



DEPARTMENT NOTICE

19-215
10/25/19

Supplementary Traffic Collision Reports

The purpose of this bulletin is to provide direction to Members on how to add, delete, or change traffic collision information, and document additional information provided by individuals who wish to file amended and/or additional information regarding a previously filed traffic collision report. Additionally, supplemental reports may be initiated by members in instances where significant new facts are discovered or evidence is discovered that refutes information in the original report.

The Collision Investigation Manual published by the California Highway Patrol dictates when supplementary reports **shall** be taken. Members should familiarize themselves with these supplementary mandates in Chapter 7-12 to 7-15. The CHP Collision Investigation Manual (rev 2017) is available via the SFPD intranet web page. It can be found under the section "Outside Agency Manuals."

There may be instances where supplemental reports have no bearing on the Primary Collision Factor (PCF) and other instances where the supplemental report does change the PCF.

Supplemental reports are completed using the CHP 556 form. The "header box," completed by the member, will include the original date of occurrence, original case number, NCIC # and Officer ID. The "footer box" will include the name and star number of the member taking the supplemental report as well as the date this report is taken.

Sample format for *additional information*:

SUPPLEMENTAL REPORT

Purpose

Additional information to Party #1 Smith's statement.

Summary

Party #1 Smith came into XXX Station to report additional information on DATE TIME. Smith wanted to add that they . . .

Recommendation

Have this additional information from Party #1 added to the initial report without changing the cause of the collision.

Sample format for *changes/corrections*:

SUPPLEMENTAL REPORT

Purpose

To change the Primary Collision Factor or PCF.

Summary

On *March 15, 2019*, a collision report was submitted finding Party #1 Smith at fault for this collision in violation of 21453(a) CVC – Failing to stop for a red traffic signal.

On *April 10, 2019*, Party #1 came into XXX Station and provided video footage of the collision to the original reporting officer. The video footage shows that Party #2 in fact failed to stop for the red traffic signal in violation of 21453(a) CVC.

Recommendation

On page 2, column 1, change Primary Collision Factor party at fault from “1” to “2.”

Once completed, the supplementary report shall be forwarded to CISU for inclusion with the original report. If further information is needed, contact Traffic Company / Commercial Vehicle Unit at (415) 553-1757 or (415) 553-1215.



WILLIAM SCOTT
Chief of Police

Per DB 19-156, sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions or clarification regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.