



**Lakewood Police Department
Policy and Procedure**

**Policy Number: PP – 4302
PRIVATE PROPERTY ACCIDENT
REPORTING**

**Effective
Date: 03/24/2025**

- A. Policy - None.
- B. Procedure
 - 1. If any of these aggravating conditions are present in a reported private property accident, an Agent/CSO will be dispatched who shall conduct an investigation and take appropriate action. A State of Colorado Traffic Accident Report shall be taken when required including insurance information received and whether inflatable restraint system(s) deployed:
 - a. If a fatality or injury is involved.
 - b. If the accident involves a hit and run which recently occurred.
 - c. One person property damage over \$1,000.
 - d. If there is damage to public property.
 - e. Indication of driving under the influence of alcohol or drugs.
 - f. Indication of reckless driving.
 - g. If hazardous materials are present.
 - h. If there is a disturbance between accident principals.
 - i. If there is major traffic congestion on a public roadway caused by the accident.
 - 2. If, however, the information regarding the above conditions is unknown to the reporting party, an Agent / CSO may be dispatched.
 - 3. Upon police arrival at a collision on private property which does not involve the above circumstances or require a State of Colorado Accident report, they shall:
 - a. Give the drivers an exchange of information form.
 - b. Call tow trucks, if necessary.
 - c. Explain the department's policy.
 - d. Inform the dispatcher that a report was not written.
 - e. Return to service.
 - 4. During the reporting stage, if communications personnel determine that none of the aggravating circumstances are present, communications personnel should advise the reporting party that no police agent will respond, and that the involved parties should exchange driver information, file an on-line State of Colorado Accident report and inform their respective insurance companies.