



## **El Dorado Police Department Emergency Accident Reporting Plan Protocol**

The following criteria will be met before the plan will be in effect:

- 1) Only those ranking Lieutenant or above may activate the plan. In the absence of the Operations Lieutenant the supervising Sergeant will contact the Deputy Chief of Police or Chief of Police for approval.
- 2) No injuries.
- 3) No alcohol or drugs involved.
- 4) All vehicles involved must be drivable from the accident location.
- 5) If there is property damage, the plan will not apply, and the accident must be reported immediately.
- 6) Driver's must exchange driver/vehicle information:
  - a) Name
  - b) Address
  - c) Phone numbers
  - d) Driver's license number
  - e) Insurance company and policy number
  - f) Vehicle information:
    - 1) Tag number
    - 2) Make, model, year
- 7) Driver exchange and witness statement forms can be picked up at most gas/convenience stores in the city (Quik Trip, Casey's, Sunny Stop, and Jump Start).
- 8) The accident must be reported to the Police Department within forty-eight (48) hours at the El Dorado Police Department 128 N. Vine Street, El Dorado, Kansas Monday through Thursday, 8-5 and Friday 8-2.