

**CHAPTER 6**  
**INSTRUCTIONS FOR COMPLETING**  
**THE CHP 555, PAGE 4, FACTUAL DIAGRAM**  
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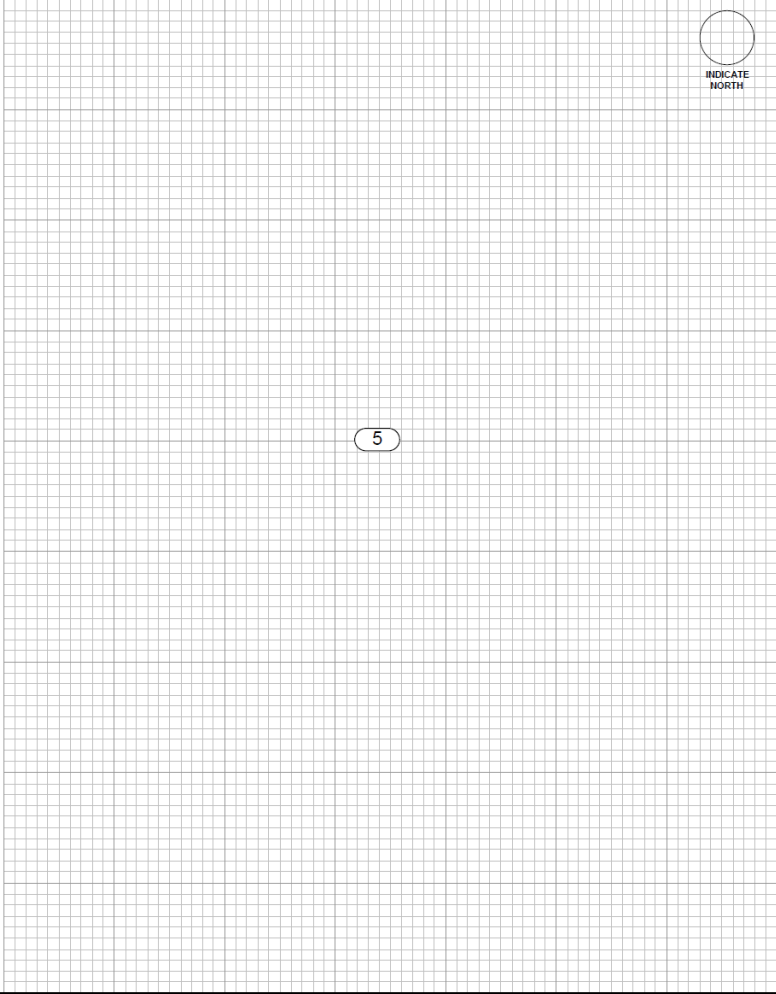
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# CHAPTER 6

## INSTRUCTIONS FOR COMPLETING THE CHP 555, PAGE 4, FACTUAL DIAGRAM

1. SCOPE. This chapter provides instructions for completing the CHP 555, Page 4, Factual Diagram. This page is used to diagram the crash scene as found upon the officer's arrival. This page is optional in Reports and required in Investigations.

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL <b>FACTUAL DIAGRAM</b> CHP 555 Page 4 (Rev. 3-20) OPI 060					Page <b>2</b>
DATE OF CRASH (MO. DAY YEAR)	TIME (2400)	NCIC #	OFFICER ID	NUMBER	
<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	
ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE = )					
					
PREPARED BY <b>6</b>		ID NUMBER <b>6</b>	MO. DAY YEAR <b>6</b>	REVIEWER'S NAME <b>7</b>	MO. DAY YEAR <b>7</b>
<i>An Internationally Accredited Agency</i>					

2. PAGE NUMBER. Enter the page number sequentially as it appears in the report. If there are multiple CHP 555, Page 4s, number each page; do not use 4a, 4b, 4c, etc. The total number of pages entry is only required on the first and last pages of the report.

3. DATE OF CRASH/TIME/NCIC #/OFFICER ID. Enter the numeric month, day, four-digit year, time, National Crime Information Center (NCIC) number, and the investigating officer's ID or badge number as completed on the original CHP 555, Page 1, Traffic Crash Report. These four categories are used to identify each crash reported to the Statewide Integrated Traffic Records System database. (Refer to Chapter 3, Instructions for Completing the CHP 555, Page 1, Traffic Crash Report.)

4. NUMBER. Enter the original report or case number assigned to the crash by the California Highway Patrol Area or local law enforcement agency as completed on the CHP 555, Page 1. (Refer to Chapter 3.)

5. FACTUAL DIAGRAM INSTRUCTIONS.

a. A factual diagram contains factual details only and shall be completed for every Investigation.

b. The factual diagram may be drawn to scale and may be drawn on the CHP 555, Page 4. The factual diagram may also be completed on any other size paper, provided arrangements are made for reproduction. The length may be extended as necessary but must be fan-folded to a finished size of 8½" x 11" and attached to the crash investigation. Use as many diagram pages as necessary to accurately depict the scene. Diagramming software may be used.

NOTE: Do not use sketch symbols on a factual diagram. When drawing a factual diagram to illustrate relevant elements of the crash scene, use symbols or drawings that are an identifiable representation of the object. Examples of appropriate factual diagram symbols are described in Annex A.

c. Label the factual diagram with a location that corresponds to the "Crash Occurred On" box as completed on the CHP 555, Page 1.

d. If the crash occurred at an intersection, label the cross street on the factual diagram. If not, note the location of the nearest intersection or permanent reference point using a directional arrow and the name of the intersecting road or permanent reference point on the factual diagram.

e. When using a CHP 555, Page 4, identify the compass direction "North" by placing an arrow in the circle labeled "Indicate North" in the upper right corner.

Traditionally, north has pointed toward the top of the page. The factual diagram and sketch should show the direction of north pointing in the same direction.

f. Do not show Area(s) of Impact (AOI) on the factual diagram. Each AOI should be described in the narrative and shown on the sketch.

g. If completing the factual diagram by hand, use a template or a straight edge. Factual diagrams should represent reasonable proportions of the scene as found upon arrival, with dimensions identified as being either to scale or approximate. When drawn to scale either by hand or using diagramming software, a scale bar shall be drawn on the diagram.

h. Measurements should include the scene environment (e.g., roadway width), physical evidence (e.g., tire friction marks, debris), and vehicles. Locate vehicles with a minimum of two points of reference (preferably the center of each wheel) using two measurements per point. Measure all reference points at right angles from the stationary reference location (e.g., station line, roadway edge, curb). Include applicable objects, fixed or otherwise, for a complete investigation or for court testimony (e.g., reference points, roadway surface, traffic control devices, utility poles). If vehicles or objects were moved from their points of rest prior to arrival, they need not be shown in the diagram.

i. Identify each item of physical evidence with an evidence identifier. Use either a number or an alpha character inside a circle or box adjacent to the physical evidence item. To avoid confusion, call outs with leaders may be used in lieu of placing an identifier next to the evidence item.

j. Inclusion of actual measurements on the diagram may result in a cluttered, illegible diagram. To avoid confusion, a diagram legend should be used. Include all measurements in a legend, with the evidence identifier and an abbreviated narrative description of the evidence type and location. The legend may be located on an unused portion of the diagram or on the first CHP 556, Narrative/Supplemental, following the diagram. (Refer to Annex B.)

(1) Legend Title. Identify the legend by writing "Factual Diagram Legend" above the measurements.

(2) Legend Contents.

(a) Measurement Methods. Identify the method(s) used to obtain the measurements (e.g., station line, rolling wheel). A description of reference points (e.g., North roadway edge, utility pole, station line) and their relationship to the evidence shall be included. If a base point (e.g., 0+00) for vehicle and/or evidence measurements is established, measurements necessary to accurately reestablish the base point, and subsequent

points, shall be included. If using decimal/feet for measuring, measurements should be taken to the nearest hundredth of a foot or carried two numbers beyond the decimal point.

(b) Each item of evidence or vehicle measurement should be listed with the evidence identifier or vehicle reference point followed by two measurements. Each measurement should include the distance and direction from the reference line or reference point from which the measurement was taken. For example, Vehicle #1 R/F wheel, 231.17 feet south of the south roadway edge of Adams Street, and 15.31 feet east of the west curb of Bright Road.

(c) Position of Rest (Vehicle Measurements). Identify the vehicle measurements by vehicle number and the wheel or reference point to which the measurement was taken. Each vehicle should be located at a minimum of two points, identified with a minimum of two measurements each. (Refer to Annex B.)

(d) Physical Evidence Descriptions. Physical evidence shall be described in the legend. An example of a description would be a tire friction mark that is 24 feet in length and 5 inches (.42 feet) in width.

(e) Physical Evidence Measurements. Physical evidence locations should be identified with a minimum of two measurements at right angles or by triangulation. Identify curved tire friction marks with sufficient points to allow accurate diagramming. (Refer to Annex B.)

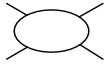







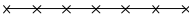




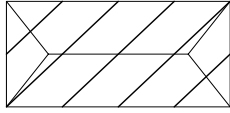
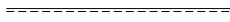

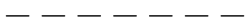
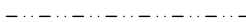
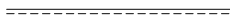







NOTE: Exercise caution when identifying the origin of physical evidence. Do not attempt to analyze evidence beyond your level of training or expertise. An example of an analysis would be to identify that a locked wheel tire friction mark, 24 feet in length, was created by the right rear tire of Vehicle #1.

6. PREPARED BY/ID NUMBER/MO. DAY YEAR. Enter the name and ID number of the preparer of the factual diagram. (This may differ from the "Preparer's Name," as completed on the original CHP 555, Page 1.) Enter the date (month [mo.], day, and four-digit year) the factual diagram was completed.

7. REVIEWER'S NAME/MO. DAY YEAR. Print the reviewer's name and the date (mo., day, and four-digit year) reviewed in the appropriate boxes.

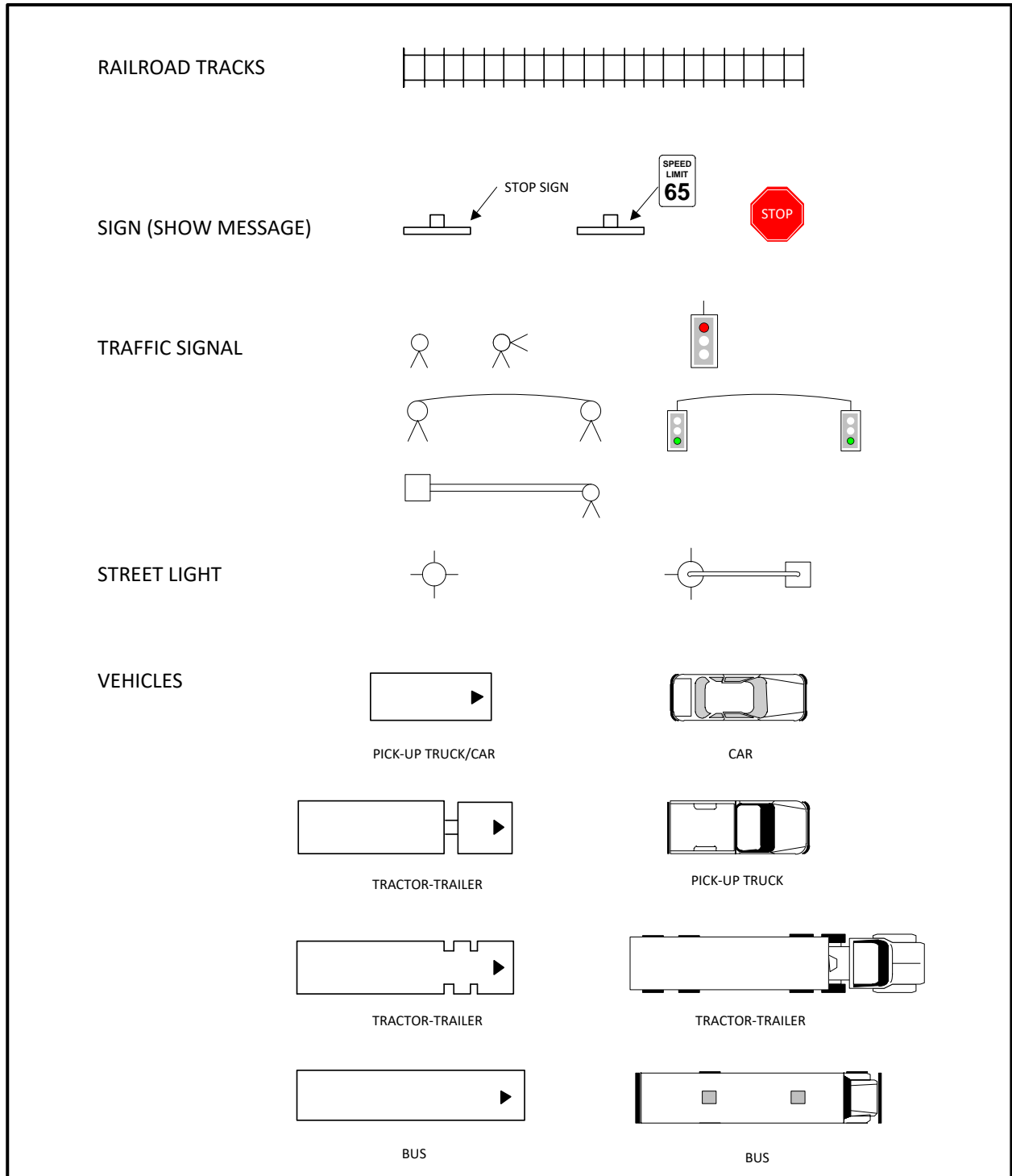
# ANNEX A

## INVESTIGATION SYMBOLS

ANIMAL		
BARRIER		
CAMERA		
DEBRIS		
EMBANKMENT		
FENCE		
GUARDRAIL		
BUILDING		
LANE LINES	  2 WAY LEFT TURN LANE	  LANE DIVIDERS
	 PASSING	 NO PASSING
	 ROADWAY EDGE OR CURB LINE	 DIRT EDGE LINE
MOTORCYCLE OR BICYCLE		
PEDESTRIAN		

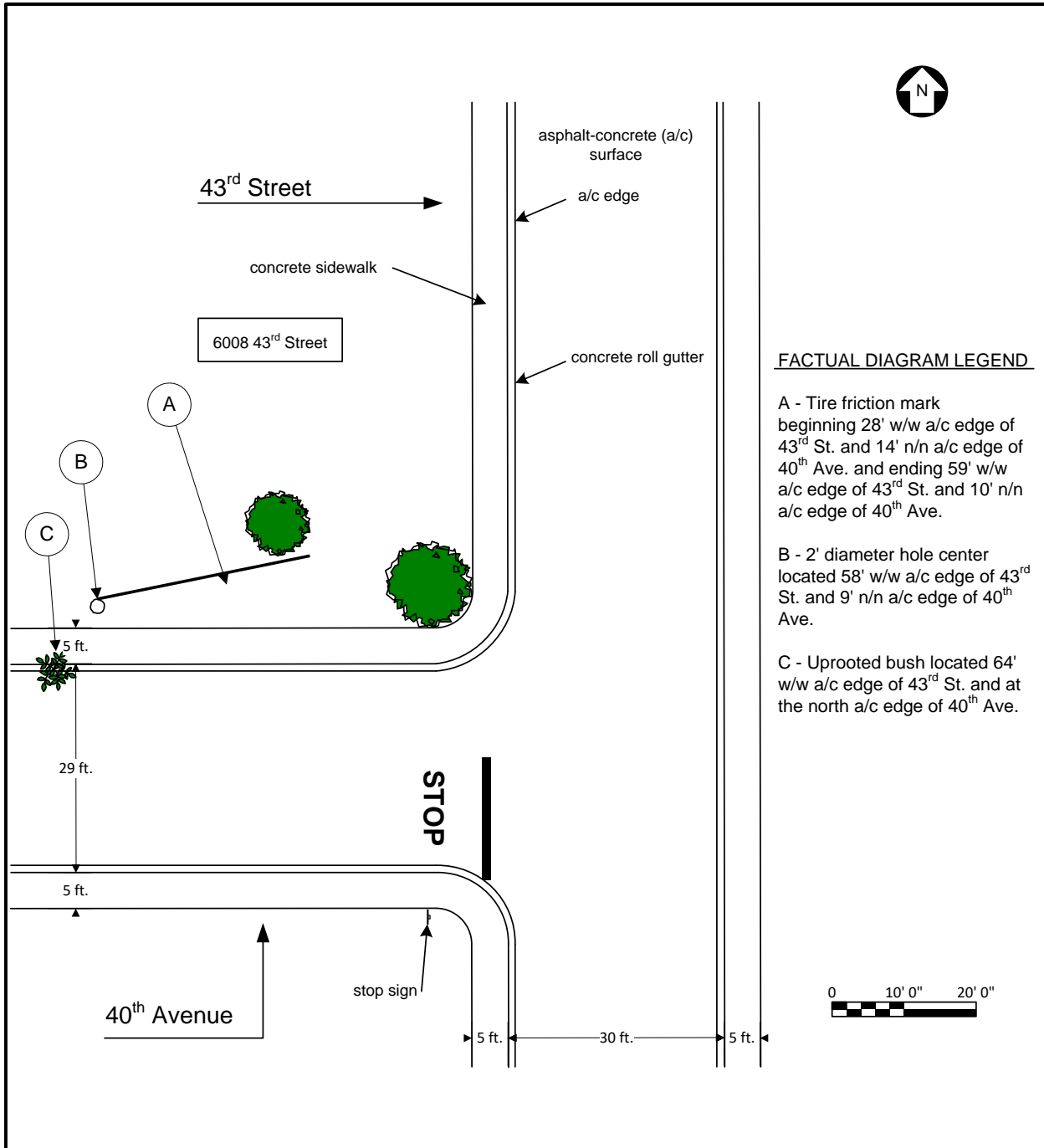
# ANNEX A

## INVESTIGATION SYMBOLS (continued)



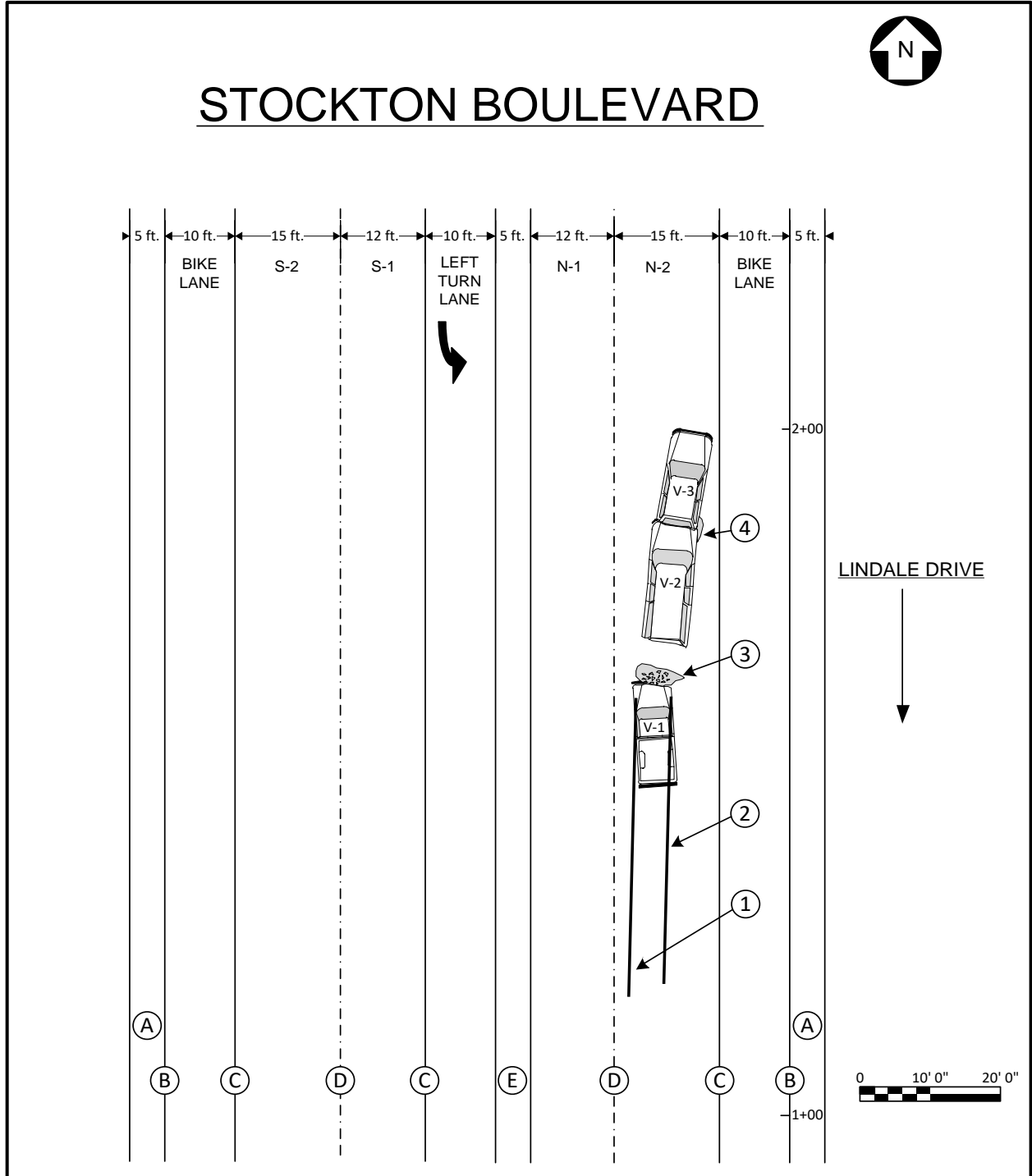
# ANNEX B

## SAMPLE FACTUAL DIAGRAMS AND LEGENDS



ANNEX B

SAMPLE FACTUAL DIAGRAMS AND LEGENDS (continued)



## ANNEX B

### SAMPLE FACTUAL DIAGRAMS AND LEGENDS *(continued)*

#### FACTUAL DIAGRAM LEGEND

##### ROADWAY CHARACTERISTICS:

ITEM	DESCRIPTION
A	Concrete sidewalk
B	6" raised concrete curb
C	Solid white painted line
D	Broken white painted line
E	6" raised concrete divider

##### STATION LINE

A station line was established along the east curb of Stockton Boulevard. Station 1+00 was established 100 feet north of the north curb line prolongation of Lindale Drive. The station line increases in a northerly direction. Measurements were made right or left of the station line and at right angles.

##### VEHICLE POSITION OF REST:

ITEM	DESCRIPTION	DISTANCE RIGHT OR LEFT OF STATION	LOCATION ON STATION
V-1	R/R wheel	16' 3" - Left	1+52'
V-1	R/F wheel	17' - Left	1+61'
V-2	R/R wheel	14' 6" - Left	1+70'
V-2	R/F wheel	13' 3" - Left	1+83' 6"
V-3	R/R wheel	13' - Left	1+87' 3"
V-3	R/F wheel	11' 3" - Left	1+96' 9"

##### PHYSICAL EVIDENCE DESCRIPTION:

ITEM	DESCRIPTION
1	A tire friction mark (TFM) approximately 43' 6" in length and 5" in width
2	A TFM approximately 42' in length and 5" in width
3	An approximate 6' 6" x 3' 9" area of vehicle liquid and debris
4	An approximate 5' diameter area of vehicle liquid and debris

##### PHYSICAL EVIDENCE LOCATION:

ITEM	DESCRIPTION	DISTANCE RIGHT OR LEFT OF STATION	LOCATION ON STATION
1	Begin TFM	23' - Left	1+17' 3"
1	End TFM	22' - Left	1+60' 9"
2	Begin TFM	18' - Left	1+19'
2	End TFM	17' - Left	1+61'
3	Center of liquid/debris field	18' 6" - Left	1+64'
4	Center of liquid/debris field	15' 6" - Left	1+86'

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