3-09/070.15 - Duties of Station/Facility Sergeants/Traffic Sergeants

Station patrol sergeants and/or traffic sergeants shall be responsible for reviewing the following forms for completeness, including signatures and diagrams:

- SH-R-49
- SH-R-257
- CHP-555
- SH-AD-665

  NOTE: The sergeant shall date and sign form SH-AD-665 and, if a CHP-555, Traffic Collision Report, is not submitted, ensure that form SH-AD-665 contains all necessary information.

Additionally, the person reviewing the incident shall obtain a copy of traffic collision reports from other agencies when they are reporting the collision.

Copies of forms, SH-R-49, CHP-555, and SH-ADâ€‘665 shall be forwarded to the watch commander or operations lieutenant and the Traffic Services Detail with the SH-R-257 and the supervisor's comprehensive memo.