



Kern County Sheriff's Office
Policies and Procedures

TITLE: Vehicle Damage and Accident Reporting		NO: E-900	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: July 1, 2004	REVIEWED: 9/22/2017	REVISED: 7/15/2013	UPDATED: 9/22/2017

POLICY

It is the policy of the Kern County Sheriff's Office that all damage to or accidents involving a vehicle owned/leased by the Kern County Sheriff's Office be reported immediately.

All damage incidents and accidents will be considered and reviewed with the goals of:

- Improving driver and public safety, and
- Maintaining a safe and efficient vehicle fleet.

All Kern County Sheriff's Office vehicles sustaining damage shall be inspected by the Fleet Management Unit as soon as is practical after the damage has been discovered. The Fleet Manager will direct how, when, and if repairs are to be made.

All Kern County Sheriff's Office vehicles involved in a collision or those which have sustained any damage relating to the steering, control, or safe operation of the vehicle will be removed from service immediately. These vehicles will not be put back into operation until a safety inspection by the Fleet Management Unit or an approved vendor is performed, and the Fleet Manager clears the vehicle as safe to operate.

Kern County Sheriff's Office vehicles that sustain very minor damage may remain in operation with the approval of a supervisor. The Kern County Sheriff Fleet Manager will inspect vehicles that fall into this category at the earliest convenience.

PROCEDURE A, DAMAGE REPORTING

Driver Responsibility

Definition: Driver means any person who is assigned to drive the vehicle, whether or not they were in possession of the vehicle at the time the damage was incurred.

Upon finding, causing, witnessing, or otherwise becoming aware of the damage, the Driver will, as soon as practical but no later than the end-of-shift:

- Notify a supervisor.
- Regardless of the severity of the damage, complete a Crime or Incident (CI) report, (form Sheriff 580 2210 500 (rev. 4/03), Incident/Investigation Report in LERMS, detailing all of the facts known to the driver concerning the damage.

- Use incident category SHERIFF’S OFFICE VEHICLE DAMAGE/ACCIDENT in the Offense Description box of the CI.
- Use only SR case numbers to report vehicle damage.
- Route a copy of the CI report to “Fleet Management.”
- If the damage was the result of a motor vehicle accident, follow Procedure B, Accident Reporting.
- If the damage was the result of vandalism or other criminal activity, report the offense to the law enforcement agency responsible for criminal investigations in the jurisdiction where the damage was incurred.
 - Obtain the assisting agency case number for cross-reference.
 - If the crime occurred in Kern County Sheriff’s Office jurisdiction, it is not necessary to pull a second SR number.
 - Use SHERIFF’S OFFICE VEHICLE DAMAGE/ACCIDENT as a secondary incident category in the Offense Description box of the CI.

If the vehicle is disabled or damaged to the point that it cannot be operated safely, contact one of the towing companies listed below. Have the vehicle towed to Sheriff’s Office Headquarters.

- Golden Empire Towing (661) 834-8697
- Jim’s Towing (661) 832-7080

Supervisor Responsibility

Upon being notified of damage to a Sheriff’s Office vehicle the supervisor will:

- Ensure that the Driver follows the above procedure.
- As soon as possible and no later than end-of-shift, use the Vehicle Damage/Accident Notice form on SheriffNet to report the damage to the Fleet Manager.
- Review the Driver’s report for completeness.
- Make a determination whether or not the vehicle can safely remain in-service until the damage can be repaired.
 - If the vehicle has sustained significant body damage it should be immediately removed from service and towed to Sheriff’s Headquarters.
- Notify the Driver’s division commander or section lieutenant.

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PROCEDURE B, ACCIDENT REPORTING

Driver Responsibility

- Notify a supervisor.
- Request the agency of jurisdiction for traffic accident investigation when the accident resulted in:
 - Death or injury to any person, or
 - Damage to public or private property, or
 - Any damage to the Sheriff's Office vehicle or privately owned vehicle that exceeds \$750.00.
- Complete a CI report with a summary of the incident
 - Use only SR case numbers to report vehicle accident
 - Use SHERIFF'S OFFICE VEHICLE DAMAGE/ACCIDENT as the incident category in the Offense Description box of the CI/LERMS report.
 - If a Sheriff's Office employee was injured, follow policy N-200. A separate report will be written that covers only the employee's injuries.
- Route a copy of the CI to the Fleet Manager
- Complete County of Kern Motor Vehicle Accident Report (form 5021, Rev. 3/88.)
- Photograph the scene and damage
 - Technical Investigator is preferred
 - Other means are acceptable where damage is minor, providing photo quality is sufficient for accident review.

Supervisor Responsibility

- If the Driver is incapacitated, arrange for all of the above to be completed.
- As soon as possible and no later than end-of-shift, use the Vehicle Damage/Accident Notice form on SheriffNet to report the accident to the Fleet Manager.
- Review all documents for completeness.
- Carefully review the facts with the Driver and determine a primary collision factor within the guidelines on the back of the Motor Vehicle Accident Report (form 5021, Rev. 3/88.)
- Notify the Driver's division commander or section lieutenant.

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