



POST-COLLISION ESSENTIALS

How to File an Online LAPD
Traffic-Collision Report





Post Collision Essentials: How to File an Online LAPD Traffic-Collision Report



If you believe that you or anyone else may have been seriously injured or have a medical or mental health emergency, immediately dial 911 or contact emergency services.





HOW TO EFFECTIVELY USE THIS AND THE “POST COLLISION ESSENTIALS” SERIES

This document is a guide to how to file a police report.

It is the most helpful when used with other guides in SAFE Support’s “Post Collision Essentials” series, especially the “Post Collision Essentials: What to do at the Scene of a Collision” document. These guides are available in the resource library on SAFE’s website (www.StreetsAreForEveryone.org/Library).

The “Post Collision Essentials” series, along with the “Professional Assistance” and the “Getting Back on Your Feet” series of resources will help you recover physically, emotionally, and financially.

To be most effective, follow these suggestions when writing in SAFE Support documents:

 **Use the templates as a guide to help you record what you’re going through. Make as many copies as you need. Keep your records in a computer, tablet, or notebook, or make photocopies to put in a binder. When available, take advantage of fillable PDF versions to make quick copies for easy digital storage.**

 **Write down your thoughts, feelings, and experiences as soon as you are able, while they are still fresh in your memory. Courts view**

statements that are made soon after a collision as more believable than the ones written down later.

 **Write as much as you need and as often as you need, there is no limit.**

 **Keep your SAFE Support materials where you are likely to see them and fill them out. Your kitchen counter, living room coffee table, or bedroom night table are all great options.**

 **Be honest, detailed, and complete. Use the same words in your SAFE documents as you did in a police report or with your insurance company. Other people may read your words as part of your case or claim. Changing your story can make you seem less reliable.**

 **Scan or save all records of a collision, including receipts, prescriptions, and doctor’s notes.**

 **Visit www.StreetsAreForEveryone.org/safe-support for more information.**



If you believe that you or anyone else may have been seriously injured or have a medical or mental health emergency, immediately dial 911 or contact emergency services.



STEPS FOR FILING AN ONLINE LAPD TRAFFIC-COLLISION REPORT

If you're in a minor collision that does not involve criminal conduct or a serious injury, LAPD now requires you to file a police report online.

SAFE Support staff are ready to assist you with your online LAPD traffic-collision report. We can guide you through the process and continue to assist you on the road to physical, emotional, and financial recovery.

If you'd rather file your own online traffic-collision report, follow these instructions.

Before you file a police report, be prepared with this information:

-  **Car and driver's license information for you and any other drivers or vehicles involved.**
-  **Name and contact information of anyone else involved in the incident, including witnesses or passengers.**
-  **What happened, including the date, time, and location of the collision.**
-  **Vehicle descriptions including make, model, color, VIN #, and license plate # of all vehicles. If other property is involved, include this information as well.**



 **A detailed description of the incident that:**

- **Is clear, complete, concise, and correct.**
- **Includes details about the how, when, where, what, and who of the incident.**

The incident must meet the following criteria to use the online traffic-collision reporting tool:

-  **The incident is not an emergency, and no one was seriously injured.**
-  **The incident did not involve a criminal act, and no firearms were involved.**
-  **All parties involved exchanged insurance information.**
-  **You are at least 18 years old.**
-  **The incident occurred in the City of Los Angeles and NOT on a state highway or interstate.**
-  **The collision did not happen because of your race, color, religion, ancestry, national origin, political affiliation, sex, sexual orientation, age, disability, or position in a labor dispute.**
-  **You must have internet access AND an email address.**

If your incident does not meet the criteria for online reporting, please dial: 1-877-ASK-LAPD (Toll-Free).

If your incident does meet the criteria, go to https://lapdonline.org/home/content_basic_view/60409 to start filing your online police report.



Online Report Pages

Incident Type	In most instances, you will select “vehicle collision.”
Reporting Person Type	In most instances, you will report as an “individual.”
Reporting Person Information	<p>Required fields include:</p> <ul style="list-style-type: none"> ● First name ● Last name ● Home address ● Email <p>*If you do not have a home or email address, contact SAFE Support for help.</p>
Incident Information	<p>Required information includes:</p> <ul style="list-style-type: none"> ● Incident address with city and state (where the collision happened) <ul style="list-style-type: none"> ○ If you don’t know the exact address of the incident, use the nearest intersection. Just make sure the check box for “Use cross street/intersection” is checked. ○ As you enter the address, use the drop-down menu to select the correct information. ● Incident time ● Description of all damaged property ● Documents and evidence such as photos may be attached. You should also send your photos and evidence directly to the insurance company.
Person Information	Enter the information for how each person was involved. Be sure to select their “involvement type.” In most instances, the involvement type will be either “Driver,” “Witness,” “Pedestrian,” or “Passenger.”

Vehicle Information	<ul style="list-style-type: none"> ● Make sure to enter ALL vehicles involved in the collision, including yours and the other drivers. ● Although it is not required, entering your driver’s license state and license plate number is helpful to police and insurance agents. ● If you’re not sure what the “Involvement Type” should be, select “involved in incident.”
Property Information	<p>Make sure to enter ALL property damaged.</p> <p>If you’re unsure of the property’s value, try looking online to see how much the item is selling for. It is better to overestimate slightly than to underestimate.</p>
Narrative	Describe what happened. It should be clear, complete, concise, and accurate. Include the how, when, where, what, and who of the incident in 2000 characters or less.





Once you enter all the information, you will see your report appear on the screen. Review it carefully and click “SUBMIT REPORT.”

You should see a message on your screen that confirms that “Your Report Has Been Submitted.”

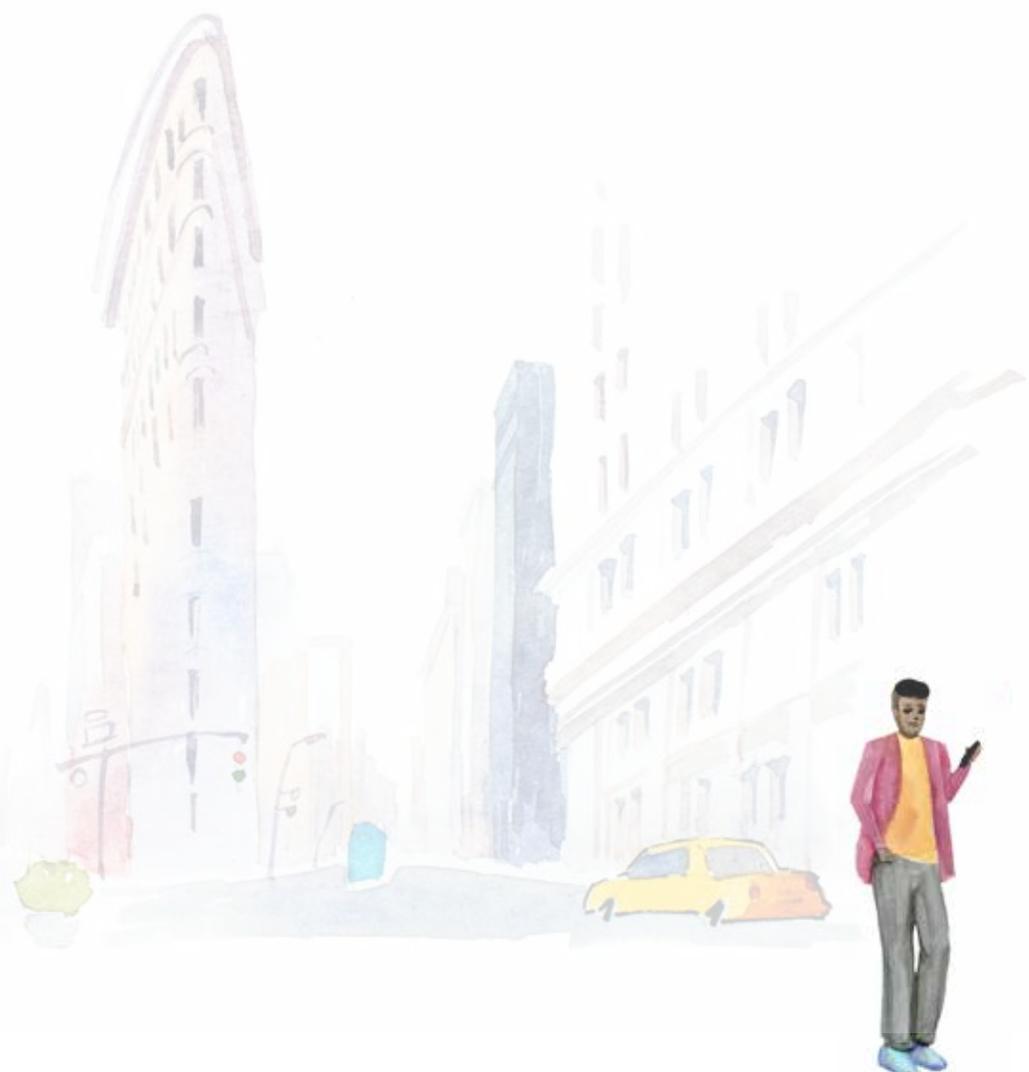
If you click on the blue “View and Print Report” button, you’ll see a PDF stamped copy of your report saying it’s pending approval. You should save or print this stamped copy for your records. You should also immediately receive a confirmation email at the email address you provided on the report.



You may not hear back from the police or receive a separate “police report number” unless the incident you reported is a hit-and-run or other crime. The information and report filing/tracking numbers provided on the stamped copy should be all you need for your insurance company to locate the report and process your claim.

If you need assistance, SAFE Support has trained staff members ready to assist you with completing your online community police report and provide support in your recovery.

Contact us today.





**I'VE BEEN IN A COLLISION...WHAT NOW!?
9 STEPS TO GET BACK ON YOUR FEET - A SUMMARY**

There are nine basic actions you should take after a collision to help you get back on your feet.



If you believe that you or anyone else may have been seriously injured or have a medical or mental health emergency, immediately dial 911 or contact emergency services.

1. Document evidence and write down important information.

 Write down witness names, contact info, and other important information using “Post Collision Essentials: What to do at the Scene of a Collision”.

 Taking photos and gathering other evidence is a task that might make sense for family members and friends that want to help.

2. DO NOT admit fault or give a recorded or written statement without seeking legal advice.

 State law requires you to exchange insurance information at the scene of the collision. You are not required to share any other information or statements.

 Don't sign any documents or let someone record your voice without talking to an attorney. These statements can be used against you later.

 For further information on what to do, see SAFE Support's “Post Collision Essentials: What to do at the Scene of a Collision”.

3. Seek medical care right away and follow your doctor's advice.

 If you are hurt, waiting to see a doctor or ignoring their advice can hurt your insurance claim.

4. File a police report.

 State law requires filing a report if you are injured or if damages are more than \$500. But it's a good idea to file a report even if you think your damages are less than \$500.

 If the collision occurs in the City of Los Angeles, you can use SAFE Support's “Post Collision Essentials: How to Fill Out an Online LAPD Traffic Collision Report” to help you.

5. Contact your insurance company and start an insurance claim.

 Your insurance company can refuse to protect you if the collision isn't reported right away. You can find help with filing an insurance claim in SAFE Support's “Professional





Assistance: How and When to File an Insurance Claim”.

- 🚧 Ask your insurance agent about benefits that can help you while waiting to settle your claim. Benefits often include car repair, rental cars, wage loss, or medical bill coverage. Using these benefits shouldn't raise your insurance rates if the collision wasn't your fault.

6. Consult with an attorney.

- 🚧 The first call or meeting with an attorney is almost always free. Ask what assistance they can provide.
- 🚧 Collision victims with attorneys normally recover two to three times as much as people who try to deal with an insurance company on their own. Most attorneys only get paid if you do.
- 🚧 The SAFE Support documents “Professional Assistance: When to Seek Legal Advice” and “Professional Assistance: How to Find a Great Attorney” can help you with this.

7. Get help from SAFE Support.

- 🚧 Crashes are traumatic experiences. Get support from friends and family or professionals. SAFE Support is a family of survivors that offers a support community for you and your family.

8. Start an impact journal and keep records.

- 🚧 Take time to write down how a collision affects your day-to-day life. If you decide to make a claim against the other driver, you will need this information.
- 🚧 Use SAFE Support's “Post Collision Essentials: Medical and Quality of Life Impact Journal” and “Post Collision Essentials: Expense Tracker” to help capture important details.

9. Join our Movement for Safer Streets.

- 🚧 We are a family of people personally affected by collisions and are here to help you get back to a normal life. Healing can include holding drivers accountable and assisting in preventing further crashes. Visit www.StreetsAreForEveryone.org/join-the-movement to learn more.

All documents referenced in this guide are available in the SAFE Support Resource Library at:

www.StreetsAreForEveryone.org/Library.



SAFE SUPPORT

Free support services for survivors of street collisions and their loved ones.

You are not alone.

We are available to provide you with the following services:

- Patient Advocacy
- Medical Issues
- Insurance Difficulties
- On-Line Police Reports
- Post-Collision Resource Guides
- Emotional Support
- Legal Referrals
- Navigating the Justice System
- Remembrance & Speaking Out
- Child & Family Grief Support

Monday through Friday

9 am—5 pm

After-hours available upon request

(844) 204-7233

www.SAFE-Support.org

StreetsAreForEveryone.org

A 501(c)(3) non-profit organization

Tax Exempt #47-3036490

4470 W. Sunset Blvd, Suite 453

Los Angeles, CA 90027