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**REPORTING REQUIREMENTS**  
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## CHAPTER 6

### REPORTING REQUIREMENTS

1. REPORTING POLICY. Radar/lidar equipment is assigned to Areas or Divisions by Research and Planning Section (RPS). After assignment, the equipment becomes the responsibility of the Area or Division. Inventory reporting shall be required on an annual basis, and additionally upon a change of command, in compliance with Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual.
  
2. AREA AND DIVISION RADAR/LIDAR COORDINATOR.
  - a. General. Areas and Divisions shall report any change of Area and Division radar/lidar coordinator assignments to RPS.
  
  - b. Responsibilities. Area and Division radar/lidar coordinators shall be certified radar/lidar operators and shall be responsible for the following:
    - (1) Certifying the speed and distance estimation capabilities of radar/lidar operators (Chapter 8, Operator Training, of this manual).
  
    - (2) Documenting the initial and 30-month laboratory certification and all routine maintenance (Chapter 2, Radar/Lidar Program Management, of this manual).
  
    - (3) Ensuring the availability of current documents for the Radar/Lidar History File, which is used for court testimony.
  
    - (4) Managing all ongoing radar/lidar responsibilities.
  
    - (5) Performing a quarterly inspection of all radar/lidar equipment to ensure proper functioning, all necessary components are available, and the equipment is operational.
  
3. RADAR/LIDAR HISTORY FILE.
  - a. General. Based on past court experience, radar/lidar may be challenged in a number of ways in California, even though there are few legal requirements concerning radar/lidar. To ensure the validity of radar/lidar citations and maintain departmental credibility, a Radar/Lidar History File for each unit shall be available for court testimony. Upon request from a party of interest, commanders shall release information from the Radar/Lidar History File. This information is releasable under the provisions of the Public Records Act (Government Code

Section 6250). Divisions shall maintain applicable records including the results of radar/lidar audits.

b. Contents.

(1) Radar/Lidar Unit Certification. Copies of the manufacturer's quality control and critical performance test radar/lidar certifications for each unit used by the Area.

(2) Tuning Fork Certification. A copy of the manufacturer's certification for each radar tuning fork, if available.

(3) CHP 99B, Radar Calibration Log, or CHP 99J, Lidar Calibration Log.

(4) CHP 99C, Radar/Lidar Operator Log for Multiple Unit Enforcement.

(5) CHP 99D, Radar/Lidar Repair Order.

(6) Speedometer Calibration Chart. A copy of the CHP 227, Speedometer Calibration Chart, for each Area unit.

c. Retention. Annex A indicates the minimum retention period for items within the Radar/Lidar History File. Local procedure may dictate longer retention periods than indicated in Annex A due to the late adjudication of cases involving radar/lidar devices (e.g., failure to appear).

4. REPORTS TO RESEARCH AND PLANNING SECTION. Equipment changes and permanent transfers of radar/lidar equipment shall be reported to RPS via e-mail to CHP-RADAR@chp.ca.gov and by the use of a CHP 266, Credit Memo, (photocopied, faxed, e-mailed, or sent via route slip) to the Inventory Control Unit (071) and to RPS (061). Examples of equipment changes include:

a. Reassignment of equipment to another California Highway Patrol (CHP) Area or Division.

b. Destruction, loss, or theft of equipment.

5. LOST, STOLEN, DAMAGED, OR DESTROYED RADAR/LIDAR DEVICES.

a. General. Highway Patrol Manual 11.2, Materials Management Manual, provides instructions regarding the reporting of lost, stolen, damaged, or destroyed state equipment.

b. Reporting Procedures. Any employee aware of circumstances indicating that a state-owned radar/lidar device has been lost, stolen, damaged, or destroyed shall submit a signed written report (memorandum) of such circumstances to their commander. The commander shall attach comments to the memorandum and/or crime report stating what precautions were in effect at the time of such loss, theft, or damage, and measures now in effect to prevent a recurrence. The commander shall also indicate whether or not negligence is involved and provide a recommendation as to the action necessary. It is the responsibility of the commander to ensure all reports have been completed in accordance with HPM 11.2, and that copies of this report, including the commander's comments, are forwarded to the Office of Assistant Commissioner, Field (through channels), with a copy to RPS. At a minimum, the report/memorandum should include the following information:

- (1) Date of the incident.
- (2) Area/Division involved.
- (3) Employee and/or suspect(s) involved.
- (4) Serial number of the device.
- (5) California Highway Patrol number of the device.
- (6) Circumstances surrounding the loss, theft, or damage.
- (7) Status of the device (lost, stolen, damaged, or destroyed).

NOTE: If lost or stolen, list the California Law Enforcement Telecommunications System (CLETS) file control number (FCN) generated as a result of an Automated Property System (APS) entry.

c. Commander's Assessment and Comments.

(1) Lost or Stolen Equipment. Upon the loss or theft of any unit, the commander shall either initiate an investigation, or report the loss or theft to a local law enforcement agency. If the investigation is conducted by the involved command, a CHP 216, Arrest-Investigation Report, shall be completed. The CHP 216 shall be assigned a case number in accordance with General Order 100.38, Assignment of Case Numbers.

(2) Automated Property System Entries. Commanders shall ensure the serial number and CHP number of the lost/stolen device are entered into the CLETS APS, in accordance with the procedures outlined in Section 5 of the Criminal

Justice Information System Manual. The FCN generated by this APS entry shall be included in the report/memorandum.

(a) When an APS entry is made by the investigating command, the case number assigned to the corresponding CHP 216 is to be entered in the APS originating case number field.

(b) When a local law enforcement agency conducts the investigation, commanders are to coordinate with the agency in order to ensure an APS entry is made.

## ANNEX A

### RADAR/LIDAR DOCUMENT RETENTION

Retention Schedule of Radar/Lidar Program Documents					
CHP Form No.	Description	OPI	Retention Period	Retention Location	Remarks
CHP 99	Radar/Lidar Speed and Distance Estimation	061	1 Year	Area	
CHP 99A	Radar/Lidar Range and Speed Determination Test	061	1 Year	Area	
CHP 99B	Radar Calibration Log	061	3 Years	Area or Division of Assignment	3 years rotating
CHP 99J	Lidar Calibration Log	061	3 Years	Area or Division of Assignment	Rotating
CHP 99C	Radar/Lidar Operator Log for Multiple Unit Enforcement	061	1 Year	Area	Rotating
CHP 99D	Radar/Lidar Repair Order	061	Life of unit plus one year	Area or Division of Assignment	Life Cycle of Equipment
CHP 99E	Radar/Lidar Target Roadway Record	061	Life of program plus one year	Area	Life of Program
CHP 99F	Radar/Lidar Unit Record	061	Life of unit	Area or Division of Assignment	Life Cycle of Equipment
CHP 99G	Radar Program Record	061	Life of unit	Area	Life of Program
CHP 99H	Radar/Lidar Program Audit	061	2 Years	Division	
	Certificate of Attainment (Radar Training)	091	Career	Area	*Copy at Area of Assignment
	Speedometer Calibration Chart		1 Year	Area	Rotating
	Employee Training Records System (ETRS)	091	Career	Area	
	Certification Documents		Life of unit	Area or Division of Assignment	Life Cycle of Equipment
	Equipment Repair Documents		Life of unit	Area or Division of Assignment	Life Cycle of Equipment

*\*This schedule is to ensure radar/lidar records are available for court testimony in cases involving radar speed evidence. Records may be maintained for longer periods if required by local Area or court policy.*

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