



B
19-061
03/22/19

Timely Submission of Traffic Collision Reports
(Supersedes DB 19-046)

Members are reminded that Traffic Collision reports are to be submitted, complete and in their entirety, **prior to the member reporting off duty.**

The only exception to this policy is when all of the following conditions are met:

- A) It is a collision investigation of (1) considerable complexity and (2) the member's Supervisor has full knowledge of the report's complexity.

- B) The assigned Inspector agrees to the extension for the time needed to complete the report.

All felony arrests documented in a traffic collision report (Hit & Run, DUI, etc.) shall be submitted before the member signs off duty and, in no case, beyond 24 hours from the time of assignment.

In cases where delays are expected for any reason, the member preparing the report shall submit a completed face page (CHP 555-1) with all involved party information and a brief synopsis of the collision.

All completed traffic reports shall be forwarded to CISU.


WILLIAM SCOTT
Chief of Police