

CHAPTER 11
CRASH INVESTIGATION REVIEW
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CHAPTER 11

CRASH INVESTIGATION REVIEW

1. POLICY. The purpose of this chapter is to establish review procedures and guidelines to improve the quality of crash investigations and reports, and establish uniform procedures for the completion and retention of the CHP 553, Crash Investigation/Report Notice. Area commanders are encouraged to supplement these procedures, as necessary, through local Standard Operating Procedures (SOP) to ensure a high quality, timely review of all crash reports.

2. RESPONSIBILITIES.

a. Field Division Commander.

(1) Shall ensure subordinate commands establish procedures which provide for a systematic review of crash investigations and reports.

(2) Shall establish procedures which provide for Multidisciplinary Accident Investigation Team (MAIT) review of investigations using traffic crash reconstruction methodologies.

b. Area Commander.

(1) Shall establish local guidelines to ensure the proper review of crash investigations and reports, and processing of the CHP 553.

(2) Shall ensure at a minimum, all major injury and fatal traffic crashes are initially reviewed by a supervisor.

(3) Shall establish sufficient levels of review to ensure all traffic crash investigations/reports are high quality, professional products.

(4) Shall select a qualified Crash Investigation (CI) review officer and alternate(s) and provide for necessary initial and subsequent training needs.

c. Sergeant and Officer-In-Charge.

(1) Shall ensure a CHP 553 is attached to each traffic crash investigation/report.

(2) Shall ensure at a minimum, all major injury and fatal traffic crash investigations are initially reviewed by a supervisor.

(3) Shall comment, as necessary or appropriate, and initial the CHP 553 before returning the report to the investigating officer.

d. Crash Investigation Review Officers. Shall use a CHP 553 for all traffic crash investigations and reports returned for correction.

(1) The CI review officers shall ensure traffic crash reports meet the requirements of Highway Patrol Manual (HPM) 110.5, Crash Investigation Manual.

(2) Procedures shall be established to ensure traffic crash reports are reviewed and processed in a timely manner.

e. Officers.

(1) Shall attach a CHP 553 to all new traffic crash investigations/reports prior to the end of shift, when submitted for review.

(2) Shall initial and date the CHP 553 once corrections are completed, then return it according to Area SOP.

3. CHP 553, CRASH INVESTIGATION/REPORT NOTICE.

a. Completion. A CHP 553 shall be completed and attached to all crash investigations/reports.

b. Retention. The CHP 553 shall be retained for the period corresponding with an officer's annual performance appraisal. After completion of the annual performance appraisal, the CHP 553 shall be returned to the officer or destroyed except if an officer is placed on interim reporting in accordance with HPM 10.10, Performance Appraisal Manual, for a cause related to Critical Task #5, Verbal/Written Communications. The CHP 553 shall be retained as part of the interim reporting documentation.

4. GENERAL INSTRUCTIONS. The following information shall be completed on the CHP 553:

a. Report Number. The Area report number shall be listed in the upper right hand corner.

b. Date of Crash. This date shall correspond with information on the CHP 555, Page 1, Traffic Crash Report.

- c. Time of Crash. This time shall correspond with information on the CHP 555, Page 1.
- d. Date Submitted. Enter the date the investigation or report is submitted for review.
- e. Investigating Officer. List the last name of the investigating officer.
- f. Identification Number. List the identification number of the investigating officer.
- g. Shift. List the shift the investigating officer is assigned (e.g., "A", Days, 0545).
- h. Regular Days Off. The investigating officer shall list their upcoming regular days off. This will enable the reviewer to ensure timely review and completion of the investigation or report.
- i. Check the Appropriate Box(es):
 - (1) Fatal. Check this box if the crash involved a fatality.
 - (2) On-Duty Emergency Vehicle. Check this box if the crash involved an on-duty emergency vehicle. (Refer to Chapter 2, Definitions and Classifications of Crashes, paragraph 54.)
 - (3) School Bus. Check this box if the crash involved a school bus. (Refer to Chapter 2, paragraph 64.)
 - (4) Hit & Run. Check this box if the crash involved a hit and run, and follow-up is required.
 - (5) 11-80/81. Check this box if there were any injuries.
 - (6) 11-82. Check this box if the crash involved property damage only.
 - (7) DUI. Check this box if the primary crash factor was driving under the influence (DUI).
 - (8) MAIT Review. All mathematical calculations or any use of reconstruction methodologies shall be reviewed by the appropriate MAIT. Check this box when a report includes any reconstruction technique or methodology completed by the investigating officer. To use any reconstruction technique or methodology, the investigating officer must be serving an apprenticeship in, or completed, the Traffic Crash Reconstruction Specialist Certification Program. Refer to HPM 110.1, Multidisciplinary Accident Investigation Team Operations Manual, Chapter 10, Traffic Accident Reconstruction Specialist Certification.

j. Status/Action Required.

(1) Complete. Check this box when the crash has been completed and is ready for review.

(2) Incomplete. Check this box if the crash is incomplete and being submitted for issuance of an Area report number.

(3) Please See CI Officer. The CI review officer may check this box to ensure contact with the investigating officer for direction on completing the investigation/report.

(4) Please Make Corrections (Refer to "Comments" section below). Check this box to indicate the investigating officer needs to make the recommended changes listed in the comments section of the form.

k. Crash Investigation Initials. The CI review officer shall initial the CHP 553 each time the investigation/report is returned for corrections.

l. Date Returned. Enter the date the CI review officer or supervisor returns the investigation/report to the investigating officer for correction.

m. Sergeant's Initials. The sergeant or officer-in-charge shall initial the CHP 553 when the investigation/report is returned to the investigating officer for correction.

n. Date Corrected. The investigating officer shall enter the date when they return the correction notice after making the recommended changes and/or corrections.

o. Officer's Initials. The investigating officer shall initial after reading the comments section and the changes and/or corrections have been completed.

p. Comments. Supervisors and/or the CI review officer shall use this space to indicate corrections and/or changes to the investigation/report. Once the investigation/report has been completed, additional corrective comments shall not be entered without the officer being provided an opportunity to review and initial the form.

q. Continued on Page 2. If additional space is required, check this box and continue comments on the reverse side of the form. If additional space is needed, use a separate page.

r. Supervisor's Use Only. This section is used by a supervisor or manager to provide positive feedback on the quality of the investigation/report. The Area commander may use this section as a final level of review.

s. Excellent Report. This box shall be checked when the supervisor or manager determines the investigation/report has exceeded expectations. The specific reason(s) for this rating shall be listed (e.g., diagram, narrative, error free, well written).

t. Reviewed By (Supervisor's Initials)/Date. Enter the initials of the reviewing supervisor and the date reviewed in the appropriate boxes.

5. CRASH INVESTIGATION REVIEW OFFICER SELECTION CRITERIA.

a. The Area commander is responsible for the development and selection of the CI review officer and alternate(s). Minimum qualifications have been established to ensure the individual has gained the experience necessary to provide a sufficient level of review of a variety of crash scenarios.

b. Area commanders shall ensure the CI review officer meets the following minimum criteria:

(1) Two years of field patrol with exposure to crash investigation.

(2) Completion of Intermediate Crash Investigation Training. Area commanders shall ensure officers selected for this position also attend the following:

(a) The next available Advanced Crash Investigation Training class.

(b) A Crash Investigation Review Officer Forum (CIROF) within one year of assuming the CI review officer position, and make every effort to attend an annual CIROF.

(3) Rating of "Meets" or "Exceeds" in Critical Task #5, Verbal/Written Communications, on the most recent CHP 118, Performance Appraisal - Officer.

(4) No rating of "Substandard" in any critical task.

(5) Other desirable qualities:

(a) Excellent interpersonal skills.

(b) Self motivated.

(c) Ability to tactfully critique written work.

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ANNEX A

CRASH INVESTIGATION/REPORT NOTICE

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CRASH INVESTIGATION/REPORT NOTICE
CHP 553 (Rev. 01-19) OPI 060

REPORT NUMBER _____

CRASH DATE _____ CRASH TIME _____ DATE SUBMITTED _____

INVESTIGATING OFFICER _____ ID NUMBER _____ SHIFT _____ RDCs _____

FATAL ON-DUTY EMERGENCY VEHICLE SCHOOL BUS HIT & RUN

11-80/81 11-82 DUI MAIT REVIEW (MATH CALCULATIONS)

STATUS/ACTION REQUIRED

COMPLETE PLEASE SEE CI OFFICER

INCOMPLETE PLEASE MAKE CORRECTIONS (Refer to "Comments" section below)

CI INITIALS	DATE RETURNED	SERGEANT'S INITIALS	DATE CORRECTED	OFFICER'S INITIALS

COMMENTS _____

_____ Continued on page 2

SUPERVISOR'S USE ONLY

EXCELLENT REPORT (Cite specific reason: e.g., error-free, well written, narrative supports charges, extra effort.)

REVIEWED BY (SUPERVISOR'S INITIALS) _____ DATE _____

RETURN THIS FORM WITH CRASH REPORT

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