# 5-05/070.10 - Report Distribution - Highway Collisions

Distribution of all traffic collision reports which resulted from highway collisions shall be made within five days of the incident. The original copy shall be sent to Records and Identification Bureau and a copy in all cases to:

- Station/unit file;
- Station/unit traffic investigator;
- CHP, Data Processing Section, SWITRS, Sacramento, California 95804 (except counter reports and private property reports);
- Press Board;
- County Road Department; and
- Contract city.

A fatality traffic collision report shall also be sent to:

- Traffic Services Detail;
- Homicide Bureau; and
- Coroner.

A Traffic Collision Report shall also be sent to:

- CHP or local police department if a courtesy report is taken;
- Court of jurisdiction if an arrest or citation resulted;
- CHP School Bus Detail if a school bus is involved; and
- CHP, Special Services Unit, 437 North Vermont Avenue, Los Angeles, CA 90004, when a collision involves a transit bus and the CHP Motor Carrier Safety Unit has been asked to perform an inspection of the bus or its terminal.

Refer to the Juveniles chapter regarding release of information on juveniles.