



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



537.02

TRAFFIC - CITIZEN REPORTING OPTIONS

06-24-11

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.