



# FULLERTON POLICE DEPARTMENT

## TRAINING BULLETIN

ROBERT DUNN, INTERIM CHIEF OF POLICE

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**FEBRUARY 2019, TB # 19-03**

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### **DELAYED TRAFFIC COLLISION COUNTER REPORTS**

#### **502.4.6 DELAYED TRAFFIC COLLISION COUNTER REPORTS**

- A. As defined by the California Highway Patrol Collision Investigation Manual, a counter report or citizen's report is a property damage only collision reported by an involved party, in person, at a police facility or California Highway Patrol (CHP) office.
- B. In compliance with the Collision Investigation Manual, counter reports are to be completed by the involved party, or with the assistance of a peace officer. In this instance, "assistance" means providing information on how to complete the counter report form or packet; not completing it for them.
- C. Standard Counter Reports and Counter Information Packets are not processed into the Statewide Integrated Traffic Records System (SWITRS) database files, therefore the information is not sent to CHP or SWITRS for statistical purposes.
- D. Once a driver leaves the scene of a property damage only crash scene, members of the Fullerton Police Department need not conduct an investigation or complete a report unless it falls under the guidelines set forth in 502.4.5 of this policy. Collisions which meet the criteria listed in 502.4.5 shall be documented using the CHP 555, or CHP 555-03 Traffic Collision Report forms.
- E. The Fullerton Police Department (FPD) should use the Counter Traffic Information Packet only when an involved party comes into the department to request a report and the collision involved:
  - 1. One or two parties,
  - 2. Property damage only
  - 3. No injuries or fatalities, and
  - 4. No anticipated prosecution, or
  - 5. Non-injury hit and run collisions where prosecution is not anticipated, or follow-up information such as a suspect vehicle license plate is not known.



- F. The Fullerton Police Department has created a Counter Traffic Collision Information packet to be completed by the involved party for their personal records or for their insurance company's use. Due to it being a delayed traffic collision without an on-scene investigation, the information packet and any associated documents will not be accepted or retained by the FPD, nor will any records or data entry process be completed.

An incident number may be provided upon request, with the understanding that a report will not be completed by the FPD, nor will an investigation determining fault be conducted. Do not freely offer an incident number for each instance. Incident numbers should only be used for unique situations where for example, an involved party is demanding proof of police interaction, or the department staff member feels it to be necessary.

- G. In the event the FPD Counter Traffic Collision Information packet is unavailable, or out of stock, a blank CHP 555-03 Property Damage Only (PDO) form can be provided to the requesting party. The PDO can be utilized in the same fashion as the Traffic Collision Information Packet and as described in chapter 9 of the Collision Investigation Manual.

**Source: Cpl. Chad Keen Proposal – February 18, 2019**

This Training Bulletin can also be accessed through the Police Department Network.

- Go to & click on **COMMON** on S: Drive"
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