



CAPITOLA POLICE DEPARTMENT
422 Capitola Avenue
Capitola, CA 95010
831.475.4242 FAX 831.479.8881

Instructions For Completing a Collision Counter Report

Counter reports are those reports completed by the parties involved in the collision that meet one or more of the following standards.

- There is no injury and the damage is less than \$500 to the vehicles.
- There is no injury and one or more parties are making a report after leaving the scene and exchanging information.
- The collision occurred on a private parking lot.
- The collision is a hit and run with no evidence/insufficient evidence leading to the identification of the other party involved in the collision.

Private Property Collisions

- The Capitola Police Department will not take reports for non-injury collisions occurring on private property. If the involved parties want to make a report, the procedures outlined in "Counter Reports" should be used.
- Hit and run collisions occurring on private property will be investigated as outlined in "Hit and Run."

Counter Reports

- Counter reports may be printed out from this document and returned to the agency with jurisdiction or reported to any police officer or clerk at the Capitola Police Department.
- Counter reports should be completed by the involved parties on form 555-03. If the individual parties cannot come to the Capitola Police Department, or retrieve this document, a blank report form can be mailed to them upon request. Many city police departments use the form 555-03 and will provide a copy upon request.
- Officers or clerks may provide assistance in filling out the form.
- A collision sketch is optional and completing the collision coding boxes is optional. If the boxes are completed, the primary collision factor should be marked "Unknown."
- The reporting parties are encouraged to write a chronological account of the collision on the back of the form 555-03 and on a separate piece of paper, if necessary. The lined page is for this narrative account.
- Upon receipt of the completed form 555-03, a case number will then be assigned by the Capitola Police Department.



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- Make copies for yourself and provide one to your insurance company.
- For information about completing, filing this report, or the report number that was assigned to your report, call the Capitola Police Department Records Division at 831.475.4242.



Hit and Run Collisions

- Citizens reporting hit and run collisions where there are no leads or evidence should either print out and complete the attached form (CHP 555-03 11-88) or come to the Capitola Police Department and complete a counter report available from the front counter.
- In cases where there is physical evidence that would likely lead to the identity of the suspect(s) a Police Officer or Community Service Officer should complete the investigation.

Jurisdiction

- The City of Capitola is along the California coast, to the west of State Route One, three miles south of Santa Cruz and ten miles north of Watsonville. The land surrounding Capitola is unincorporated.

Capitola Police Department Records Division

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Capitola, CA 95010

Phone 831.475.4242 FAX: 831.479.8881 Dispatch 831.471.1141

- If the collision occurred in the unincorporated (non-city) area outside the Capitola city limits, please call the California Highway Patrol at 831.662.0511.
- For collisions (non-emergency situations) in the following cities use these numbers
 - Santa Cruz 831.471.1131
 - Watsonville 831.471.1151
 - Scotts Valley 831.440.5670