By option for the roadway on which the crash occurred.
- **Longitude**
This field will be populated with the Longitude of the crash based on the location mapping.
- **Latitude**
This field will be populated with the Latitude of the crash based on the location mapping.
- **Geo-Code**
Use this field to enter the appropriate crash location Geo-Code, if applicable.
- **Save and Next Page**
Click the Save and Next Page button to save the data entered and proceed to the next page.
- **Cancel**
Click the Cancel button to clear the data and return to the dashboard.

Other Damage

◀ Back to Crash Location	Next to Witness ▶
Other Damage	Crash: 18-99998888
ADD NEW DAMAGE	

To add damage information to the crash report, click the Add New Damage hyperlink.

Other Damage			
Property Owned By ▼			
Business (Leave blank for individuals. If Business is not listed, enter the Business Name as the Last Name) ▼			
Last Name	First Name	Middle Initial	Jr/Sr ▼
Address		Suite	
City	State MO ▼	Zipcode	
*Property and Damage Description <input type="text"/>			
Save		Cancel	

- **Property Owned By**
Use the drop down option to select the appropriate Property Owned By code.
 - **Business**
 - **County** – An address is not necessary for this selection.
 - **Individual**
 - **MoDOT** – An address is not necessary for this selection.
 - **Municipality** – An address is not necessary for this selection.
- **Business**
Use the drop down option to select the Business name, if the business does not appear in the option list then enter the business name in the last name field.
- **Last Name**
- **First Name**
- **Middle Initial**
- **Jr/Sr**
- **Address**
- **Suite**
- **City**
- **State**
- **Zipcode**
- **Property and Damage Description**
Use this field to enter the Property and Damage Description.
- **Save**
Click the Save button to save the data entered.
- **Cancel**
Click the Cancel button to clear the data.

Witness

« Back to Other Damage	Next to Crash Diagram »
Witness	Crash: 18-99998888
ADD NEW WITNESS	

To add witness information to the crash report, click the Add New Witness hyperlink.

« Back to Other Damage	Next to Crash Diagram »		
Witness	Crash: 18-99998888		
*Last Name	First Name	Middle Initial	Jr/Sr
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	City	State	Zipcode
<input type="text"/>	<input type="text"/>	MO ▾	<input type="text"/>
Phone	Driver License (Lookup Only)	<input type="button" value="DOR"/>	<input type="button" value="Copy"/>
<input type="text"/>	<input type="text"/>		
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>		

- Last Name
- First Name
- Middle Initial
- Jr/Sr
- Street
- City
- State
- Zipcode
- Phone
- Driver License

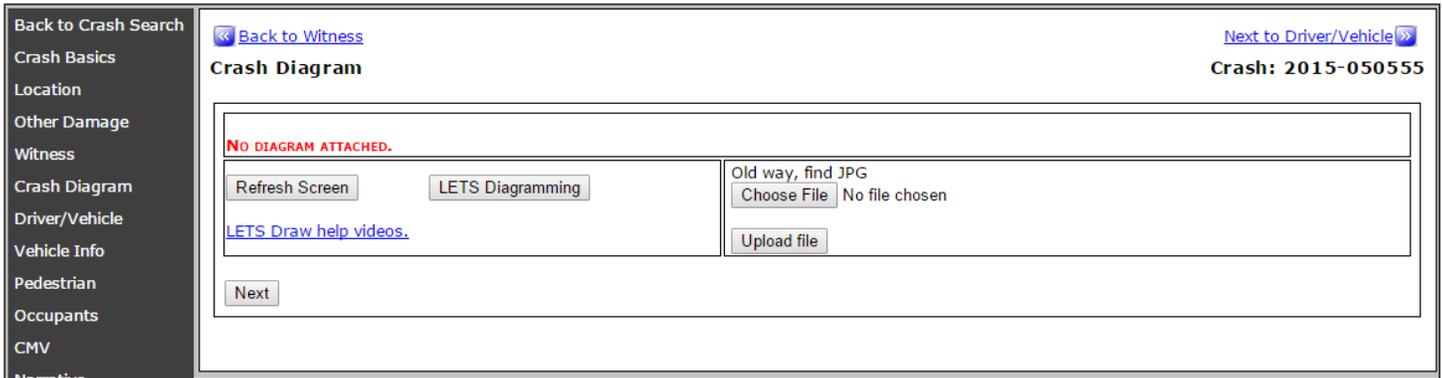
Enter the Driver License number of the witness to initiate a DOR Lookup Only. This field is not used as part of the crash report.

- **DOR**
Click the DOR button to perform a DOR search by Driver License Number for the witness.
- **Copy**
Click the Copy button to populate the fields with license information for the witness after a DOR search has been completed.
- **Save**
Click the Save button to save the data entered.
- **Cancel**
Click the Cancel button to clear the data.

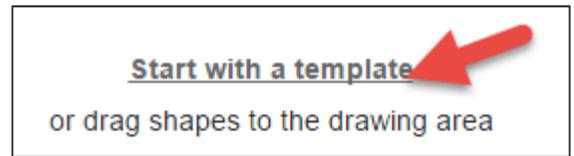
Crash Diagram

Diagram the crash incident within LETS or upload a JPG created and saved elsewhere.

To use LETS, Click Crash Diagram to reach the diagramming page.

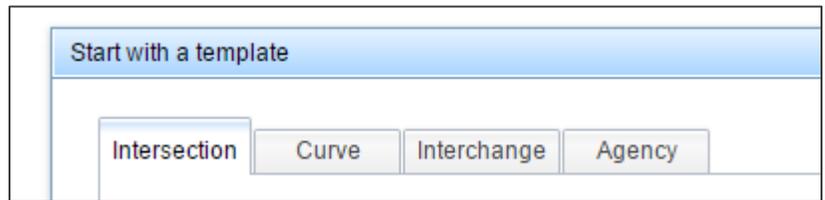


Click the LETS Diagramming button to create the crash diagram.



Either use a template or start dragging roads over to proceed. In this example, we are using a template.

Click on the Start with a template hyperlink.

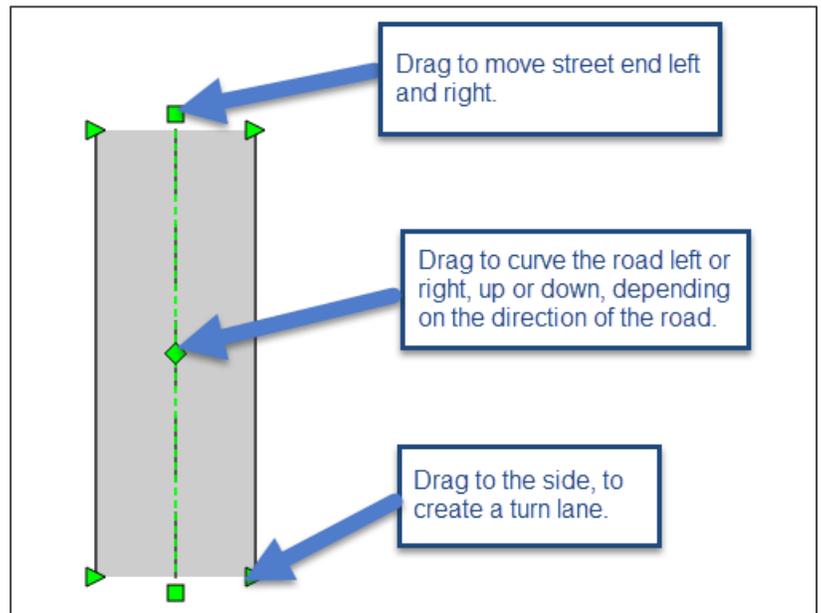


Templates include Intersections, Curve, Interchange, and Agency. Agency holds templates that are unique to intersections found in your agency's jurisdiction.

Search the intersections available, under any tab, select one by double clicking on it.

Choices for objects found on the crash diagram are in the menu to the right side of the page. Streets are the default when starting a crash. Since you have chosen a template, make any modifications necessary to the streets by moving, arcing, dragging or adding additional streets.

Click on one of the street segments to modify.



Click Symbols to proceed. Objects found on the crash are available for choice. Click Vehicles. Find the specific vehicle in the menu and drag a vehicle onto the map.

Position the vehicle on the appropriate spot. Then double click on the vehicle. A text box will open for identification of the vehicle.

Enter the name of the vehicle in the box. Use size, bold, italic, and color buttons to identify the look of the vehicle title.

Click Change Position to move the wording off the vehicle to a better location around the vehicle.

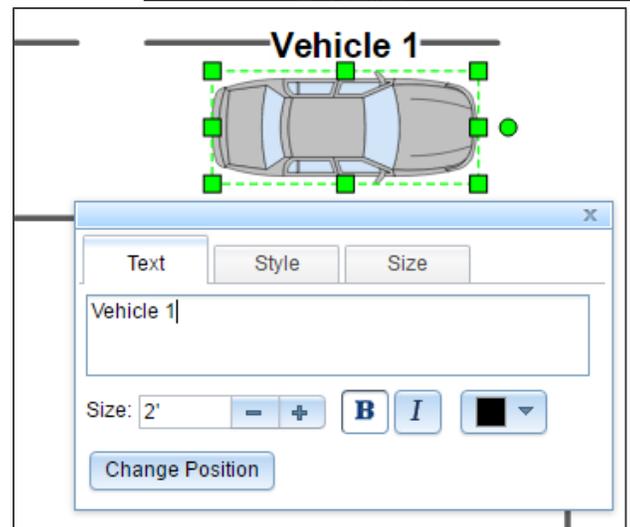
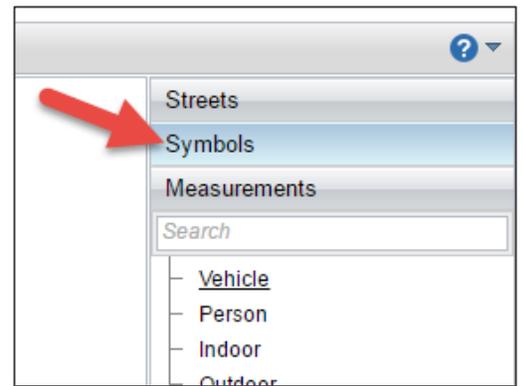
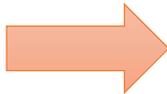
Use Style and Size tabs to manipulate the color and size of the vehicle.

When finished working with the vehicle description, click the X in the top right corner of the box to close and save. Click in a white area of the diagram to un-select the vehicle.

Repeat adding vehicles and other objects until finished.

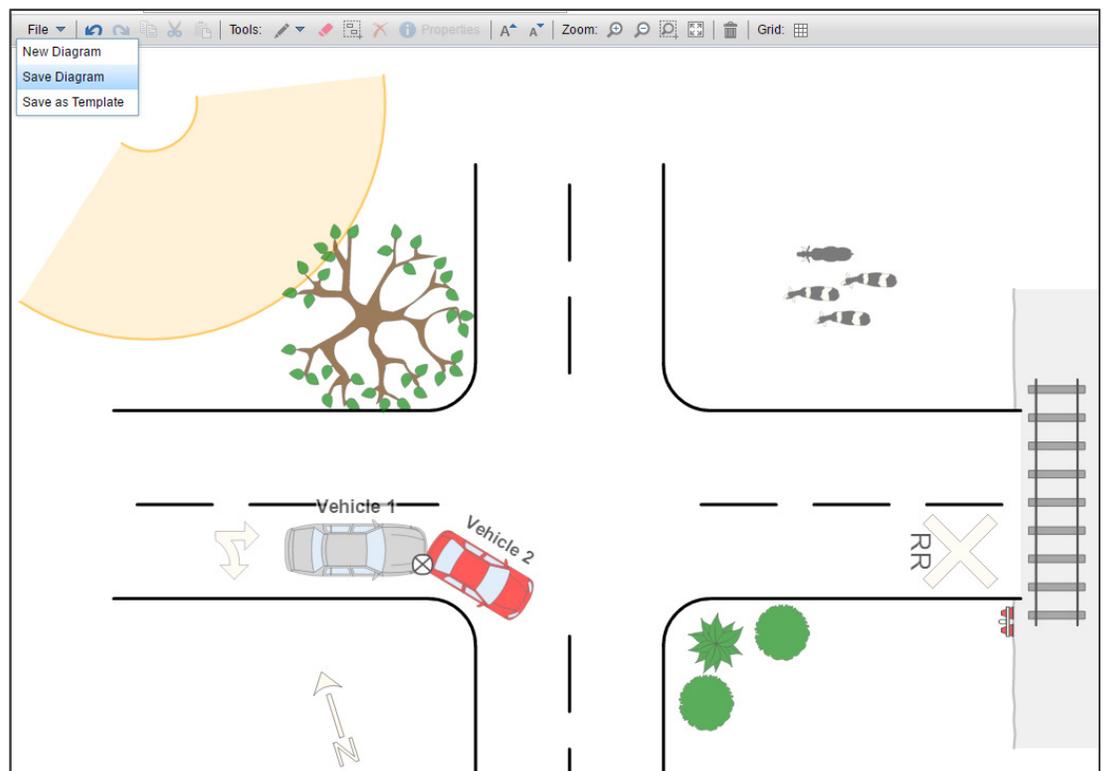
The diagramming software has many options for manipulation of streets and objects. Take a few minute to practice. Double click or right click on objects to find additional edits.

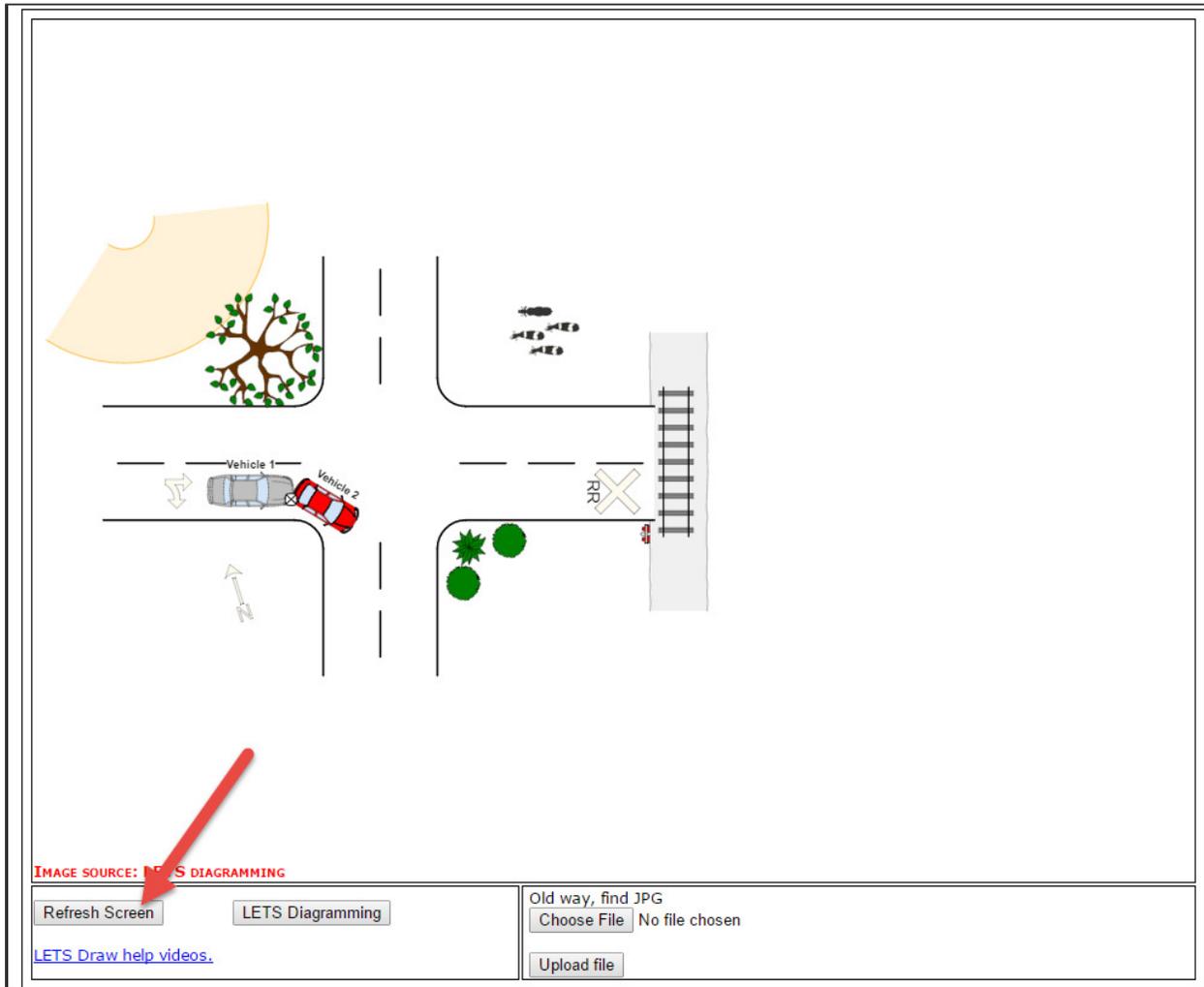
Once finished, click File and Save Diagram found on the top left portion of the screen.



After you have saved the diagram, return to the LETS application.

Click the Refresh Screen button to import the diagram.

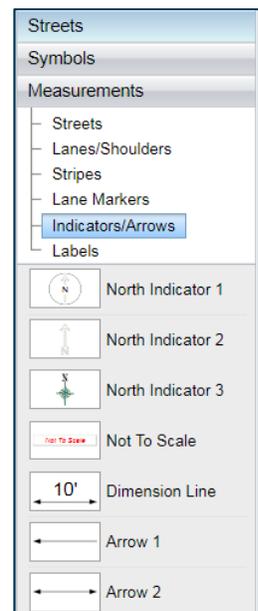
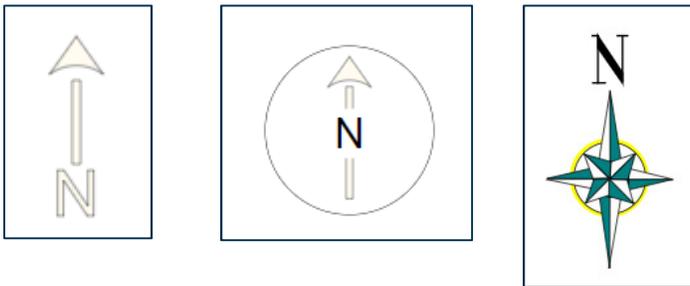




The diagram has been saved. If modifications are required, click LETS Diagramming again to modify the drawing.

- **Choose File**
Click to upload an already created diagram in PDF form.
- **Upload**
When using Choose File, and the operator has browsed to the PDF, click Upload file to complete the upload.

Note: Per STARS one of the 3 North Indicators is required to be affixed to all diagrams. On the Streets tab, select the Indicators/Arrow option to proceed.



Driver/Vehicle

« Back to Crash Diagram	Next to Vehicle Info »
Driver/Vehicle	Crash: 18-99998888
ADD NEW VEHICLE	

To add a Driver and/or Vehicle to the crash report, click the Add New Vehicle hyperlink. If there was a Train involved, select Train in the navigation bar.

« Back to Crash Diagram	Next to Vehicle Info »
Driver/Vehicle	Crash: 18-99998888
Driver Vehicle Vehicle Owner Vehicle Damage	

Driver

Driver related information, includes driver license, placement in the vehicle, vision obstructions, proof of insurance details, and insurance company information. Enter the driver's license number and use the DOR button to populate driver registration information into the crash. A separate DOR window will appear that holds all driver information from Missouri Department of Revenue. After reviewing the DOR record, return to the crash report and click the Copy button to bring information from the DOR record to the crash report.

If "No Driver for this Vehicle", "Driver Unknown", and/or "Vehicle has left the scene" boxes are checked, at the top of this page, requirements for some fields are removed.

An insurance company can be selected from a drop box, or entered as free text. Click the list or new button, under Insurance Company to toggle the choice.

Vehicle

Vehicle description, registration information, plate and VIN, vehicle number as part of the crash event, number of occupants, and estimated speed of the vehicle. Use the license plate number or VIN to populate information from the vehicle registration record at DOR. Enter either the plate or the VIN and click the DOR button found on the same line. A DOR vehicle registration record will open in a separate window. After reviewing the DOR registration record, return to the Vehicle tab to copy information from DOR.

Vehicle Owner

Owner name, confirming driver as owner, confirming address of owner, and confirming phone information for owner. When using the DOR copy feature on the Vehicle tab, some registration information is also copied to the Vehicle Owner tab.

Vehicle Damage

Identify location of the crash damage, tow, and tow company information. Click on the numbers to note area of damage. Use 18-24 to identify additional damage including cargo and towed or trailer units.

All fields labelled in red are required. Some fields become required, based on entry completion. The field label color will not change, however, the STARS edit check may return a request for completion.

A tow company can be selected from a drop box, or entered with free text. Click the list or new button, under Tow Company to toggle the choice.

Complete all four tabs and click save on each tab.

Driver/Vehicle continued.

Driver

Back to Crash Diagram		Next to Vehicle Info				
Driver/Vehicle						
Driver		Vehicle				
Vehicle Owner		Vehicle Damage				
Driver Presence <input type="text" value="Driver Present/Identified"/>						
Help						
Last Name		First Name		MI	Jr/Sr	Phone
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		City	State	Zipcode	Resident	
<input type="text"/>		<input type="text"/>	<input type="text" value="MO"/>	<input type="text"/>	<input type="text"/>	

Driver Presence

Use this drop down option to select the appropriate Driver Presence code for the crash report.

- **Driver Present/Identified**
This is the default option, use this code when the driver is present and identified by the investigating officer.
- **Driver LTS/Identified**
Use this code when the driver is not present but the investigating officer is able to identify the driver.
- **Driver Present/Unidentified**
Use this code when the driver is present but the investigating officer cannot determine which occupant is the driver, there must be at least two or more occupants to use this driver presence code. *Ex. Multiple intoxicated persons in the vehicle, there is no one in the vehicle when the investigating officer arrives and no one admits to driving.*
- **No Driver for this Vehicle**
Use this code when there is no driver for the vehicle. *Ex. Parked vehicle.*
- **Unknown Driver/LTS**
Use this code for a driver who is not at the scene and is unknown to the investigating officer. *Ex. Leaving the scene of an accident.*

Note: If the entry officer needs assistance with which driver presence code to select from, click the Help hyperlink.

- **Last Name**
Enter the driver's Last Name.
- **First Name**
Enter the driver's First Name.
- **MI**
Enter the driver's Middle Initial, if known.
- **Jr/Sr**
Use the drop down option to select the driver's Generation Code, if applicable.
- **Phone**
Enter the driver's Phone Number.
- **Address**
Enter the driver's Address.
- **City**
Enter the driver's address City.
- **State**
Use the drop down option to select the driver's address State.
- **Zipcode**
Enter the driver's address Zipcode.
- **Resident**
Use the drop down option to select the driver's Resident code.

Driver/Vehicle continued.

Driver continued.

Driver License <input type="text"/>	State <input type="text" value="MO"/>	Status <input type="text"/>	Type <input type="text"/>	Class <input type="text"/>	<input type="button" value="DOR"/> <input type="button" value="Copy"/>	MC Endorsement <input type="radio"/> Y <input type="radio"/> N <input checked="" type="radio"/> NA <input type="radio"/> U
<input type="checkbox"/> DOB Unknown Date of Birth <input type="text"/>	Age <input type="text"/>	Sex <input type="text"/>	Seat Location <input type="text" value="FL - FRONT LEFT"/>			
Injury <input type="text"/>	Transported (Medical Treatment) <input type="text"/>		Ejection <input type="text"/>			
Air Bag <input type="text"/>	Safety Device 1 <input type="text"/>		Safety Device 2 <input type="text"/>			

- **Driver License**
Use to enter the driver's Operator License Number (OLN).
- **State**
Use the drop down option to select the driver's OLN State.
- **Status**
Use the drop down option to select the driver's OLN Status.
- **Type**
Use the drop down option to select the driver's OLN Type.
- **Class**
Enter the driver's OLN Class.
- **DOR**
Click the DOR button to perform a DOR search by Operator License Number.
- **Copy**
Click the Copy button to populate the fields with license information after a DOR search has been completed.
- **MC Endorsement**
Use the radio button options to select the driver's Motorcycle Endorsement, if applicable.
- **Date of Birth**
Enter the driver's Date of Birth. If the driver's DOB is unknown, click the DOB Unknown option.
- **Sex**
Use the drop down option to select the driver's Sex.
- **Seat Location**
Use the drop down option to select the driver's Seat Location. If needed, the diagram to the right of the field provides a vehicle seat location outline.
- **Injury**
Use the drop down option to select the driver's Injury status.

Note: Injuries should be classified on the basis of conditions at the scene of the crash. The exception of this rule applies to fatal injuries (late death). **Fatal** – The person was dead or has died within 30 days (late death) of the crash date from crash related injuries. The report should be updated to reflect the fatality by changing the "Injury" field to reflect "fatal" and then resubmitted to STARS.

- **Transported (Medical Treatment)**
Use the drop down option to select the driver's Transported code.
- **Ejection**
Use the drop down option to select the driver's Ejection code. **Note:** All fatality crashes, the ejection path must be identified for everyone ejected in a fatality crash.
- **Airbag**
Use the drop down option to select the driver's Airbag deployment.
- **Safety Device**
Use the drop down option to select the driver's Safety Device.
- **Safety Device 2**
Use the drop down option to select the driver's secondary Safety Device, if applicable.

Driver/Vehicle continued.

Driver continued.

Vision Obstruction | 12|

Proof Of Insurance

Yes No Not Required Driver Vehicle

Insurance Company

Phone Policy Number NA Expired

Save Cancel

Vision Obstruction

12. NOT OBSTRUCTED			

Apply Changes

- **Vision Obstruction**
Click the Vision Obstruction button to open the above fields. By default, the Not Obstructed code is populated. If the code of Not Obstructed option is applicable, then there is no need to add additional options.
- **Apply Changes**
Click the Apply Changes button to set the Vision Obstruction codes to the report.
- **Proof of Insurance**
Use the radio button to select the driver's Proof of Insurance option. Additionally, select from the Driver or Vehicle option.
- **Insurance Company**
Use the first field to enter the driver's Insurance Company or use the drop down option to select from an Insurance Company agency populated list.
- **Phone**
Enter the driver's insurance company Phone Number.
- **Policy Number**
Enter the driver's insurance Policy Number.
- **NA**
Use this radio button if the insurance portion of the report is Not Applicable.
- **Expired**
Use this radio button if the driver's insurance has Expired.
- **Save**
Click the Save button to save the data entered.
- **Cancel**
Click the Cancel button to clear the data.

Driver/Vehicle continued.

Vehicle

[Back to Crash Diagram](#)[Next to Vehicle Info](#)

Driver/Vehicle **Crash: 18-99998888**

DriverVehicleVehicle OwnerVehicle Damage

Vehicle Presence VEHICLE PRESENT / IDENTIFIED ▼

Year <input type="text" value=""/>	<input type="button" value="Expand List"/>	Make <input type="text" value=""/>	Model <input type="text" value=""/>
Color 1 <input type="text" value=""/>	Color 2 <input type="text" value=""/>	Vehicle Type <input type="text" value=""/>	

- **Vehicle Presence**
Use the drop down option to select the appropriate Vehicle Presence code for the crash report.
 - **Vehicle Present / Identified**
This is the default option, use this code when the vehicle is present and identified by the investigating officer.
 - **Vehicle LTS / Identified**
Use this code when the vehicle is not present but the investigating officer is able to identify the vehicle.
 - **Vehicle LTS / Unidentified**
Use this code when the vehicle is not present and the investigating officer is unable to identify the vehicle. By selecting this option, the vehicle information page will be suppressed of entry requirements.
- **Year**
Use the drop down option to select the vehicle manufactured Year.
- **Expand List**
Click the Expand List button to open additional Vehicle Manufacture.
- **Make**
Use the drop down option to select a Vehicle Make.
- **Model**
Use the drop down option to select a Vehicle Model.
- **Color 1**
Use the drop down option to select top or primary Vehicle Color.
- **Color 2**
Use the drop down option to select the bottom Vehicle Color.
- **Vehicle Type**
Use the drop down option to select the Vehicle Type, this field is for selecting the role the vehicle played in the crash report. *Ex. Motor Vehicle in Transport, Parked Motor Vehicle, etc.*

Driver/Vehicle continued.

Vehicle

License Plate# <input type="text"/>	State MO ▾	Year <input type="text"/>	License Type (Used for DOR check) PC ▾ Click to see descriptions	<input type="button" value="DOR"/> <input type="button" value="Copy"/>
VIN <input type="text"/>			<input type="button" value="DOR"/> <input type="button" value="Copy"/>	Total Number of Occupants <input type="text"/>
Vehicle Number 1		Direction (Pre-crash) ▾		Estimated Speed <input type="text"/>

- **License Plate**
Enter the vehicle License Plate number.
- **State**
Use the drop down option to select the vehicle license State, Missouri (MO) is the default.
- **Year**
Use the drop down option to select the vehicle license expiration Year.
- **License Type**
Use the drop down option to select the vehicle License Type. Passenger Car (PC) is the default. The vehicle license type field is only used for a DOR search and is not part of the vehicle crash report.
- **DOR**
Click the DOR button to perform a DOR search by vehicle License Plate Number.
- **Copy**
Click the Copy button to populate the fields with license information after a DOR search has been completed.
- **VIN**
Enter the Vehicle Identification Number (VIN) of the vehicle.
- **DOR**
Click the DOR button to perform a DOR search by Vehicle Identification Number (VIN).
- **Copy**
Click the Copy button to populate the fields with vehicle information after a DOR search has been completed.
- **Total Number of Occupants**
Enter the Total Number of Occupants of the vehicle.
- **Vehicle Number**
Enter the Vehicle Number to identify the vehicle number for the crash.
- **Direction (Pre-Crash)**
Use the drop down option to select the vehicle travel Direction – Pre Crash.
- **Estimated Speed**
Enter the vehicle’s Estimated Speed prior to the crash.
- **Save**
Click the Save button to save the data entered.
- **Cancel**
Click the Cancel button to clear the data.
- **Delete**
Click the Delete button to remove a vehicle entry from the report. **Note:** This button will only appear after a vehicle has been successfully saved to a crash report.

Driver/Vehicle continued.

Vehicle Owner

[Back to Crash Diagram](#) [Next to Vehicle Info](#)

Driver/Vehicle **Crash: 18-99998888**

[Driver](#) [Vehicle](#) [Vehicle Owner](#) [Vehicle Damage](#)

Owner is driver.

Last Name <input type="text"/>	First Name <input type="text"/>	Middle Initial <input type="text"/>	Jr/Sr ▼	<input type="checkbox"/> Same phone as driver. Phone <input type="text"/>
<input type="checkbox"/> Same as driver. Address <input type="text"/>		City <input type="text"/>	State MO ▼	Zipcode <input type="text"/>

- **Last Name**
Enter the owner's Last Name.
- **First Name**
Enter the owner's First Name.
- **MI**
Enter the owner's Middle Initial, if known.
- **Jr/Sr**
Use the drop down option to select the owner's Generation Code, if applicable.
- **Phone**
Enter the owner's Phone Number.
- **Address**
Enter the owner's Address.
- **City**
Enter the owner's address City.
- **State**
Use the drop down option to select the owner's address State.
- **Zipcode**
Enter the owner's address Zipcode.

Note: By clicking the same as driver options, the system will import those fields with the data that was entered on the driver page of the crash report.

Driver/Vehicle continued.

Vehicle Damage

[Back to Crash Diagram](#) [Next to Vehicle Info](#)
Driver/Vehicle **Crash: 18-9998888**

Driver | Vehicle | Vehicle Owner | **Vehicle Damage**

None (No VehicleDamage.) **Initial Impact**
 NA

2	3	4	5	6	7
1	15	16	17	8	
14	13	12	11	10	9

18 - UnderCarriage
19 - Windshield

20 - Burned
21 - Towed Unit
22 - Cargo
23 - Unknown
24 - Other(Explain)

Towed From Scene Towed Due to Disabling Damage

Tow Company Unknown

Phone

Street City State MO Zipcode

- **None (No Vehicle Damage)**
Check this option if there was No Vehicle Damage to the vehicle.
- **Initial Impact**
Use the drop down option to select the Initial Impact zone of the vehicle. If not applicable, then select the "NA" checkbox.
- **Clear Damage**
Click the Clear Damage button to remove any damage added to the vehicle.
- **Diagram Options**
Use these number options to indicate the location of damages to the vehicle.
- **Towed from Scene**
Check this option if the vehicle was Towed From Scene of accident by police or owner request.
- **Towed Due to Disabling Damage**
Check this option if the vehicle was Towed Due to Disabling Damage.
- **Tow Company**
Use this field to enter the Tow Company name or use the drop down option to select the tow company from the agency defined list. If the tow company information is unknown, then check the Unknown option.
- **Phone**
Enter the tow company Phone Number.
- **Street**
Enter the tow company Street address.
- **City**
Enter the tow company City.
- **State**
Use the drop down option to select the tow company State. Missouri (MO) is the default.
- **Zipcode**
Enter the tow company Zipcode.

Vehicle Info

Back to Driver/Vehicle		Next to Pedestrian		
Vehicle Info		Crash: 18-9998888		
	VehNum	Driver	Make	Model
Select	1	BUNNY, BUGS	KIA MOTORS CORP	OPTIMA
Select	2	RABBIT, ROGER	JEEP	WRANGLER

To add the vehicle info to the crash report, click the select hyperlink.

[Back to Driver/Vehicle](#)
[Next to Pedestrian](#)

Vehicle Info
Vehicle - 1 KIA OPT
Crash: 18-9998888

*Vehicle Body Type <input type="text"/>		<input type="checkbox"/> Veh pulling another	<input type="checkbox"/> Veh used as public convey
Emergency Vehicle Involvement NA. NOT APPLICABLE ▾	<input type="radio"/> On Emergency Run <input type="radio"/> Stationary-Emerg Equip Activated	*Traffic Conditions <input type="text"/>	*Alcohol Use <input type="text"/>

Vehicle Actions/Sequence Of Events

*Sequence of Events

Probable Contributing Circumstances

*Contributing Circumstances

Traffic Control

*Work Zone NO ▾	*Workers Present NO ▾	Electric Traffic Control Device <input type="text"/>	Help	Control Malfunctioning <input type="text"/>
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Other Traffic Controls

Save

- **Vehicle Body Type**
Use the drop down option to select the Vehicle Body Type. *Ex. Passenger Car, Sports Utility Vehicle, etc.*
- **Veh pulling another**
Use this option to indicate whether the Vehicle is pulling another.
- **Veh used as public convey**
Use this option to indicate whether the Vehicle is used as public conveyance.
- **Emergency Vehicle Involvement**
Use the drop down option to select the Emergency Vehicle Involvement. *Ex. Police, Fire, etc.*
- **On Emergency Run**
Use this option to indicate if the vehicle was On Emergency Run.
- **Stationary-Emerg Equip Activated**
Use this option to indicate if the emergency vehicle was Stationary with Emergency Equipment Activated.
- **Traffic Conditions**
Use the drop down option to select the Traffic Conditions. *Ex. Crash Ahead, Congestion Ahead, etc.*
- **Alcohol Use**
Use the drop down option to select the Alcohol Use.

Sequence of Events **Unknown**

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Vehicle Actions/Sequence of Events**
Use the drop down options to select and add the Sequence of Events. If Unknown, use the check option. Once completed, click the Apply Changes button to add the sequence of events to the crash report.

Vehicle Info continued.

Probable Contributing Circumstances			
*Contributing Circumstances			
Inattention Explanation			
Traffic Control			
*Work Zone	*Workers Present	Electric Traffic Control Device	Control Malfunctioning
NO	NO		
Other Traffic Controls			
Save		Cancel	

Contributing Circumstances	<input type="checkbox"/> Unknown	<input type="checkbox"/> None			
Apply Changes					

- **Probable Contributing Circumstances**
Use the drop down options to select and add the Probable Contributing Circumstances. If Unknown or None, use the check options. Once completed, click the Apply Changes button to add the probable contributing circumstances to the crash report.

Inattention Explanation			
Apply Changes			

- **Inattention Explanation**
Use the drop down options to select and add the Inattention Explanation, if applicable.
- **Work Zone**
Use the drop down option to select the Work Zone code.
- **Workers Present**
Use the drop down option to select the Workers Present code.
- **Electric Traffic Control Devices**
Use the drop down option to select the Electric Traffic Control Devices code.
- **Help**
Click the Help hyperlink to see information about Electric Traffic Control Devices.
- **Control Malfunctioning**
Use the drop down option to select the Control Malfunctioning code.

Note: A standard traffic signal flashing red or yellow is not malfunctioning. A standard traffic signal that is dark (no electrical power) with temporary “Stop” signs in place controlling traffic is not malfunctioning.

Other Traffic Controls			
Apply Changes			

- **Other Traffic Controls**
Use the drop down options to select and add the Other Traffic Controls. Once completed, click the Apply Changes button to add the other traffic controls to the crash report.
- **Save**
Click the Save button to save the data entered.
- **Cancel**
Click the Cancel button to clear the data.

Pedestrian

Back to Vehicle Info	Next to Occupants
Pedestrian	Crash: 18-99998888
ADD NEW PEDESTRIAN	

Back to Vehicle Info	Next to Occupants		
Pedestrian	Crash: 18-99998888		
*Struck by Vehicle Number: <input type="text"/>	*Pedestrian Type: <input type="text"/>		
Driver License (Lookup Only) <input type="text"/>	<input type="button" value="DOR"/> <input type="button" value="Copy"/>		
*Last Name <input type="text"/>	First Name <input type="text"/>	Middle Initial <input type="text"/>	Jr/Sr <input type="text"/>
Address <input type="text"/>	Suite <input type="text"/>		
City <input type="text"/>	State MO <input type="text"/>	Zipcode <input type="text"/>	

To add a Pedestrian to the crash report, click the Add New Pedestrian hyperlink.

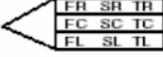
- **Struck by Vehicle Number – Required**
Use the drop down option to select the vehicle number that struck the pedestrian.
- **Pedestrian Type – Required**
Use the drop down option to select the appropriate Pedestrian Type.
 - **Law Enforcement Officer** – Select if a sworn on-duty law enforcement officer acting in an official capacity is the listed pedestrian involved in the crash. The does not include civilian or off-duty law enforcement personnel.
 - **Other Emergency Service Personnel** – Select if any emergency services personnel (other than a law enforcement officer) acting in an official capacity is the listed pedestrian involved in the crash. This includes fire personnel (full-time or volunteer), EMS personnel, or tow truck operators.
 - **MODOT Worker** – Select if any on-duty Missouri Department of Transportation worker acting in an official capacity is the listed pedestrian involved in the crash.
 - **Other Trafficway Worker** – Select if any on-duty trafficway worker acting in an official capacity is the listed pedestrian involved in the crash. This includes county and municipality highway workers along with contract highway workers. Workers not associated with repairs, construction, or maintenance are excluded, i.e., utility workers, adopt-a-highway volunteers, etc.
- **Driver License (Lookup Only)**
Use this field to enter the pedestrian’s Driver License number and then click the DOR button to begin a Missouri DOR lookup. Click the Copy button to import the data from DOR.
- **Last Name**
- **First Name**
- **MI**
- **Jr/Sr**
- **Phone**
- **Address**
- **Suite**
- **City**
- **State**
- **Zipcode**

Note: It is important to ascertain exactly where the person was located in relationship to their transition into or out of the vehicle. Once the unstabilized situation begins, a pedestrian remains a pedestrian until the crash stabilizes.

Occupant

« Back to Pedestrian	Next to CMV »
Occupant	Crash: 18-99998888
ADD NEW OCCUPANT	

To add occupant information to the crash report, click the Add New Occupant hyperlink.

« Back to Pedestrian		Next to CMV »	
Occupant		Crash: 18-99998888	
Vehicle Number: <input type="text"/>	Seat Location <input type="text" value="FR - FRONT RIGHT"/>		
Driver License (Lookup Only) <input type="text"/>	<input type="button" value="DOR"/> <input type="button" value="Copy"/>		
<input type="button" value="Same Last Name as Driver"/>	Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Same address as Driver"/>	Address	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MO"/>
<input type="checkbox"/> DOB Unknown	Date of Birth	Age (Recalculated on save)	Sex
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Injury	Transported (Medical Treatment)	Ejection	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Air Bag	Safety Device 1	Safety Device 2	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

- **Vehicle Number**
Use the drop down option to select the occupant’s Vehicle Number. This is the vehicle they were the occupant of at the time of the crash.
- **Seat Location**
Use the drop down option to select the occupant’s Seat Location. The default is FR – Front Right. If needed, the diagram to the right of the field provides a vehicle seat location diagram.
- **Driver License**
Use to enter the driver’s Operator License Number (OLN).
- **DOR**
Click the DOR button to perform a DOR search by Operator License Number.
- **Copy**
Click the Copy button to populate the fields with license information after a DOR search has been completed.
- **Same Last Name as Driver**
Click the Same Last Name as Driver button to use the same last name information as the driver.

See pages 26 and 27 “Driver Entry” instructions on how to complete the occupant entry.

Note: A person sitting in the driver’s seat of a “Parked Motor Vehicle” is shown as an occupant, not a driver. The information pertaining to this person should be entered on the occupant page and “No Driver” selected for the driver page.

It is important to ascertain exactly where the person was located in relationship to their transition into or out of the vehicle. Once the unstabilized situation begins, an occupant remains an occupant until the crash stabilizes.

Commercial Motor Vehicle (CMV)

◀ Back to Occupants	Next to Narrative ▶▶
CMV	Crash: 18-99998888
CMV and GVWR were not indicated on the AE Basics Section 1.	

If the crash report does not meet the Commercial Motor Vehicle and/or Gross Vehicle Weight Restriction requirements, then the crash report does not require CMV data to be entered. The CMV and/or GVWR are entered on the Crash Basics tab.

To add CMV information to the crash report, click the Select hyperlink for the appropriate vehicle.

◀ Back to Occupants		Next to Narrative ▶▶	
CMV		Crash: 18-99998888	
Vehicle - 1 KIA OPT			
Motor Carrier Name and Address <input type="checkbox"/> Same as owner		Phone	
Name			
Address		City	State Zipcode
Commercial/Non-Commercial	MC/MX/ICC No.	USDOT No.	Cargo Body Type
Hazardous Materials			
HM Placard Displayed	4-digit Number	Class/Bottom Number	HM Cargo Present HM Cargo Released Hazardous Material Name
NO		0	NO NO NA
<input type="button" value="Save"/>		<input type="button" value="Clear this form, this is a NON-CMV Vehicle"/>	

- **Commercial/Non-Commercial – Required**
Use the drop down option to select the appropriate Commercial/Non-Commercial code.
- **MC/MX/ICC No – Required**
Use this field to enter the MC/MX number (formerly known as the ICC number). Be sure the MC/MX number match the driver’s name. If there is no MC/MX number identified, enter “none” in this field.
- **USDOT No**
Use this field to enter the carrier’s USDOT number. If there is no USDOT number, enter “none” in this field.
- **Cardo Body Type – Required**
Use the drop down option to select the appropriate Cargo Body Type code.
- **HM Placard Displayed – Required**
Use the drop down option to select the appropriate HM Placard Displayed code.
- **4-digit Number**
Use this field to enter the 4-digit hazardous material Number found in the middle of the placard. Enter “NA” if no placard is displayed.
- **Class/Bottom Number**
Use this field to enter the Class/Bottom Number found on the bottom of the diamond placard. Enter “NA” if no placard is displayed.
- **HM Cargo Present – Required**
Use the drop down option to select the appropriate HM Cargo Present code.
- **HM Cargo Released**
Use the drop down option to select the appropriate HM Cargo Released code.
- **Hazardous Material Name**
Use this field to enter the appropriate Hazardous Material Name found on the manifest. An empty hazardous material cargo tank that has not been cleaned or purged is still considered to be transporting hazardous materials. Therefore the name of the hazardous material should be entered.
- **Clear this form, this is a NON-CMV Vehicle**
Click the Clear this form, this is a NON-CMV Vehicle button to remove the edit checks if the vehicle does not meet CMV entry standards.

Narrative

Back to CMV		Next to Supplements	
Narrative		Crash: 18-9998888	
U			
*Reporting Officer <input type="checkbox"/> *Check this box when crash report is ready for review. <input type="checkbox"/> *Not for public release.		*BeatZone	*TrpDistPct
Reporting Officer 1		Reporting Officer 2	
Save and next page		Close and Return to Crash Report Search Screen	

- **Narrative**
Use this section to enter the crash report Narrative.
- **U**
Click this button to make all the text in the narrative uppercase. Once this has been done, it cannot be undone.
- **Reporting Officer**
Use the drop down to select the Reporting Officer from the agency populated list.
- **Check this box when crash report is ready for review.**
Check this option when the report is ready for supervisor approval.
- **Not for public release.**
Check this option when the report is not ready for public release.
- **BeatZone**
Use the drop down to select the reporting officer's BeatZone from the agency populated list.
- **TrpDistPct**
Use the drop down to select the reporting officer's Troop/District/Precinct from the agency populated list.
- **Reviewing Officer 1**
Use the drop down option to select the Reviewing Officer.
- **Reviewing Officer 2**
Use the drop down option to select the second Reviewing Officer, if applicable.

Supplement

← Back to Narrative	Next Stars Edit Check
Supplements	Crash: 18-99998888
ADD NEW SUPPLEMENT	

To add a supplement to the crash report, click the Add New Supplement hyperlink.

← Back to Narrative	Next Stars Edit Check		
Supplements	Crash: 18-99998888		
ADD NEW SUPPLEMENT			
NARRATIVE			
ReportNumber 18-99998888	Crash Date 09/22/2018	Trp/Dist/Pct NA	County ST. LOUIS CITY
**Supplemental Report Date	*Supplement Officer	Additional Supplement No.	*Reviewing Officer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> *Check this box when Supplement is ready for review.			
<input type="text"/>			
<input type="button" value="U"/>	<input type="button" value="Save"/>	<input type="button" value="Edit Check and Submit"/>	<input type="button" value="Cancel"/>

- **Supplemental Report Date**
Enter the Supplemental Report Date.
- **Supplemental Officer**
Use the drop down option to select the Supplemental Officer from the agency populated list.
- **Additional Supplement No.**
Enter the Additional Supplement Number, if applicable.
- **Reviewing Officer**
Use the drop down option to select the Reviewing Officer from the agency populated list.
- **Check this box when Supplement is ready for review.**
Check this option when the Supplement is ready for supervisor approval.
- **Narrative**
Use this field to enter the supplement Narrative.
- **U**
Click this button to make all the text in the narrative uppercase. Once this has been done, it cannot be undone.

Train Information ADD NEW TRAIN	Crash: 18-99998888
--	---------------------------

Train Information					Crash: 18-99998888	
Train ID No. <input type="text"/>	Lead Engine No. <input type="text"/>	Lead Engine Serial No. <input type="text"/>	Flange Vehicle (additional info below) <input type="checkbox"/>			
Make <input type="text"/>		Model <input type="text"/>				
Headlight Working <input type="radio"/> Yes <input type="radio"/> No	Horn Working <input type="radio"/> Yes <input type="radio"/> No	Bell Working <input type="radio"/> Yes <input type="radio"/> No	Engineer Certificate <input type="radio"/> Yes <input type="radio"/> No	Cert. Exp Date <input type="text"/>		
Total No. of Occupants <input type="text"/>	No. of Cars <input type="text"/>	Speed <input type="text"/>		Distance from Impact Point to Front of Lead Engine <input type="text"/>	Direction (Pre-crash) <input type="text"/>	

To add train information to the crash report, click the Add New Train hyperlink.

- **Train ID No.**
Enter the Train Identification Number. This is normally available from the conductor. Enter “NA” if this is a retractable flange wheeled vehicle.
- **Lead Engine No.**
Enter the Lead Engine Number. This is often stenciled in large numbers on the side of the lead engine. This is not the same as the Train ID Number. Enter “NA” if this is a retractable flange wheeled vehicle.
- **Lead Engine Serial No.**
Enter the Lead Engine Serial Number. This is normally available from the conductor.
- **Flange Vehicle**
Check this option if a Flange Vehicle was involved.
- **Make**
Enter the lead engine or retractable flange wheeled motor vehicle manufacturer. If not available or unknown, enter “Unknown”.
- **Model**
Enter the lead engine or retractable flange wheeled motor vehicle model name or number. If not available or unknown, enter “Unknown”.
- **Headlight Working**
Use the radio button options to indicate the Headlight Working status.
- **Horn Working**
Use the radio button options to indicate the Horn Working status.
- **Bell Working**
Use the radio button options to indicate the Bell Working status.
- **Engineer Certificate**
Use the radio button options to indicate the Engineer Certificate status.
- **Cert. Exp Date**
Enter the engineer Certification Expiration Date.
- **Total No. of Occupants**
Enter the Total Number of Occupants. This includes the engineer, crew members, conductor, and passengers.
- **No. of Cars**
Enter the total Number of Cars. This is normally available from the conductor. This cannot be zero (0).
- **Speed**
Enter the estimated Speed of the train at the time of the collision.
- **Distance from Impact Point to Front of Lead Engine.**
Enter the Distance from Impact Point to Front of Lead Engine at its final resting position.
- **Direction (Pre-Crash)**
Enter the train’s Direction of travel prior to the collision.

Train continued.

Train Damage

Train Damage							Initial Impact <input type="checkbox"/> NA <input type="text"/>	
<input type="checkbox"/> None (No Train Damage.)								
2	3	4	5	6	7	18 - UnderCarriage	22 - Cargo	
1	15	16	17	8		19 - Windshield	23 - Unknown	
14	13	12	11	10	9	20 - Burned	24 - Other(Explain)	
							21 - Towed Unit	<input type="button" value="All"/> <input type="button" value="None"/>

- **None**
Check this option to indicate that there was no train damage as a result of the collision.
- **Initial Impact**
Check the “NA” option for the Initial Impact when it is unknown. Use the drop down option to select the Initial Impact zone.
- **Diagram**
Use the diagram by clicking on the numerical zone to indicate the location of damage.

Railroad Co. - Tracks			
<input type="text"/>			
Street	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Railroad Co. - Train			
<input type="text"/>			
Street	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Railroad Co. – Tracks**
Enter the name of the Railroad Company – Track owner name.
- **Street**
Enter the track owner Address information.
- **City**
Enter the track owner City information.
- **State**
Use the drop down option to select the track owner State.
- **Zip**
Enter the track owner Zip.
- **Railroad Co. – Train**
Enter the name of the Railroad Company – Train owner name.
- **Street**
Enter the train owner Address information.
- **City**
Enter the train owner City information.
- **State**
Use the drop down option to select the train owner State.
- **Zip**
Enter the train owner Zip.

Train continued.

Crossing Signals		
<input type="button" value="Add Crossing Signals"/>		
Upon Investigating Officer's Arrival at Scene:		
Crossing Gates Down <input type="text"/>	Lights Flashing <input type="text"/>	Bells Ringing <input type="text"/>

- **Add Crossing Signals**
Click the Add Crossing Signals button to open the option selection fields. Use the drop down options and select the appropriate crossing signal(s).

Crossing Signals		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Apply Changes"/>		

- **Crossing Gates Down**
Use the drop down option to select the Crossing Gates Down option.
- **Lights Flashing**
Use the drop down option to select the Lights Flashing option.
- **Bells Ringing**
Use the drop down option to select the Bells Ringing option.

Other Crossing Characteristics		
Advanced Warning Signs in Place <input type="radio"/> Yes <input type="radio"/> No	Distance from Sign to Nearest Rail <input type="text"/> <input type="radio"/> Feet <input type="radio"/> Miles	Quiet Zone <input type="radio"/> YES <input checked="" type="radio"/> NO <input type="radio"/> UNKNOWN
Crossing Surface (Rubber, asphalt, etc.) <input type="text"/>	DOT/AAR Crossing ID No. <input type="text"/>	

- **Advanced Warning Signs in Place**
Check the "Yes" button if there were signs warning the driver of the involved motor vehicle that the railroad crossing was ahead.
- **Distance from Sign to Nearest Rail**
If advance warning signs were present, measure and enter the distance from the nearest rail to the farthest warning sign based on the involved motor vehicle's direction of travel.
- **Quiet Zone**
Use the radio button option to indicate if the crash occurred in a Quiet Zone.
- **Crossing Surface**
Enter the Crossing Surface type within the crossing. *Ex. Rubber, Wood, etc.*
- **DOT/AAR Crossing ID No.**
Enter the DOT/AAR Crossing Identification Number located on the crossing control box and/or cross bucks.

Train continued.

Sequence of Events
Contributing Circumstances
Contributing Circumstances
Inattention Explanation

- **Sequence of Events**

Click the Sequence of Events button to open the option selection fields. Use the drop down option to select the appropriate sequence of events related to the collision. Once completed, click the Apply Changes button to add the sequence of events to the crash report.

Sequence of Events		
▼	▼	▼
▼	▼	▼
▼	▼	▼
▼	▼	▼
▼	▼	▼
Apply Changes		

- **Contributing Circumstances**

Click the Contributing Circumstances button to open the option selection fields. Use the drop down option to select the appropriate contributing circumstances related to the collision. Once completed, click the Apply Changes button to add the contributing circumstances to the crash report.

Contributing Circumstances		
▼	▼	▼
▼	▼	▼
▼	▼	▼
▼	▼	▼
▼	▼	▼
▼		
Apply Changes		

- **Inattention Explanation**

If a contributing circumstance is added that triggers the Inattention Explanation field. Use the drop down option to select the appropriate inattention explanation related to the collision. Once completed, click the Apply Changes button to add the inattention explanation to the crash report.

Inattention Explanation	
▼	▼
▼	▼
Apply Changes	

Train continued.

Engineer, Conductor, Crew Members, and Train Occupants Train Passengers will also be listed in Section 7 - Occupants		
<input type="button" value="Engineer, Conductor, or Train Crew Members Info"/>		
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>

In order to add the Engineer, Conductor, Crew Members, and Train Occupants to the crash report, the train information must first be entered and saved.

Click the Save button to save all the crash report data. Once the train data has been successfully saved, the Engineer, Conductor, or Train Crew Members Info button will become available.

Engineer, Conductor, Crew Members, and Train Occupants Train Passengers will also be listed in Section 7 - Occupants		
<input type="button" value="Engineer, Conductor, or Train Crew Members Info"/>		
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>

Click the Engineer, Conductor, or Train Crew Members Info button to proceed.

Train Information	Crash: 18-99998888
ADD NEW CREW MEMBER	
<input type="button" value="Close"/>	

To add new crew member information to the crash report, click the Add New Crew Member hyperlink.

Train Information					Crash: 18-99998888
ADD NEW CREW MEMBER					
Last Name*	First Name*	MI	Jr/Sr	Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street*	City*	State*	Zipcode		
<input type="text"/>	<input type="text"/>	MO ▾	<input type="text"/>		
DOB*	Sex	Type*	Seat Location		
<input type="text"/> Age: 0	FEMALE ▾	<input type="text"/>	<input type="text"/>		<input type="button" value="FR SR TR"/> <input type="button" value="FC SC TC"/> <input type="button" value="FL SL TL"/>
Injury	Transported (Medical Treatment)	Ejection	Air Bag		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Safety Devices		Safety Device 2			
<input type="text"/>		<input type="text"/>			
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>			

See pages 26 and 27 "Driver Entry" instructions on how to complete the crew member entry.

STARS Edit Checks

A crash report cannot be submitted to STARS with errors. The STARS Edit Checks makes note of the missing data items and list them out in an indexed form.

There are two different types of edit checks being done.

LETS Edit Checks

[Back to Supplements](#)

STARS Edit Checks **Crash: 18-99998888**
[MUCR Error Messages Explained \(pdf\)](#)

Edits			
	Form	Field	Description
Select	Location	Road Alignment	Missing road alignment.
Select	Location	CountyCode	Crash missing county code.

The first edit check being done is a LETS Edit Check. These edit checks return in a grid which outlines the error and provides a “Select” hyperlink to click on. The system will automatically navigate the user to the form that needs correcting when the user clicks on the Select hyperlink.

STARS Edit Checks

STARS Edit Checks [MUCR Error Messages Explained \(pdf\)](#)

	Stars Edits
Item	
	Edit 2.58-02 Crash Type 07 (MV in Transport) must have first harmful Sequence Of Events of 34 (Collision Inv. MV in Transport) in at least one Motor Vehicle.
	Edit 1.52-02 Distance From NA Must be (Y)es if intersection location equals blank (AT) False
	Edit 2.31-01 Vehicle License Year Must be a Valid Value. Value= Vehicle=1
	Edit 3.16-07 Injury Level Cannot be NA (Not Applicable) when driver presence code is not N (NO DRIVER). Value=N Vehicle=1 Person=1

The second edit checking being done is the STARS Edit Check. These edit checks return outlining the error and provides the Missouri Uniform Crash Report (MUCR) Manual section number along with the vehicle or person number that needs correcting.

To review the entry standards for the MUCR Manual click the on the MUCR Error Messages Explained (pdf) hyperlink found in the top right corner of the STARS Edit Checks page, directly underneath the Crash Report Number.

Using the keyboard hit the following key combination to open a search field:

CTRL + F

1/1
^
v
x

Enter the MUCR section number that returned on the STARS Edit Checks grid.

Missouri State Highway Patrol
STATEWIDE TRAFFIC ACCIDENT
RECORDS SYSTEM
2019 MUCR
Field Specification for XML
Field Definition, Codes, and Edits for 2019 Missouri Uniform Crash Report
Version 1.1
 June 26, 2019

Report Submission

[← Back to Supplements](#)

STARS Edit Checks

[MUCR Error Messages Explained \(pdf\)](#)

No errors found.

When the crash report has been completed with no LETS or STARS Edit Checks errors and the report has been approved, the Submit to STARS button will be available on the STARS Edit Checks Page.

Click the Submit to STARS button to submit the crash report.

Note: This can only be done by an agency defined LETS Manager or Administrator. Additionally, once a report has been submitted, the report automatically “Locks” for any future editing to the core report. While a report is locked, only “Supplemental” report data can be added.

In order to make a change to the crash report after it has been submitted, the agency defined Manager or Administrator must first “Unlock” the report on the Crash Basics page.

Report Printing - PDF

Click View Print Report Tab to Create a PDF of the completed report for print.

The image displays several overlapping Missouri Motor Vehicle Accident Report forms (Form 104). The forms are filled out with various details, including:

- Form 1 (Top):** Driver information for "TEST, TEST L - 19 NORTH LOUISIANA".
- Form 2 (Middle):** Accident details for a collision between a "DODGE" and a "DODGE" on "06/23/1997" at "MSPH TRAINING I - 301 W HIGH ST JEFFERSON CITY, MO, 65105".
- Form 3 (Bottom):** Accident details for a collision between a "DODGE" and a "DODGE" on "06/23/1997" at "MSPH TRAINING I - 301 W HIGH ST JEFFERSON CITY, MO, 65105".

The forms include sections for:

- Driver and Occupant Information
- Vehicle Information
- Accident Location and Date
- Accident Description
- Witness Information
- Insurance Information
- Investigating Agency
- Officer Information

Section 28 of the forms contains the following text:

Section 28 from the form is the free text narrative of the events that occurred at the accident. Goals warning - there is no spell check. Proof reading or copying from a word processing program is suggested. The U in a box will make all of the text uppercase. There is no undo function for this action.

Reporting and reviewing officers are also entered on this screen.

This is the final required screen to complete the report. Click either Save and Close or Save and Continue.