

## 5-05/050.10 - Traffic Collision Report (CHP-555)

A traffic or non-traffic collision which occurs within a contract city shall be documented on a Traffic Collision Report (CHP-555) when the collision involves:

- A fatality, injury, or complaint of pain;
- Hit-and-run with workable information;
- Public property; and
- Anticipated prosecution for any Vehicle Code or ordinance violation.

"Workable information" includes any statement or physical evidence that provides sufficient information for traffic investigators to possibly identify either the vehicle or party involved, such as:

- Partial or complete license plate numbers;
- Description of a vehicle with unique markings;
- Description of an involved party with distinct characteristics.

The report shall always include a sketch. The report narrative shall conform with the procedures outlined in the California Highway Patrol Collision Investigation Manual (CIM).

The report and report narrative shall NOT be written using any pre-prepared check-off format and shall include a factual diagram when the following applies:

- The collision results in a fatality;
- The collision results in serious injury which may become a fatality;
- The collision involves an on-duty Department employee, a mileage permittee, or a Department or contract city vehicle and results in a fatality, injury, or complaint of pain;
- The report and the factual diagram have the potential to assist in the prosecution of a crime exceeding the seriousness of an infraction.

Traffic collisions shall only be documented on a Traffic Collision Report – Property Damage Only (CHP-555-03) form when the following applies:

- The collision does not result in any injuries or complaints of pain;
- The collision only involves two vehicles;
- The collision is a hit-and-run misdemeanor with no workable information.

### Beat

The investigating deputy's unit number and shift shall be entered in the space for "Beat."

### NCIC Number

The Department's assigned NCIC number, 1900, shall be entered in the space for "NCIC."

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