

KERN COUNTY SHERIFF'S OFFICE

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Sheriff - Coroner - Public Administrator



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TRAINING BULLETIN

DATE: December 16, 2024

Actions to Take Following a Vehicle Collision

The purpose of this training bulletin is to ensure that all Sheriff's Office employees understand the necessary steps to take in the event of an accident involving a county vehicle. It aims to improve officer safety and comply with reporting requirements as written in Kern County Sheriff's Office Policies and Procedures Manual (KCSOPPM) E-0900.

Immediate Actions Following a Collision:

1. Ensure Personal Safety and Assist Others:

- Address your own urgent medical needs.
- Request medical aid, and when safe, tend to the injured parties and provide medical aid, if necessary.
- Secure Incarcerated Persons (if applicable) and divert traffic, if needed.
- If the vehicle is drivable, move the vehicle out of the traffic and **DO NOT LEAVE THE SCENE.**

2. Notify Relevant Parties:

- Notify the Communications Center immediately that you have been involved in a vehicle accident and if you or the other involved parties have sustained any injuries.
- Notify your supervisor as soon as possible.
- Request either Bakersfield Police Department or California Highway Patrol (response depends on jurisdiction) to investigate the accident if appropriate per KCSOPPM E-0900.

3. Document the Scene:

- Request CSI Unit respond to photographically document the scene.
- Collect contact information from other parties involved and witnesses.
- Provide all contact information to the responding investigating agency.

4. Report the Incident:

- Complete a LERMS Incident Report (Ensure the report is routed to Fleet).
 - Use ACCIDENT COUNTY VEHICLE as the Occurred Incident Type.
- If a Sheriff's Office employee was injured, follow KCSOPPM N-0200.
- Complete County of Kern Motor Vehicle Accident Report (Form 5021).
- Route completed reports to your supervisor for approval.
- The supervisor will ensure they complete the Vehicle Damage/Accident form on SharePoint to report the damage/accident to the Fleet Management Unit.

This document is not meant to be a standalone reference and KCSOPPM E-0900 should be referred to when ensuring the appropriate actions are taken following a motor vehicle collision.

The above-mentioned documents can be accessed via the following links:

KCSOPPM E-0900:

[E 0900 - Vehicle Damage and Accident Reporting.docx](#)

Vehicle Accident/Damage Notice:

[KCSO Vehicle Accident / Damage Form](#)

Motor Vehicle Accident Report:

kerncountysheriff.sharepoint.com/sites/FleetManagementSection/FleetDocuments/Forms/AllItems.aspx?id=%2Fsites%2FFleetManagementSection%2FFleetDocuments%2FVehicle_Accident_Report%2Epdf&parent=%2Fsites%2FFleetManagementSection%2FFleetDocuments

All KCSO personnel are required to review this training bulletin, the above-listed documents, and acknowledge this training bulletin no later than **January 12, 2025**.
