PURPOSE
The purpose of this order is to establish procedures for allowing citizens to report vehicle collisions at a Department public counter or by mail or online.

POLICY
It shall be the policy of the Sacramento Police Department to provide a method for citizens to document a collision occurring in the City of Sacramento when the collision is not documented by field personnel.

PROCEDURE
A. GENERAL
1. When a citizen contacts the Communications Division to report a collision which does not meet criteria for dispatch, Communications Division staff shall advise the citizen to do the following (in accordance with CVC sections 20002, 20003, 20004 and 16025):
   a. Safely move their vehicle out of the roadway to a safe location.
   b. Exchange the name, current address and vehicle license number (or V.I.N.) of the driver and registered owner with the other involved party(s).
   c. Exchange their driver’s license number and present their driver’s license (or other valid ID) and vehicle registration if requested by the other involved party(s).
   d. Exchange the name and address of their insurance company and policy number with the other involved party(s).
   e. If unable to locate the owner or person in charge of the damaged property, leave a note in a conspicuous place containing the information specified in section b, c and d above and include a statement of the circumstances of the collision.
   f. Notify the California Department of Motor Vehicles (DMV) if damage resulting from the collision is in excess of $750 (DMV form SR-1).

B. REPORTING
1. If the collision does not meet criteria for dispatch and the parties involved wish to document the collision, they shall be advised to do one of the following:
   a. Non-Injury Collisions
      (1) make an online report.
      (2) go to the Public Safety Center, Public Counter (5770 Freeport Blvd.).
   b. Injury Collisions
      (1) CVC Section 20008 requires a driver involved in an injury collision to report the collision to the appropriate law enforcement agency within 24 hours. It also requires the law enforcement agency to transmit a copy of the report to the California Highway Patrol by the 5th day of each following month.