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**Supplementary Traffic Collision Reports**  
(Re-issue DB 05-083)

The purpose of this bulletin is to provide direction regarding citizens who wish to file amended and/or additional information in reference to a previously filed traffic collision report.

It is the policy of this Department to act as facilitators for this information. The filing of a supplementary report, written in the words of the person wishing to add/amend its' content, has **no** effect upon any previously reached findings, factual basis, or original reporting officer's opinions.

The Collision Investigation Manual published by the California Highway Patrol dictates which supplementary reports **shall** be taken. Members should familiarize themselves with these supplementary mandates. Manuals are available at district stations. The information in the manual is also available through the SFPD intranet web page under "Outside Agency Manuals."

There is **nothing** in either the Collision Investigation Manual or this Department's policy that precludes or prevents members from generating supplementary reports as deemed necessary.

Persons wishing to file supplementary reports, when such persons believe they have been erroneously quoted, for example, shall be provided with a CHP 556 (Narrative page). The "header box" will be completed by the member making contact with the person, (including case number and date of occurrence). A simple preamble shall be placed on the page, starting with the first line of the narrative indicating:

**"Reason for supplementary: Additional information"**

**"Update Driver/Passenger Information," etc.**

These supplementary reports are attached to the original report, but will not *alter* the findings of the original report. Once completed, the supplementary report shall be forwarded to the Records Sections for inclusion with the original report. If further information is needed, contact Traffic Collision Investigations Unit at (415) 553-1641.

  
WILLIAM SCOTT  
Chief of Police

*Per DB 15-141, sworn members are required to electronically acknowledge this Department Bulletin in HRMS.*