



# DEPARTMENT NOTICE

21-083  
05/14/21

## Procedure for Completing and Submitting the CHP 555 Form (Re-issue DB 19-045)

The purpose of this Department Notice is to outline policy and procedures for completing the CHP 555 PDF. Department personnel shall discontinue use of any other report writing methods or PDF versions to complete a collision report, including handwritten reports and the use of CARS software.

The CHP 555 PDF forms and instructions are in the *Collision Reports* folder on District Station computer desktops. These procedures shall be followed to ensure consistent reporting, follow-up investigations and data collection.

### Important highlights for Officers:

- Members shall keep a working copy of each collision report in their own collision report folder even after the report is submitted.
- Officers SHALL NOT save any other material (i.e.: videos, crime scene logs, statements, etc.) in the department wide "*Collision Reports*" folder. These items need to be booked as evidence and copies attached to the report, electronically or as a hard copy.
- Members are encouraged to use VISIO for diagramming. The Department will be offering VISIO training when possible.
- Members will continue to make three (3) hardcopies of approved reports and route to the Station Captain, Station File, and the Record Room (CISU).

### Important highlights for Supervisors:

- Supervisors and OIC's shall not accept or approve any other collision report format.
- Once a Supervisor approves the report by clicking the "Add *Review Signature and Approve*" button at the top of the first page, the report is locked, and no further edits can be made.

In instances where a supplemental report is needed, save the document under the original case number with the wording "supplemental" after the case number to prevent overwriting the original report; for example, "180123456 supplemental."

Anyone who has difficulty locating the *Collision Reports* folder on their District Station computer desktop, please call the help desk **Official Info.** to have the issue resolved.

Initial training was provided by the below listed officers to station training Sergeants or other designated personnel, to be a train-the-trainer for their station.

A short **Official Info.** was created to explain the proper initial set up, saving, submitting for review and approval process of the CHP 555 template. Additionally, a quick cheat sheet and detailed instructions were also created to aid in the completion of the CHP 555 PDF. The short tutorial video, the cheat sheet and additional resources are located in the **Collision Reports** folder on District Station computer desktops.

The CHP Collision Investigation Manual (CIM) located in **SFPD Help Files** folder, is the only legal reference adopted by the San Francisco Police Department to be used for completing the CHP 555 forms. The CIM is useful in answering questions that arise regarding collision investigations, however please contact the below listed members from the Traffic company with additional questions.

Members assigned to the Airport Bureau shall follow San Mateo County protocols when writing and submitting traffic collision reports.

Sgt. Kevin Edison: [Kevin.Edison@sfgov.org](mailto:Kevin.Edison@sfgov.org)

Sgt. Leroy Thomas: [Leroy.E.Thomas@sfgov.org](mailto:Leroy.E.Thomas@sfgov.org)

Officer Mike Olkiewicz: [Michal.K.Olkiewicz@sfgov.org](mailto:Michal.K.Olkiewicz@sfgov.org)



WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*