

Crashes not involving injuries and have resulted in minor damage to vehicles:

Both parties may elect to exchange information without utilizing the Police Department. If everyone agrees to this alternative, it can be done. However, if one party involved would like the Police to investigate the crash, then everyone must stay and wait for the Police to arrive.

If you are aware of any witnesses to the crash, obtain their name, address, and phone number for the Officer to contact if they can not wait until the Officer arrives.

***SO REMEMBER, STAY CALM!***

1. Offer assistance and aid to those injured.
2. Call Police. Location/injuries/vehicles.
3. Move vehicles to side of road if feasible.
4. Complete info below:

Drivers: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Car License: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Insurance: \_\_\_\_\_

Policy #: \_\_\_\_\_

In case of emergency

9-1-1

Non emergency

(757) 441-5610

State Police - \*77

Road Conditions - 511



Norfolk Police Department

Crime Prevention Unit

2500 N. Military Highway

Norfolk, VA 23502

Phone: (757) 664-6901

Fax: (757) 664-6911

[www.norfolk.gov](http://www.norfolk.gov)

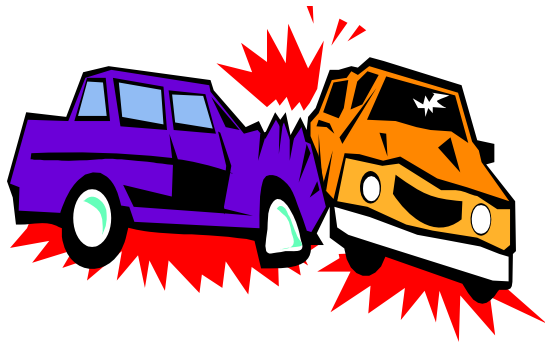


**CITY OF NORFOLK  
NORFOLK POLICE  
DEPARTMENT**



**What To Do If You're  
Involved In A  
Traffic Crash**

Traffic crashes can happen anytime, anyplace, anywhere and those involved sometimes don't know what to do. There are important steps that need to be followed to make this unfortunate incident go a little smoother. Failure to follow these steps could jeopardize both your ability to be compensated for damages and the status of your license, as well as put you at risk for receiving a traffic summons.

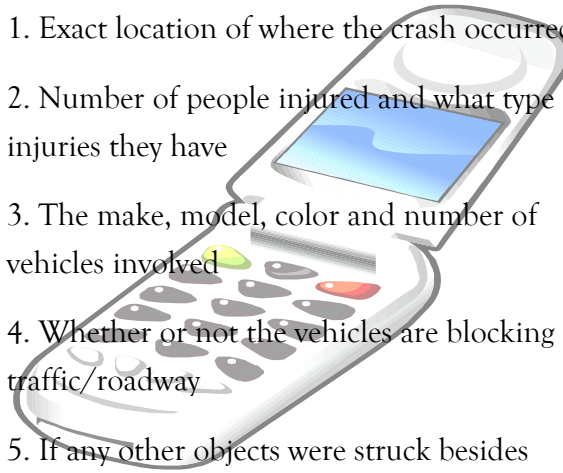


#### After the crash:

First thing to remember is to remain calm and make sure everyone involved is alright. Life and health are more important than damage to vehicles. Injuries due to a motor vehicle crash can be severe, and emotions may run high. If any injuries are involved, call 9-1-1 immediately. If no injuries occurred, call your local city's non-emergency number. If the accident is minor and there are no serious injuries, move vehicles to a nearby parking lot or off on the shoulder. Turn on vehicle's hazard lights and use cones or flares to warn other motorists about the crash.

#### Before you make the call, make sure you know the following:

1. Exact location of where the crash occurred
2. Number of people injured and what type of injuries they have
3. The make, model, color and number of vehicles involved
4. Whether or not the vehicles are blocking traffic/roadway
5. If any other objects were struck besides vehicles ( pedestrians, poles, fences, etc...)



#### Information needed to be retrieved prior to Police Officer's arrival:

1. Driver's license
2. Current vehicle registration
3. Current insurance policy form

#### When the Police Officer Arrives:



Give all the above information to the Officer along with your version of the incident.

Provide the time it occurred, location, what your actions were (slowing /stopping, accelerating), and weather & roadway conditions.

The Police Officer, after receiving all the required information, will complete a Crash Exchange Sheet. The Crash Exchange Sheet will have all involved driver's information, vehicle owner's information, vehicle information, and auto insurance information. The date, time, and location will also be listed. The Police Officer will also provide you with an Accident Report Number if the crash meets these two requirements:

1. The combined vehicle damage is estimated to be over \$1000.00.
2. If any person involved is injured.

If you were given an Accident Report Number, you can request a copy, for a small fee, of the report after 5 business days at:

Police Operations Center

3661 E. Virginia Beach Blvd.  
Norfolk, VA 23502

#### Traffic Summons

If the Police Officer can determine that a traffic violation has occurred the Officer may issue a traffic summons. If you are issued a traffic summons, it doesn't mean that you are guilty of the infraction, it just means that you must appear in court to testify on your behalf.