

CHAPTER 7

INSTRUCTIONS FOR COMPLETING THE CHP 556, NARRATIVE/SUPPLEMENTAL

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CHAPTER 7

INSTRUCTIONS FOR COMPLETING THE CHP 556, NARRATIVE/SUPPLEMENTAL

1. SCOPE. This chapter provides instructions for completing the CHP 556, Narrative/Supplemental. This page is used to describe details of the crash not covered by other forms. Bond or plain paper may be substituted for the CHP 556; however, the heading information in the following paragraphs must be included at the top of the page.

STATE OF CALIFORNIA NARRATIVE/SUPPLEMENTAL CHP 556 (Rev. 3-19) OPI 060				Page 2	
DATE OF INCIDENT/OCCURRENCE 3	TIME (2400) 3	NCIC NUMBER 3	OFFICER ID NUMBER 3	NUMBER 4	
<input type="checkbox"/> Narrative 5		<input checked="" type="checkbox"/> Crash Report 5		<input type="checkbox"/> BA Update 5	
<input type="checkbox"/> Supplemental		<input type="checkbox"/> Other: _____		<input type="checkbox"/> Fatal <input type="checkbox"/> Hit and Run Update <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> School Bus <input type="checkbox"/> Other: _____	
CITY/COUNTY/JUDICIAL DISTRICT 6			REPORTING DISTRICT/BEAT 7		CITATION NUMBER 8
LOCATION/SUBJECT 9			STATE HIGHWAY RELATED <input type="checkbox"/> Yes 10 <input type="checkbox"/> No		
1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ <div style="text-align: center; border: 1px solid black; border-radius: 50%; padding: 2px; width: fit-content; margin: 0 auto;">11 - 15</div> 11. _____ 12. _____ 13. _____ 14. _____ 15. _____ 16. _____ 17. _____ 18. _____ 19. _____ 20. _____ 21. _____ 22. _____ 23. _____ 24. _____ 25. _____ 26. _____ 27. _____ 28. _____ 29. _____ 30. _____ 31. _____					
PREPARER'S NAME and ID NUMBER			REVIEWER'S NAME		
<input type="text"/> 16			<input type="text"/> 17		
Use previous editions until depleted					

2. PAGE NUMBER. If used as the original report narrative, enter the page number sequentially as it appears in the report and include the total number of pages on the last page of the report. If used as a Supplemental Report, number the pages sequentially beginning with 1S. The total number of pages entry is required on the first and last pages of the Supplemental Report.

3. DATE OF INCIDENT/OCCURRENCE/TIME/NCIC NUMBER/OFFICER ID NUMBER. Complete these boxes on each side of the CHP 556 used to document an original crash or as a supplemental to a crash. 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 report in the Statewide Integrated Traffic Records System (SWITRS) 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 (CHP) Area or local law enforcement agency as completed on the CHP 555, Page 1. (Refer to Chapter 3.)

5. NARRATIVE/SUPPLEMENTAL REPORT. The CHP 556 is a dual purpose form. Mark an "X" in the appropriate box to indicate whether the CHP 556 is being used as the narrative or as a Supplemental Report. Mark an X in the "Crash Report" box.

a. Narrative. To document the narrative of the crash.

b. Supplemental Report. To document changes or additions to an Investigation or Report previously submitted, including a "Preliminary Report." Mark an X in the appropriate box indicating the type of supplemental.

6. CITY/COUNTY/JUDICIAL DISTRICT. Optional, except when submitting a Supplemental Report; enter the appropriate city and/or county or judicial district.

7. REPORTING DISTRICT/BEAT. Optional, except CHP officers shall include a beat number.

8. CITATION NUMBER. Optional. This section may be used by the officer to record the citation number issued as a result of the crash.

9. LOCATION/SUBJECT. Required for Supplemental Reports only. Enter the primary location as completed on the original CHP 555, Page 1. For state highway related crashes, include the route and milepost numbers.

10. STATE HIGHWAY RELATED. Required for Supplemental Reports only. Mark an X in the appropriate box to indicate whether or not the crash occurred on or was associated with a state highway. (Refer to Chapter 3, Annex C.)

11. CRASH NARRATIVE.

a. The purpose of the narrative is to provide, as accurately as possible, a description of the crash and to allow the officer to present other information which may be pertinent to the crash.

b. The narrative shall not contain useless details. It shall bring together the elements of the crash in a clear, concise, logical, and time-sequential order.

c. The narrative should not repeat information adequately described elsewhere except when necessary to explain the occurrence of the crash.

d. A crash narrative may be written in an Investigation or Report format subject to the conditions of the crash.

NOTE: **FOR CHP ONLY** – An Investigation format shall be used in all cases unless the crash meets the criteria for a Report format outlined in Chapter 1, Responsibilities and Policies.

e. Both sides of the CHP 556 may be used to continue the narrative.

12. INVESTIGATION NARRATIVE. The Investigation narrative should consist of the following headings, which shall be graphically set apart. Allied agencies may adjust their format to meet local needs.

a. Facts. Include only factual information. Do not enter opinions in this section. Facts include, but are not limited to, the following:

(1) Notification. Document the time the call was received, the type of call, the location the officer responded from, and the time of arrival at the crash scene. A statement shall be made that all times, speeds, and measurements are approximate. Identify the device used to determine measurements (e.g., steel tape, roll meter, pacing).

(2) Scene Description.

- (a) State the name, type of highway (e.g., freeway, county road), and geographic location (e.g., unincorporated, city).
- (b) Describe the highway, including the designated orientation (e.g., north/south, east/west); one-way or two-way; straight or curved; the total number of lanes; width of the roadway; roadway composition (e.g., concrete, asphalt); roadway markings; and shoulders.
- (c) If present, describe fixed or other objects, as well as lighting conditions, roadway conditions, and other issues not covered in the factual diagram legend.
- (d) If the crash occurred at an intersection, describe the type of intersection, to include the type of angle at which they intersect (e.g., 90 degree, oblique), and the type of traffic controls.
- (e) The officer shall report all facts concerning applicable highway conditions.
- (f) The officer shall not express engineering opinions concerning highway conditions.

NOTE: **FOR CHP ONLY** – Highway conditions which may affect public safety and expeditious traffic movement shall be reported as specified in General Order (GO) 100.46, Reporting of Highway Conditions.

NOTE: The CHP members shall not use a term such as “Refer to Diagram” to describe an entire category required in an Investigation narrative.

(3) Parties. Document where the party was located upon arrival and how they were identified and established as an involved party. Document the vehicle/bicycle/train, as located upon arrival. Describe crash damage and identify any observed prior damage. If a mechanical defect was found, include how the defect was discovered and verified. Repeat the sequence for each party.

NOTE: Whenever a crash occurs which results in any injury, the investigating officer shall perform an assessment of the restraint systems of the involved vehicles for possible system failures. If a failure is suspected, the appropriate Division commander shall be notified and the Multidisciplinary Accident Investigation Team may be consulted.

(4) Physical Evidence. Physical evidence not diagrammed (e.g., paint transfers, vehicle parts that are missing or found away from the crash scene,

blood on the vehicle interior, heel marks) should be described in detail, indicating the location it was found and the disposition of the evidence.

(5) Hit and Run (if applicable). Document information such as a description of the suspect vehicle, including any identifying features, and a description of the suspect, their clothing, and any identifying features. Document who can identify the suspect and place them as the driver of the hit-and-run vehicle at the time of the crash. Also include a chronological summary of follow-up activities or an explanation as to why no follow-up actions were taken.

(6) Hazardous Material (if applicable). Provide the trade or chemical name of the hazardous material. Include the presence or absence of placards, labels, and/or shipping papers, and the type of container (e.g., cylinders, metal or fiber drums, tanks). Document the carrier/shipper identification as shown on the CHP 555D, Truck/Bus Crash Supplemental Report. Additionally, provide a brief description of the clean-up measures including which clean-up contractor was used, methodology, and disposition of waste material. A CHP 555D shall be completed, if appropriate. (Refer to Chapter 8, Instructions for Completing the CHP 555D, Truck/Bus Crash Supplemental Report.) Additional information on the preparation of a crash report involving a hazardous material incident is available in Chapter 13, Guidelines for the Investigation and Documentation of Specific Crashes.

(7) Other Factual Information (if applicable). The investigating officer shall include all other factual information pertinent to the investigation (e.g., driver license restrictions, driver's physical disabilities, second trailer of a combination of vehicles).

b. Statements. Identify parties and witnesses by number and last name. Identify passengers by "Passenger" and name (e.g., Passenger Jones). Statements shall be obtained from all parties, witnesses, and passengers if reasonably available. The officer shall first record the location of each party, passenger, or witness at the time of the crash and the substance of each statement, eliminating unnecessary detail or speculation and arranging the explanation in a logical order.

(1) If a statement is obtained by the question and answer technique, include both the question and the answer. However, if the officer is asking only clarifying questions, it is not necessary to document in a question and answer format. If a written statement is obtained, writing "statement attached" is appropriate. If no statement is obtained, indicate the reason (e.g., fled scene, none due to incapacitating injuries).

(2) Statements obtained from passengers or witnesses shall not contain statements such as "Wit. #2 basically stated the same as P-1" or

“Passenger #1 substantiated P-1’s statement.” Each statement obtained from passengers or witnesses shall be their own account of how the crash occurred.

(3) Party, passenger, and/or witness statements obtained at a location other than at the scene should include the date, location, time, and name of the investigating officer or the person taking the statement.

(4) In cases that may result in a charge of 187 Penal Code (PC), the custodial interrogation of any suspect shall be conducted in a fixed place of detention and shall be electronically recorded in accordance with Section 859.5 PC. Recordings shall be made by video for juvenile suspects; interrogation of adult suspects may be recorded by video or audio alone. Pursuant to Section 859.5 PC, a fixed place of detention is any fixed location under the control of a law enforcement agency such as a jail, a police or sheriff’s station, or an Area office.

NOTE: A layperson can give their opinion as to sobriety.

c. Opinions and Conclusions. The purpose of this section is to explain the crash. Avoid use of stilted or formal phrases. The words “it is my opinion” should not be used, as the heading clearly indicates that the statement is the officer’s opinion.

(1) Summary. The officer shall give their opinion of what took place. Explain how and why the crash occurred in a logical and chronological manner. Each vehicle’s pre-crash, at-crash, and post-crash location with respect to direction of travel, highway, speed, lane, and relationship to each of the involved parties shall be addressed. The summary should also include each of the parties’ actions pre-, at-, and post-crash. Additionally, include information regarding defective vehicle equipment which contributed to the crash and how this was established and verified.

(2) Area(s) of Impact. The officer shall state how the location of the Area of Impact (AOI) was determined (e.g., physical evidence, statements, position of rest). Locate the AOI with a minimum of two measurements from a fixed reference. Points of reference should be permanent, such as a roadway edge line, railroad track, overpass, or prolongation of the nearest cross street. If there are multiple AOIs, list them as follows: AOI #1 (V-1 vs. V-2), AOI #2 (V-2 vs. guardrail), etc. For example:

(a) The AOI between V-1 and V-2 was located 592 feet east of the west roadway edge prolongation of Franklin Street and 8 feet south of the north roadway edge of Washington Boulevard. The AOI was determined based on the unmoved location of V-1, tire friction marks from V-1, fluids left by both vehicles, and vehicle debris.

(3) Intoxication Narrative (if applicable). The officer shall include the following if an involved party was investigated for intoxication or found to be intoxicated:

(a) The party's actions, including the objective symptoms of intoxication; the odor of alcoholic beverage and the state of their eyes, speech, hand-eye coordination, balance, etc. The officer shall state how the party was determined to be the driver.

(b) A general statement that Field Sobriety Tests (FST) were given, whether or not the party performed the FSTs as demonstrated, and whether or not the investigating officer determined the party was under the influence of alcohol and/or drugs. Blood Alcohol Content (BAC) results shall not be included in the crash report.

(c) If determined to be under the influence, the report may include a statement that the party was arrested, what type of test was administered, and where the party was booked.

(d) If determined to be not under the influence, state how the alcohol and/or drug consumption was established and the method used to determine the party was not under the influence.

NOTE: **FOR CHP ONLY** – Unless otherwise directed by Area procedures, the CHP 555, Traffic Crash Report, should be the primary investigative report when a crash investigation results in an in-custody arrest. All elements supporting the investigating officer's opinions and conclusions regarding the cause of the crash will be documented in the CHP 555.

(e) Other report forms related to the arrest, such as the CHP 202, Driving Under the Influence Arrest-Investigation Report, or CHP 216, Arrest-Investigation Report, shall contain all confidential information or information necessary to complete the reports. (Refer to GO 100.39, CHP 202, Driving Under the Influence Arrest-Investigation Report, and CHP 216, Arrest-Investigation Report.)

(f) A reference such as "Refer to Crash Report" may be made in the CHP 216; however, there shall be no reference to the arrest report in the crash narrative.

(4) Cause. The officer shall include the primary crash factor (PCF), which party was most at fault, and, if applicable, any other associated factor(s) that contributed to the crash. An explanation of the items upon which the officer's opinion is based shall be included. A party's action or failure to act must agree with the summary and the sketch. For example:

(a) P-2 caused the crash by driving in violation of California Vehicle Code (CVC) Section 21804(a), failure to yield to approaching traffic before entry onto a highway. The cause was based on the clear line of sight which was available to P-2, front end damage to V-1, side impact damage to V-2, 83 feet of tire friction marks from V-1, location of the AOI, and statements from the involved parties and witnesses.

NOTE: In the case of a felony, include how the act or neglect was the proximate cause of and degree of injury.

d. Recommendations. The officer should recommend necessary follow-up actions by another person or agency when they cannot complete pertinent portions of the investigation. Indicate here if you are requesting a district attorney's review for filing of criminal charges. If no recommendations, enter "None."

(1) Also use this section to explain crash-related violations, (e.g., CVC Sections 20001 or 23153[a], or PC Section 191.5[a]).

(2) Indicate whether a citation was issued or a complaint will be filed as a result of the crash investigation. Clearly outline all charges sought.

13. REPORT NARRATIVE. The Report narrative should consist of at least the following headings, which shall be graphically set apart. Other headings (e.g., other factual information, physical evidence, hit and run where the driver/vehicle was not identified and no further follow-up is possible) may be included if appropriate:

a. Notification. Document the time the call was received, the type of call, the location the officer responded from, and the time of arrival at the crash scene. A statement shall be made that all times, speeds, and measurements are approximate. Identify the device used to determine measurements (e.g., steel tape, roll meter, pacing).

b. Statements. Identify parties and witnesses by number and last name. Identify passengers by Passenger and name. Statements shall be obtained from all parties, witnesses, and passengers, if reasonably available. The officer shall first record the location of each party, passenger, or witness at the time of the crash and the substance of each statement, eliminating unnecessary detail or speculation and arranging the explanation in a logical order.

(1) If a statement is obtained by the question and answer technique, include both the question and the answer. However, if the officer is asking only clarifying questions, it is not necessary to document in a question and answer format. If a written statement is obtained, attaching the written statement is

appropriate. If no statement is obtained, indicate the reason (e.g., fled scene, none due to incapacitating injuries).

(2) Statements obtained from passengers or witnesses shall not contain statements such as “Wit. #2 basically stated the same as P-1” or “Passenger Jones substantiated P-1’s statement.” Each statement obtained from passengers or witnesses shall be their own account of how the crash occurred.

(3) Party, passenger, and/or witness statements obtained at a location other than at the scene should include the date, location, time, and name of the investigating officer or the person taking the statement.

c. Summary. The officer shall give their opinion of what took place. Explain how and why the crash occurred in a logical and chronological manner. Each vehicle’s pre-crash, at-crash, and post-crash location with respect to direction of travel, highway, speed, lane, and relationship to each of the involved parties shall be addressed. The summary should also include each of the party’s actions pre-, at-, and post-crash. Additionally, include information regarding defective vehicle equipment which contributed to the crash and how this was established and verified.

NOTE: If the crash involved a driver who had been drinking (HBD) and was not under the influence, identify which driver was HBD, indicate that FSTs were given, the driver was determined not to be under the influence, and was not arrested. The BAC results shall not be included in the crash report.

d. Area(s) of Impact. The officer shall state how the location of the AOI was determined (e.g., physical evidence, statements, point of rest). Locate the AOI with a minimum of two measurements from a fixed reference. Points of reference should be permanent, such as a roadway edge line, railroad track, overpass, or prolongation of the nearest cross street. If there are multiple AOIs, list them as follows: AOI #1 (V-1 vs. V-2), AOI #2 (V-2 vs. guardrail), etc.

e. Cause. The officer shall include the PCF, which party was most at fault, and, if applicable, any other associated factor(s) that contributed to the crash. An explanation of the items upon which the officer’s opinion is based shall be included. A party’s action or failure to act must agree with the summary and the sketch. For example:

(1) Party #1 (J. Jones) caused the crash by driving in violation of CVC Section 22450, failure to stop at a posted stop sign. The cause was based on statements of parties, witnesses, and physical evidence.

14. SUPPLEMENTAL REPORT.

- a. Use the CHP 556 to add, delete, or change crash information in a crash report previously submitted to SWITRS. (Refer to Annex A.)
- b. If bond, plain paper, or a form other than the CHP 556 is used, the CHP 556 heading information (i.e., date of incident/occurrence, time, NCIC number, officer ID number, and original report number) is required at the top of each page or form to match the data with the original report.
- c. A Supplemental Report shall be prepared when any of the following conditions apply:
 - (1) A change in "Extent of Injury" from a possible injury, a suspected minor injury, or a suspected serious injury to a fatal injury.
 - (2) A change in Extent of Injury from fatal caused by a crash to a fatality caused by a medical condition (e.g., heart attack, stroke).
 - (3) A change from property damage only to a substantiated injury, or a change in Extent of Injury from possible injury to suspected serious injury (e.g., broken or distorted extremity, significant burns).
 - (4) A change in party sobriety status.
 - (a) Receipt of updated sobriety information, especially for fatally injured involved parties, is critical for SWITRS recording.
 - (b) Reporting agencies are encouraged to establish a two-week suspense system for contacting the coroner to determine the previously unknown sobriety of fatally injured parties. If the coroner reports that the party was or was not under the influence, prepare and submit a Supplemental Report.
 - (5) Identification of a previously unidentified involved party, such as in a hit-and-run crash.
 - (6) A change in crash classification, such as from a motor vehicle traffic crash to a motor vehicle nontraffic crash, or change from a motor vehicle traffic crash to another type of crash.
 - (7) A change in the PCF or location of the crash.
 - (8) To respond to supplemental statements or information submitted by involved parties, passengers, or witnesses.

(9) To complete a Preliminary Report previously submitted to SWITRS.

15. SUPPLEMENTAL NARRATIVE. The supplemental narrative should consist of at least the following headings, which shall be graphically set apart. Other headings may be included if appropriate:

- a. Supplemental Report. Shall be the first and main heading to identify the following as a Supplemental Report.
- b. Purpose. The purpose of the Supplemental Report should always be clearly stated at the beginning of the narrative.
- c. Summary. The officer shall provide the information leading to the reason for the supplemental report and any subsequent follow up. The summary should be written in a logical manner and must fully support the recommendations.
- d. Recommendations. The officer's recommendations, to include a negative response, shall be clearly stated. Any recommended changes to the original report shall be listed in order of appearance. The Supplemental Report shall always be associated with an original report, but may not necessarily include a change in the officer's opinions and conclusions.
- e. Do not repeat valid information.
- f. When the CHP 556 is used as a Supplemental Report, do not include copies of the original Investigation or Report when submitting to Information Management Division, Support Services Section, Mail Process File Unit. (Refer to Chapter 10, Form Requirements and Procedures.)
- g. When a Supplemental Report is prepared, a copy shall be provided to all involved parties. (Refer to Chapter 10.)

16. PREPARER'S NAME AND ID NUMBER/DATE. Print the name and ID number of the investigating officer or the officer completing the Supplemental Report on each page of the CHP 556. Enter the date the crash report or supplemental was completed.

17. REVIEWER'S NAME/DATE. Print the name and ID number of the reviewer. Enter the date the report was reviewed.

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ANNEX A

EXAMPLE SUPPLEMENTAL REPORT

STATE OF CALIFORNIA
NARRATIVE/SUPPLEMENTAL

Page 1S of 1S

DATE OF INCIDENT/OCCURRENCE	TIME (2400)	NCIC NUMBER	OFFICER I.D. NUMBER	NUMBER
09/05/2011	0330	9335	32964	2011-09-1235

1 **SUPPLEMENTAL REPORT**
2
3 Purpose
4
5 To change "Extent of Injury" from a fatality caused by the crash to a death caused by a medical
6 condition.
7
8 Summary
9
10 This report was submitted as a fatal injury crash. The cause of death was later shown to be from a
11 heart attack and not as a result of the crash.
12
13 On September 5, 2011, a preliminary report was submitted as a fatality crash.
14
15 On September 19, 2011, the CHP San Francisco Area office received notification from the San
16 Francisco County Coroner office which related the cause of death to be as a result of a heart attack
17 and not from Party 1 being involved in the crash.
18
19 Recommended Changes
20
21 1. On page 1, the special conditions should omit "FATAL."
22 2. On page 1, the number killed should be changed to "0."
23 3. On page 2, the PCF should be changed from Party 1 – "22107" to Party 1 - "Other than Driver."
24 4. On page 2, "Sobriety – Drug Physical" should be changed from "Impairment Not Known" to
25 "Impairment – Physical."
26 5. On page 3, Party 1's "Extent of Injury" should be omitted.
27 6. On page 3, Party 1's "Injured Was" should be omitted.
28 7. On page 3, Party 1's "Describe Injuries" should be changed to "Death as a result of heart attack."
29 8. On page 17, the Cause should reflect "Other than Driver" not 22107 CVC.

PREPARER'S NAME and I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
J. GARCIA 32964	09/19/2011		

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