



## Table of Contents

INTRODUCTION .....	2
HOW TO USE THE INCIDENT LOCATOR TOOL.....	3
SCENARIO 1 – LOCATION AT INTERSECTION.....	7
SCENARIO 2 –NON – INTERSECTION LOCATION.....	10
SCENARIO 3 –OFF ROADWAY.....	13



## Introduction

The Incident Location Tool (ILT) is developed and maintained by the Iowa State University (ISU) Institute for Transportation and licensed for NYS Police agencies to use. ILT is designed to enable officers to designate the location of any incident using a map. The relevant location information (e.g., x and y coordinates, road name, etc.) is then automatically transferred to TraCS and populated onto the TraCS form. Location of incidents can be done manually via the map or assisted by a GPS device. Maps are provided and updated by NYS DOT using ALIS (Accident Location Information System) maps.

The use of the ILT and subsequent recording of coordinates allows the use of the Incident Mapping Tool (IMAT). IMAT is designed to connect with the TraCS agency database to load data and then present captured data using a map based user interface.

The use of the ILT and subsequent recording of coordinates also provides timely and accurate information for NYS DMV to perform Crash Analysis and for NYS DOT.



## How to use the Incident Locator Tool

1. For all Crash reports, at the “On Road, Street or Highway” box, click the Locate button

The screenshot shows the TraCS software interface. The main window title is "ACC\* - NATst13TNKZ2 (Open) - Folder00001101001221020110129272413tst1 (12/21/2011 13:29)". The interface includes a menu bar (File, Actions, Tools, Help) and a toolbar with various icons. The main area displays the Incident Locator Tool (ILT) form. A red box highlights the "On Road, Street, or Highway" field, with the instruction "1. Arrive at this box". Another red box highlights the "Locate" button, with the instruction "2. Click the 'Locate' Button".

Case Number:	NATST13TNKZ2			Amended	Original Case Number	Sequence Number	000041
Date of Accident	12/21/2011	Time of Accident (Military) Hrs.		Day of Week	WEDNESDAY	No. Of Units	0
				No. Injured	0	No. Killed	0
				No. Witnesses			
Police Involved	Involved Agency	Investigated at Scene	Acc. Reconstructed	Reconstructed - Shield	Left Scene	Police Photo	
County Where Accident Occurred	C/T/V Name Where Accident Occurred						
On Road, Street, or Highway		Hwy Type	Highway	Hwy No.			
X Coordinate(Longitude/Easting)	Y Coordinate(Latitude/Northing)						
Reference Marker	Reference Marker (First 9 positions)	Reference Marker (Last 3 positions)	Reference Marker				
Intersection? Intersection with:							
Note: Unless the Accident occurred at an intersection which is completely described above, use the space below to give the exact location from a milepost or intersection, bridge, or railroad crossing, using the distance and direction below.							
Distance Type	Distance	Direction					
Milepost, Nearest intersection Route Number or Street Name							
<b>ACCIDENT ENVIRONMENT</b>							
Description of accident	D9 - OTHER			Cost of Repair to any one vehicle more than \$1,000?			
Location of First Event	Type of Accident - Collision With (First Event)						
Light Condition	Road Surface Condition						
Weather Condition	Situation / Activity						

Once the ILT is opened you will see the map. If you have a GPS device enabled for TraCS, the map will open to where your car is currently located; otherwise the map will open to the zoom level and location of when it was last used.



2. Getting started in the new ILT. In the new ILT, there is a tool bar in the upper right hand corner and the symbols represent different functions as follows.

 Will bring the map of the entire state back up.

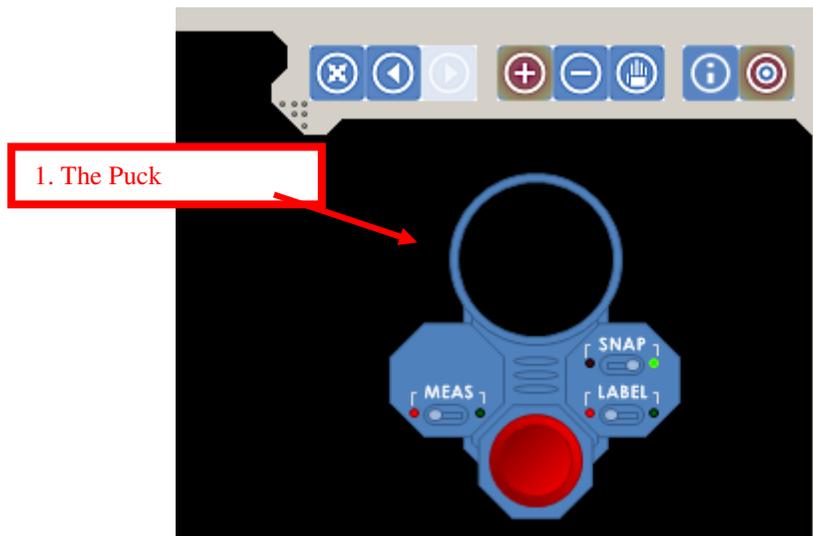
 The arrow buttons will move you back and forward like a web browser.

 The plus/minus buttons will zoom you in or out.

 The hand allows you to manually pan the map in any direction.

 This button allows you to enter coordinates to find a map location.

 This button will show or hide the puck.



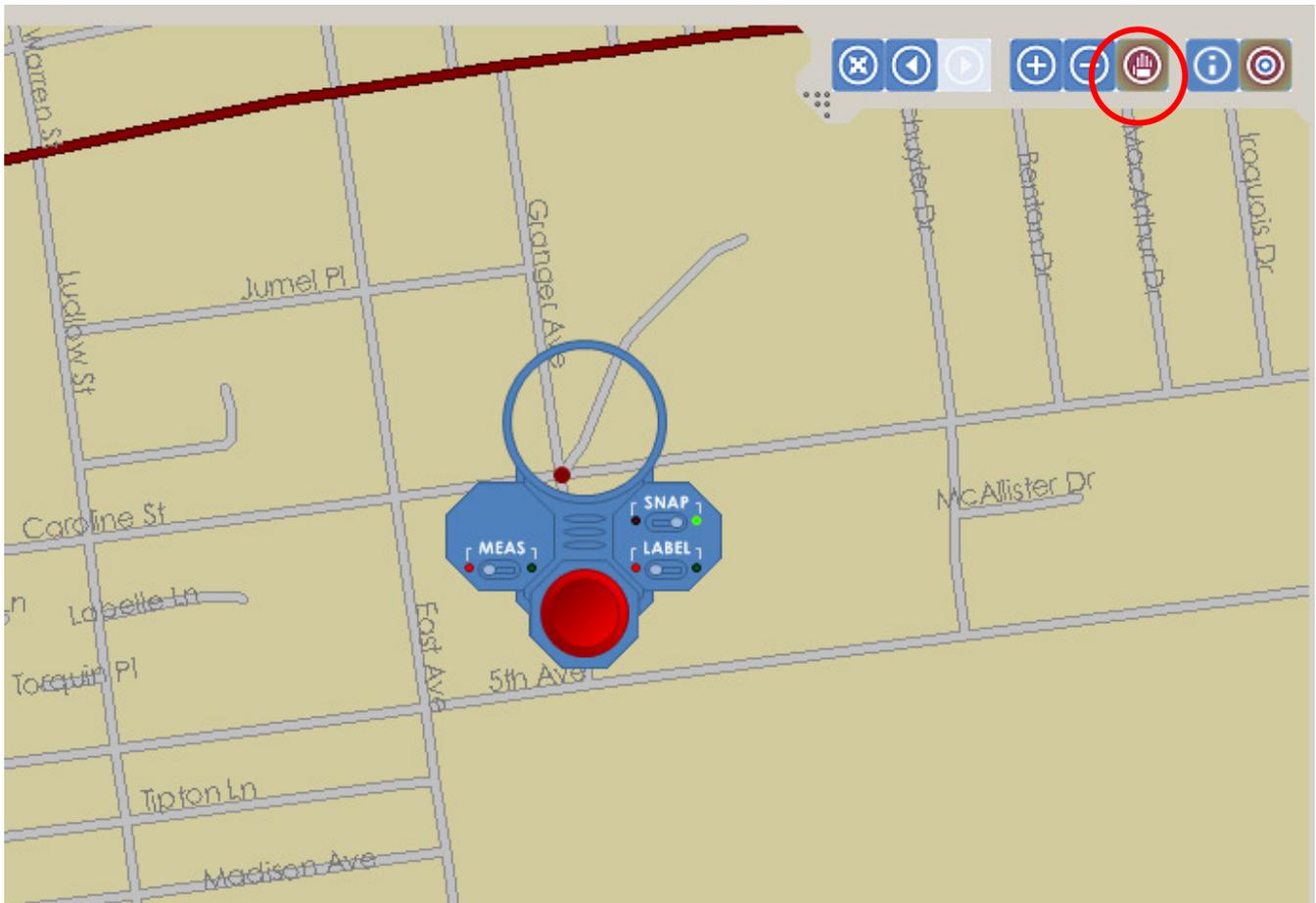


3. Zoom in to the desired location by using the plus button, then clicking the cursor over the desired general location.





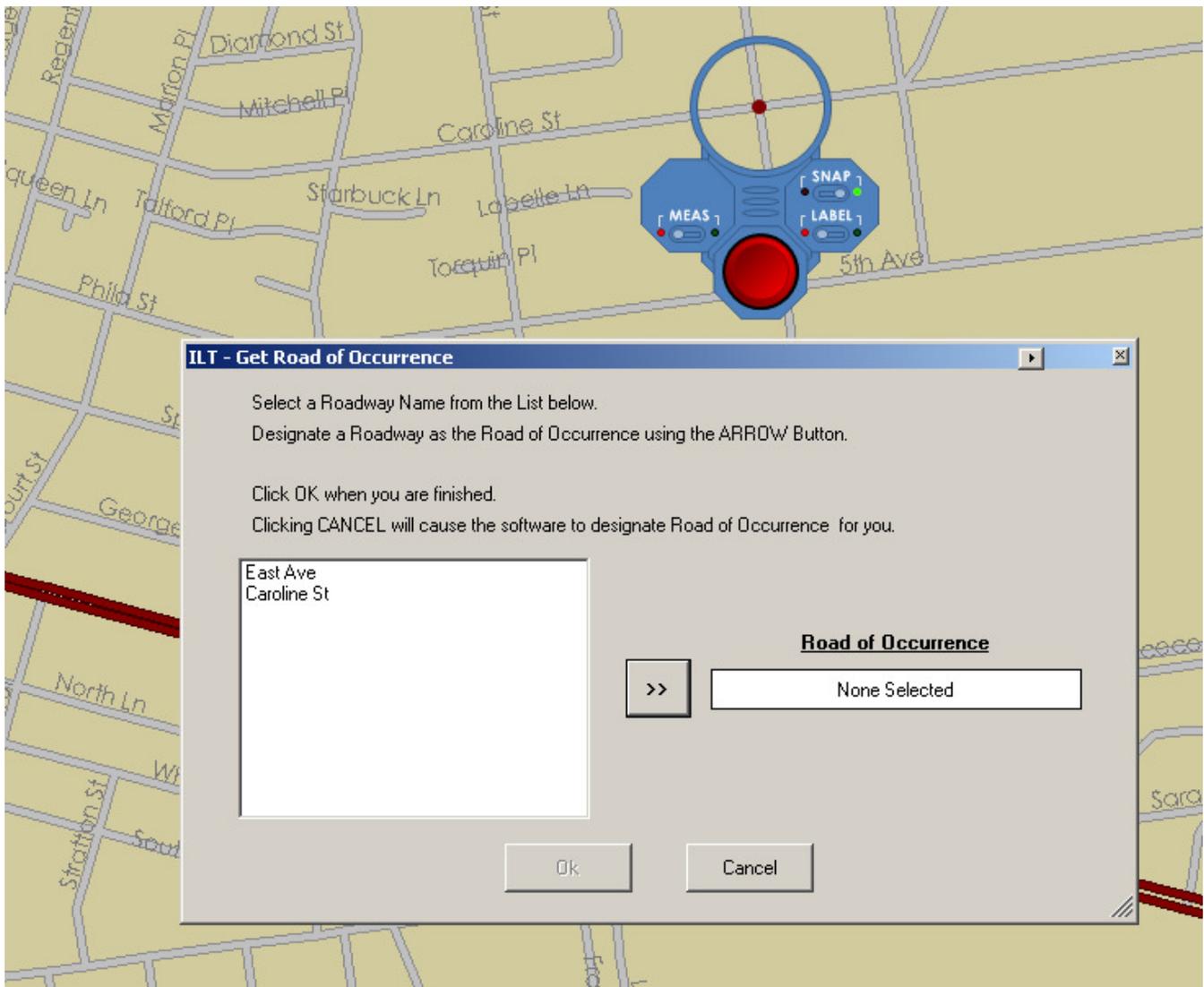
4. Once you are zoomed in as close as you need to go, if needed select the hand to pan in the appropriate direction to your exact road or street.





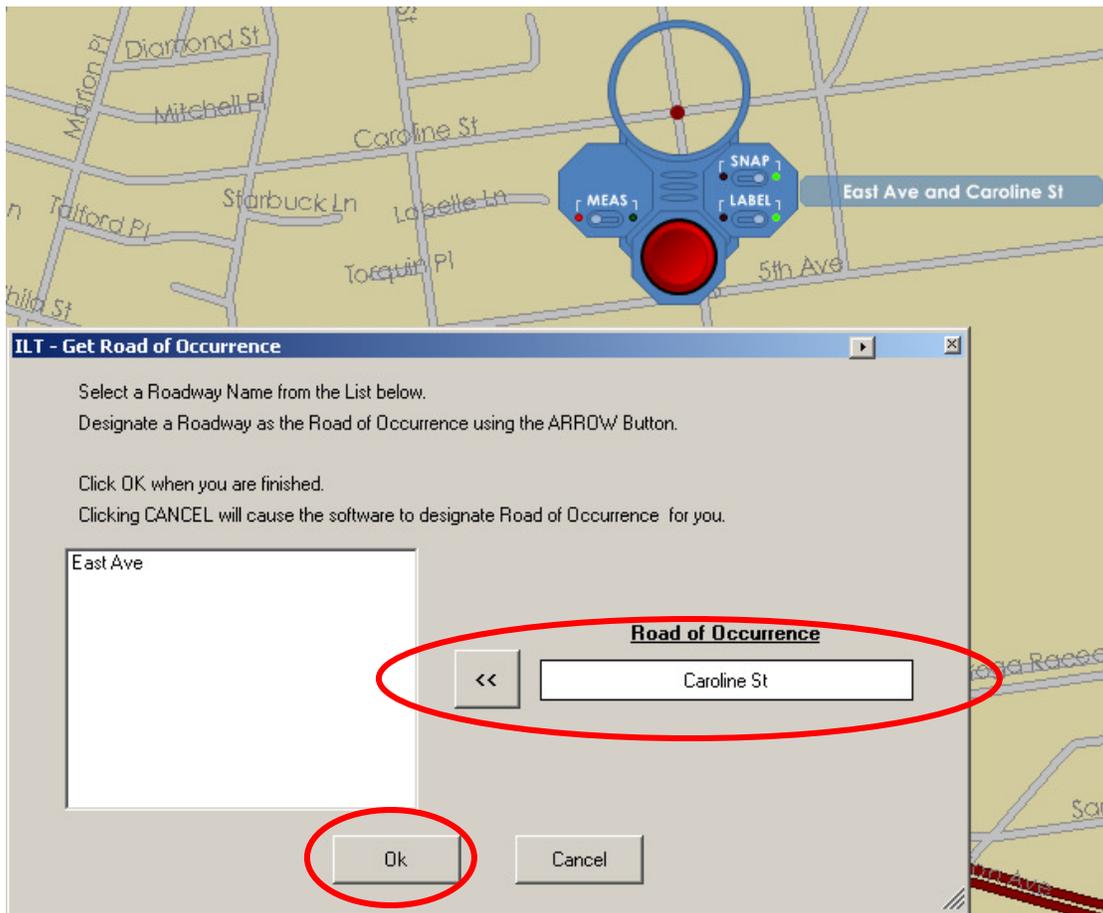
## Scenario 1 – Location at Intersection

1. Move the puck to the desired intersection and click the “Big Red Button” to locate your incident.





2. Highlight the correct road from the list, click the double arrows to select that road, then, click Ok.





3. After clicking “Ok” the ACC location information will be imported in to TraCS.

Enter the Number or Name of the Road, Street, or Highway.

600018 4770553 On Caroline St at its intersection with E

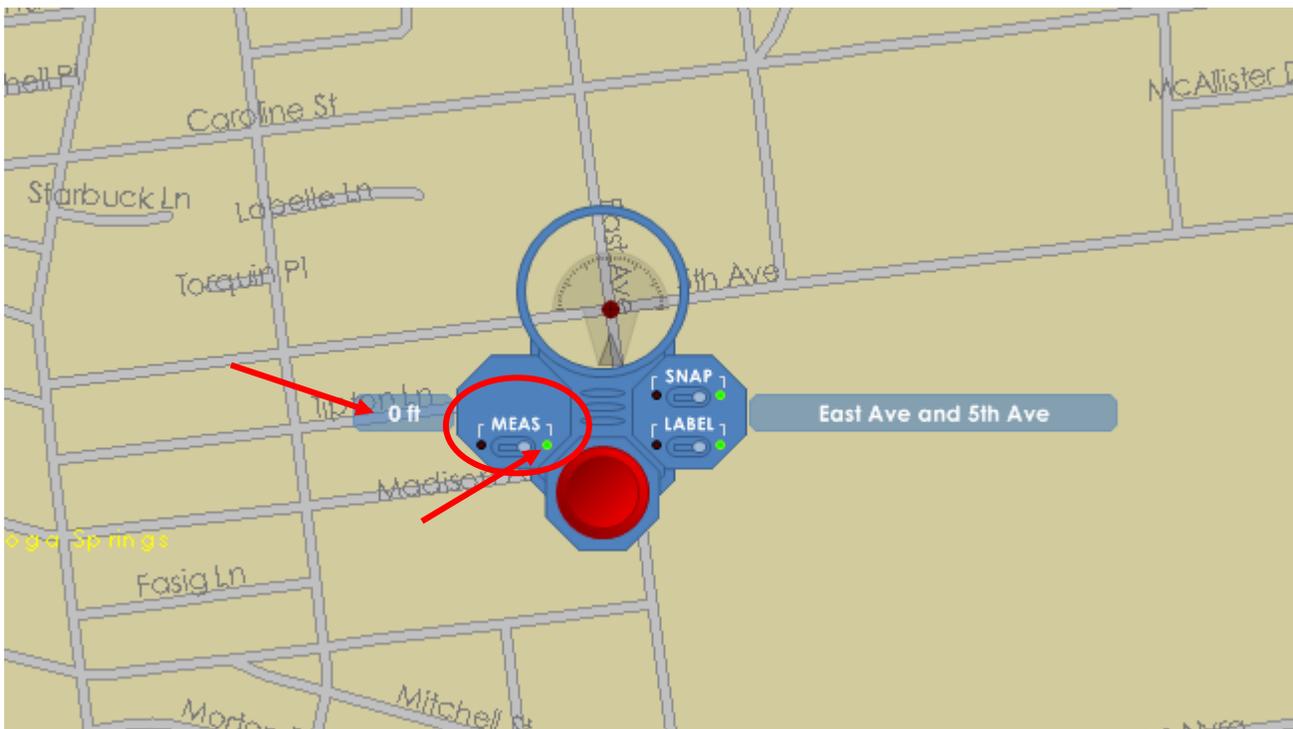
Edit

S U M M A R Y	Case Number: NATST13TR8SV		Amended	Original Case Number		Sequence Number 000043		
	Date of Accident 12/22/2011	Time of Accident (Military) Hrs.	Day of Week THURSDAY		No. Of Units	No. Injured 0	No. Killed 0	
	Police Involved	Involved Agency	Investigated at Scene	Acc. Reconstructed	Reconstructed - Shield	Left Scene	Police Photo	
	County Where Accident Occurred			C/T/V Name Where Accident Occurred				
	On Road, Street, or Highway CAROLINE ST					Hwy Type	Highway	Hwy No.
	X Coordinate(Longitude/Easting) 600018				Y Coordinate(Latitude/Northing) 4770553			
	Reference Marker	Reference Marker (First 9 positions)		Reference Marker (Last 3 positions)		Reference Marker		
	At Intersection? YES	At Intersection with: EAST AVE						
	Note: Unless the Accident occurred at an intersection which is completely described above, use the space below to give the exact location from a milepost or intersection, bridge, or railroad crossing, using the distance and direction below.							
	Distance Type		Distance		Direction		of	



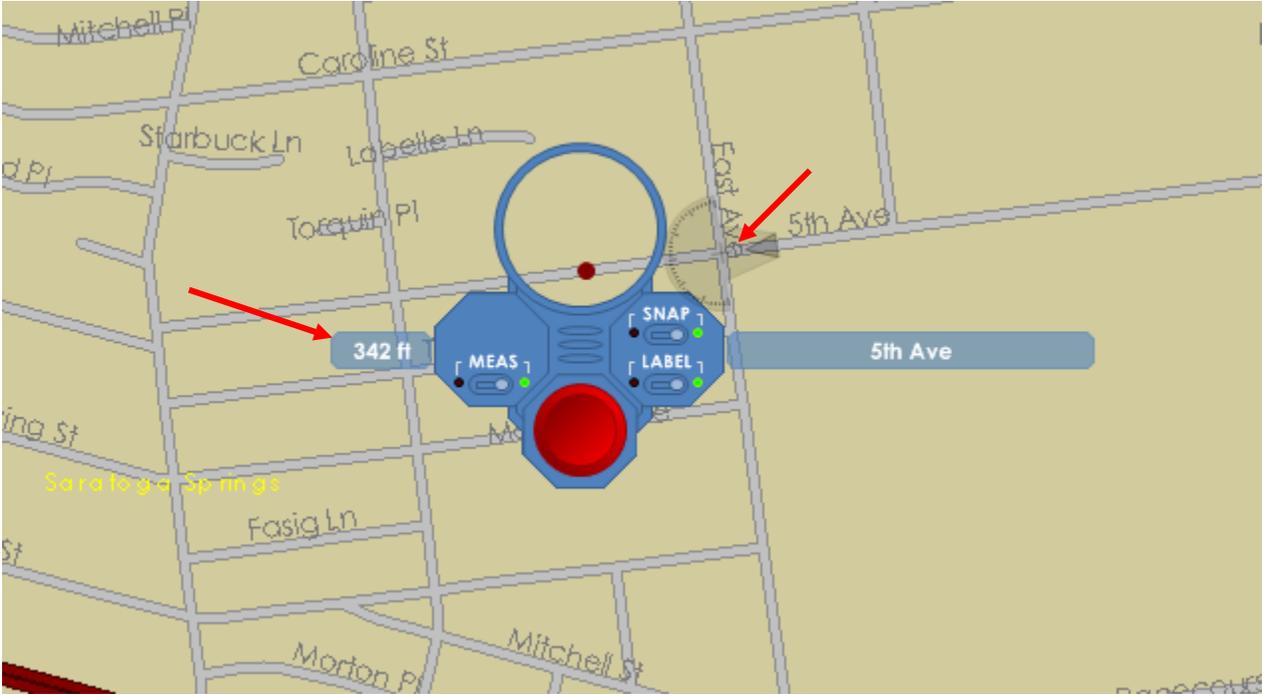
## Scenario 2 –Non – Intersection Location

1. Move the puck to the nearest intersection and turn on “Measuring”. By clicking on the measuring feature, a green light indicates measuring has been turned on, a red light indicates measuring is turned off. Measurements will appear to the left of the puck in feet when enabled.





- 2. Drag the puck the desired distance and direction from the intersection, the puck will measure your distance as you move from the intersection.





3. Click the “Big Red Button” to locate your incident and the incident information will be imported in to TraCS.

Enter the Number or Name of the Road, Street, or Highway.

599939 4770371 On 5th Ave

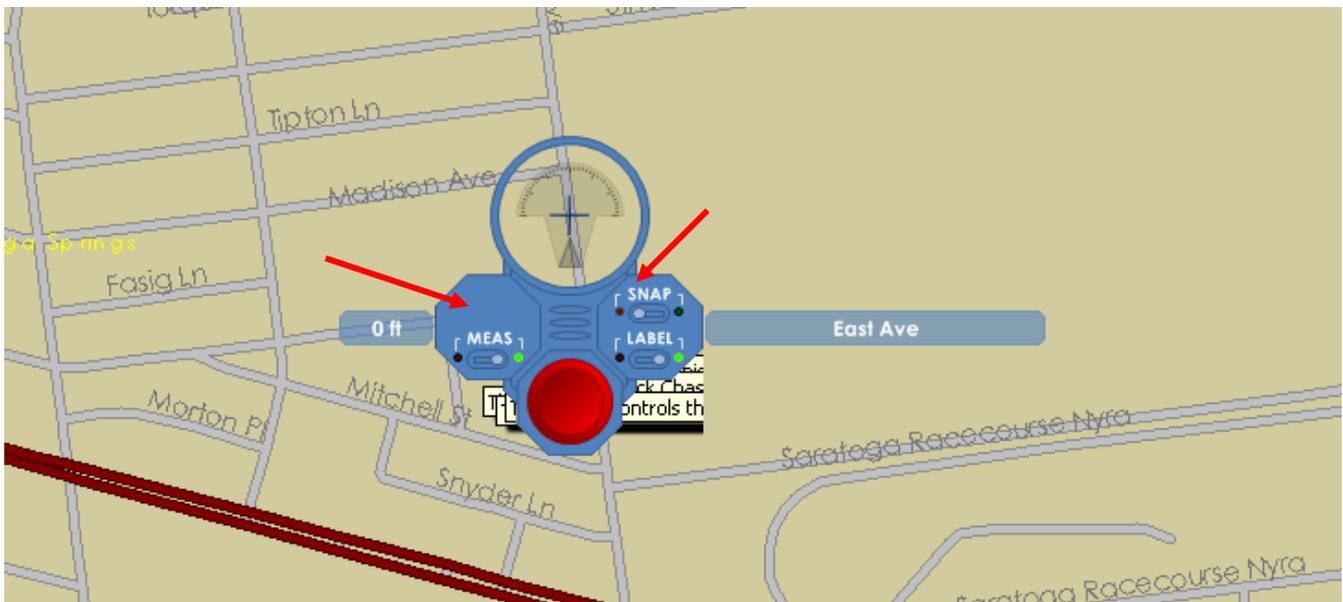
Edit

S U M M A R Y	Case Number: NATST13TRBLG		Amended <input type="checkbox"/>	Original Case Number		Sequence Number 000045	
	Date of Accident 12/22/2011	Time of Accident (Military) Hrs.	Day of Week THURSDAY	No. Of Units	No. Injured 0	No. Killed 0	No. Witnesses
	Police Involved	Involved Agency	Investigated at Scene	Acc. Reconstructed	Reconstructed - Shield	Left Scene	Police Photo
	County Where Accident Occurred SARATOGA			C/T/V Name Where Accident Occurred SARATOGA SPRINGS, CITY OF - 4601			
	On Road, Street, or Highway 5TH AVE				Hwy Type	Highway	Hwy No.
	X Coordinate(Longitude/Easting) 599939			Y Coordinate(Latitude/Northing) 4770371			
	Reference Marker	Reference Marker (First 9 positions)	Reference Marker (Last 3 positions)	Reference Marker			
	At Intersection?	At Intersection with:					
	NO						
	Note: Unless the Accident occurred at an intersection which is completely described above, use the space below to give the exact location from a milepost or intersection, bridge, or railroad crossing, using the distance and direction below.						
Distance Type 1 - FEET	Distance 343.0	Direction 7 - WEST					of
Milepost, Nearest intersection Route Number or Street Name  EAST AVE AND 5TH AVE							



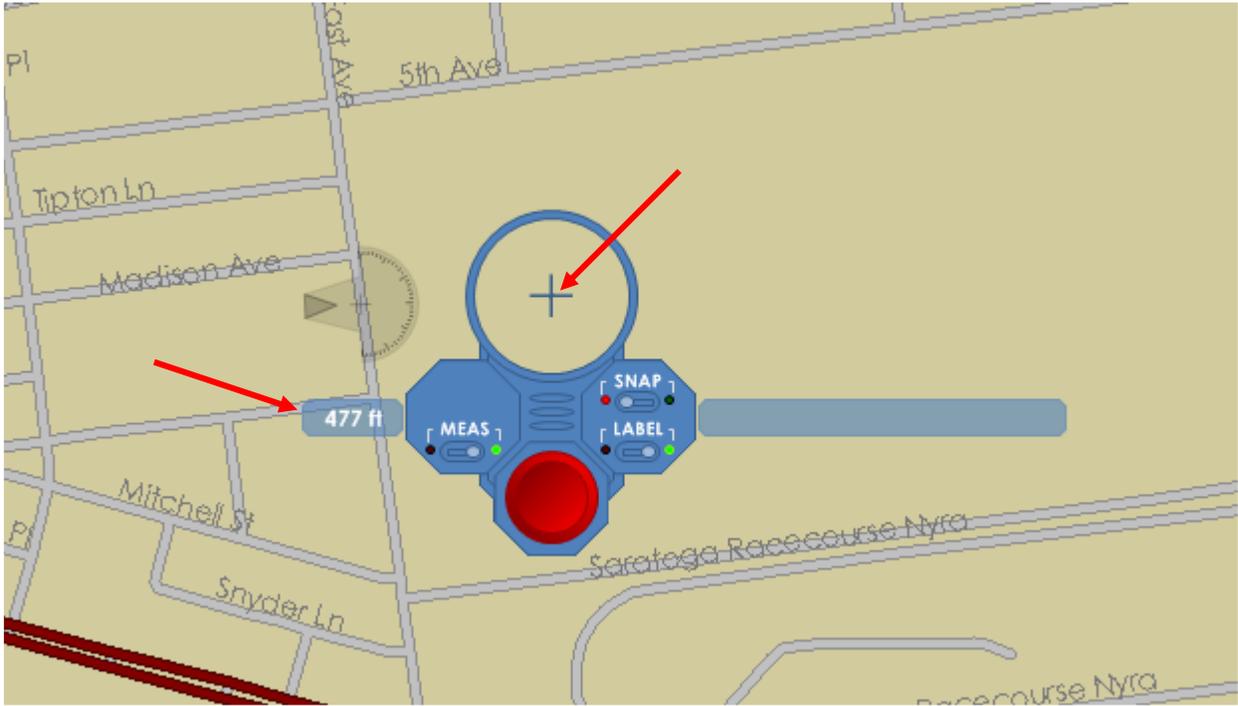
### Scenario 3 –Off Roadway

1. Click the snap feature on the puck to turn “snap off” and move the puck to the nearest roadway and enable measuring.





2. Drag the puck to the off roadway location of the incident.





4. Click the “Big Red Button” to locate you incident and import your incident information in to TraCS.

Enter the Number or Name of the Road, Street, or Highway.

600209 4770222 Off roadway network at: Lat 43.08 and

Edit 

SUMMARY	Case Number: NATST13TRC2P		Amended <input type="checkbox"/>	Original Case Number		Sequence Number 000046		
	Date of Accident 12/22/2011	Time of Accident (Military) Hrs.	Day of Week THURSDAY		No. Of Units	No. Injured 0	No. Killed 0	
	Police Involved	Involved Agency	Investigated at Scene	Acc. Reconstructed	Reconstructed - Shield	Left Scene	Police Photo	
	County Where Accident Occurred SARATOGA			C/T/V Name Where Accident Occurred SARATOGA SPRINGS, CITY OF - 4601				
	On Road, Street, or Highway					Hwy Type	Highway	Hwy No.
	X Coordinate(Longitude/Easting) 600209			Y Coordinate(Latitude/Northing) 4770222				
	Reference Marker	Reference Marker (First 9 positions)	Reference Marker (Last 3 positions)	Reference Marker				
	At Intersection?	At Intersection with:						
	NO							
	Note: Unless the Accident occurred at an intersection which is completely described above, use the space below to give the exact location from a milepost or intersection, bridge, or railroad crossing, using the distance and direction below.							
Distance Type 1 - FEET	Distance 473.0	Direction 3 - EAST		of				
Milepost, Nearest intersection Route Number or Street Name								
EAST AVE								



- In TraCS edit the “On Road, Street or Highway” description by clicking “Edit”.

600209 4770222 Off roadway network at: Lat 43.08 and

Edit 

SUMMARY	Case Number: NATST13TRC2P		Amended <input type="checkbox"/>	Original Case Number		Sequence Number 000046		
	Date of Accident 12/22/2011	Time of Accident (Military) Hrs.	Day of Week THURSDAY	No. Of Units	No. Injured 0	No. Killed 0	No. Witnesses	
	Police Involved	Involved Agency	Investigated at Scene	Acc. Reconstructed	Reconstructed - Shield	Left Scene	Police Photo	
	County Where Accident Occurred SARATOGA			C/T/V Name Where Accident Occurred SARATOGA SPRINGS, CITY OF - 4601				
	On Road, Street, or Highway					Hwy Type	Highway	Hwy No.
	PARKING LOT OF SAR.RACEWAY					Hwy Type	Highway	Hwy No.

- Enter the description that fits your Accident.

Enter the Number or Name of the Road, Street, or Highway.

600209 4770222 Off roadway network at: Lat 43.08 and

Edit 

SUMMARY	Case Number: NATST13TRC2P		Amended <input type="checkbox"/>	Original Case Number		Sequence Number 000046		
	Date of Accident 12/22/2011	Time of Accident (Military) Hrs.	Day of Week THURSDAY	No. Of Units	No. Injured 0	No. Killed 0	No. Witnesses	
	Police Involved	Involved Agency	Investigated at Scene	Acc. Reconstructed	Reconstructed - Shield	Left Scene	Police Photo	
	County Where Accident Occurred SARATOGA			C/T/V Name Where Accident Occurred SARATOGA SPRINGS, CITY OF - 4601				
	On Road, Street, or Highway					Hwy Type	Highway	Hwy No.
	PARKING LOT OF SAR.RACEWAY					Hwy Type	Highway	Hwy No.