

### 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-AD-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.

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