



**CSU FULLERTON POLICE DEPARTMENT  
GENERAL ORDER NUMBER 4-6**

**PROPERTY DAMAGE ONLY  
COLLISIONS/COUNTER REPORTS**

**SUBJECT:** Collision reports for property damage only and counter reports utilizing the Collision Information Exchange form.

**PURPOSE:** To establish guidelines for the use of Collision Information Exchange forms by the CSU Fullerton Police Department. To establish a simplified procedure for handling reports of collisions not involving injuries, hit and run, or any other traffic or criminal offense, to reduce officer workload and assist victims in addressing their insurance needs.

**POLICY:** It is the policy of the CSU Fullerton Police Department to facilitate the exchange of information between parties involved in minor traffic collisions where no death, injuries or citable traffic violations have occurred.

**PROCEDURE:**

- I. When responding to a collision call, where all parties are still present, officers shall be permitted to complete a Collision Information Exchange form for parties involved in traffic collisions when certain criterion applies.
  - A. There have been no injuries, regardless of severity;
  - B. All involved parties are present
  - C. No citable traffic offense has been committed, (CVC 12500(a), CVC 16028(a) and CVC 14601 are citable offenses)
  - D. The traffic collision does not involve damaged CSUF vehicles;
  - E. The traffic collision does not, nor is likely to result in any civil liability for the university;
- II. When responding to collision calls where a vehicle has struck an unoccupied vehicle, Officers may assist the driver in following the instructions given in CVC 20002(a) (i.e., leaving insurance and contact information or locating the vehicle owner)
- III. When handling these calls, the officer shall ensure that the below procedures are followed:

- A. The officer shall remind all involved parties that if the damage exceeds \$750.00 a DMV SR-1 form must be submitted to the DMV within 10-days (CVC 16000);
- B. The officer shall verify the accuracy of personal, insurance and vehicle information;
- C. The officer shall enter the Incident report number issued by dispatch on to the form;
- D. The officer shall issue each party a copy of the Collision Information Exchange form at the scene, and file one copy with records.

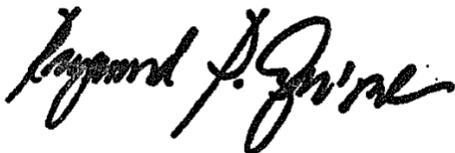
IV. Collision Counter reports can be utilized if the collision meets the criteria above and one of the parties contact the Department after the fact. Officers shall be permitted to allow parties involved in minor property damage accidents to file a late report of the accident (after both parties have left the scene) by giving the individual reporting a short accident report form number CHP-555-03 OP1 061, and allowing the individual to complete the accident report.

- A. The officer will not provide a determination as to the Primary Collision Factor per CVC 20015(a). The officer shall ensure these procedures are followed:
  - a. The officer shall enter the words, "Counter Report" in red in the upper left corner, "Special conditions" box;
  - b. Clearly explain the proper procedure for completing the report, answer questions and assist in any way deemed appropriate;
  - c. The officer shall check all boxes on the second half of the first page, filling in the appropriate information as indicated;
  - d. The officer shall verify the accuracy and completeness of the information, review the report and sign on the backside of page 1.

REVIEWED:

R.Burk

APPROVED:



Raymund Aguirre  
Chief of Police