27.04 COLLISION REPORTS

WAC 446-85-010 establishes the collision-reporting threshold at $700 damage (7-09).

In addition to the requirement above, a report will be required if an injury is reported.

RCW 46.52.070 Police officer's report:

"Any police officer of the state of Washington or of any county, city, town or other political subdivision, **present at the scene of any accident or in possession of any facts concerning any accident whether by way of official investigation or otherwise,** shall make report thereof in the same manner as required of the parties to such accident and as fully as the facts in his possession concerning such accident will permit."

Reports will be completed on the "Washington State Traffic Collision Report" form.

The report is a two-page report for non-commercial vehicles.

A supplementary page is available for multiple vehicles and space is available for a commercial vehicle if one is involved.

Supply all requested information on the forms.

Coding keys are on the cover of the Traffic Collision Report Book for reference.

"Description of collision"

This block is for a basic description of how the collision occurred.

Do not write a complete narrative in this block.

If additional information needs to be reported, do it on a "Supplementary Report" form.

Diagrams require a "representative" drawing of the scene and are not expected to be to scale.

Prepare a diagram of the scene as described to you even if you do not actually see the location of the collision (such as a hit and run in a parking lot), and on this diagram **write "Scene Not Observed."**

Officers at the scene of a collision are permitted to provide the involved drivers a copy of the collision report at the scene.

Other "interested parties" (property owners) may also be given a copy of the report, if on scene. Any other dissemination of reports must be handled through the Records Room of the Everett Police Department.

Upon completion of the report, the officer will leave it with the supervisor for review.