



## California Exposition and State Fair Police Department

PHONE (916) 263- 3050 ★ 1600 Exposition Boulevard, Sacramento, CA 95815

### DEPARTMENTAL GENERAL ORDER

**ORDER № 600.300**

Mar. 2019 (Revised)

12/02/2001 (New)

### COLLISION REPORTS

#### **600.301 VEHICLES OPERATED ON STATE BUSINESS**

A. Purpose. The purpose of this General Order is to establish a policy of reporting traffic collisions involving any police department employee while operating a state vehicle.

#### **600.302 POLICY**

- A. An investigation shall be conducted, of every collision involving a state vehicle when the vehicle, regardless of whether there is damage, or when circumstances indicate the person or property of others has been injured or damaged through the operation of a state vehicle. The investigation shall be made whether or not there is actual physical contact between the state vehicle and any object, person, or damage to the state vehicle.
1. Any supervisor, when informed of a collision or incident involving a state vehicle, shall cause an investigation and the required reports be prepared.
    - a. Normally the person involved in the incident shall not be assigned to investigate.
- B. Insurance – Reporting Requirements. The state is self-insured against loss by personal injury or property damage arising from, or in any way connected with, the operation of a state vehicle.
1. All vehicle collisions shall be reported within 48 hours to the California Department of General Services – Office of Risk and Insurance Management (ORIM), utilizing the STD. 270, “Vehicle Accident Report” form.
  2. Individuals or insurance companies making inquiries or requesting forms to be completed in connection with a collision shall be referred to the California Department of General Services – Office of Risk and Insurance Management (ORIM), (916) 376-5300.
- C. This includes any incident in which position or placement of a state vehicle caused another vehicle to be involved in a collision even though the state vehicle was not impacted.
- D. Upon discovering any damage to the state vehicle not previously reported, the last driver of the vehicle shall be responsible for the report. When hidden damage (e.g. to the undercarriage) is discovered, the Chief of Police will instruct a report to be prepared. In those instances where the Chief of Police determines that hidden damage occurred sometime prior to the last shift, the report may be submitted indicating the driver as “unknown.”

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*The mission of the California Exposition & State Fair Police is to:  
Provide for the safety and security of visitors, employees, and stakeholders; keep order and  
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

California Exposition and State Fair Police Department  
Department General Order № 600.300, Collision Reports

1. For occurrences when other than a state employee was the driver, such as a garage mechanic where the vehicle was left for service or repairs.
  2. For cases of legal intervention which meet the definition of a collision as articulated in California Highway Patrol manual HPM 110.5, Collision Investigation Manual, the STD. 270, "Vehicle Accident Report" form is required.
  3. For occurrences that result in death, injury, or property damage caused by collisions with animals unless the death or injury is confined to the animal.
- E. Exceptions to Reporting Procedures. A collision report is not required for damage to a state vehicle from any of the following circumstances:
1. Action of the elements.
  2. Damage to glass from unknown causes.
  3. Collisions with birds that move unexpectedly into the vehicle's path and cannot be avoided, if injury is confined to the bird.
  4. Windshield or other glass damage caused by objects propelled from the roadway surface by movement of another vehicle even though it meets the definition of "motor vehicle traffic accident" unless there is injury to a person.
  5. Motorcycle damage sustained by reason of the unit falling from its kickstand.
  6. When damages are to a police/security vehicle only and caused by push bumper removal of vehicles or equipment from the roadway.
  7. Unintentional damage sustained by acts of persons (not vehicles) in custody or unknown persons. However, a crime report or incident report shall be submitted to the Chief of Police documenting the cause of the damage.
  8. Malicious damage sustained by acts of persons (not vehicles) in custody. However, a Crime Report must be completed and distributed as follows:
    - a. When additional investigation is required, a notation under "Recommendations" shall indicate that a supplemental report will follow. The STD. 270, "Vehicle Accident Report" shall not be delayed.
    - b. All items shall be completed; "Not Applicable" items shall be marked "N.A."
    - c. The report shall include insurance information of the other party(ies) (i.e., company name, address, policy number), if available.
    - d. Other information which is desirable includes the social security number of the driver of the other vehicle. This social security number can be used to recover damages through Franchise Tax Board.
- F. The recommendation of the Chief of Police shall include whether there is concurrence or non-concurrence with the investigating officer. Any determination as to whether the actions of the employee involved were negligent or censurable, action taken or contemplated when the actions of the employee were found to be negligent or censurable, and any other appropriate suggestions or comments relating to the incident will also be addressed.
- G. When available, the Traffic Collision Report shall be attached to each the STD. 270, "Vehicle Accident Report."

**600.303 EMPLOYEE RESPONSIBILITY**

A. Traffic Collision Involving On-Duty Employee or an Employee Driving a state vehicle.

1. On Grounds, the involved employee shall:
  - a. Remain at the scene of the collision unless an emergency situation exists.
  - b. Contact the CHP and request to investigate the collision. If injuries are involved, that information shall be given to CHP.
  - c. Contact the police dispatcher, advise of the situation, and request the presence of a supervisor.
  - d. Minor non-injury accidents, occurring when no supervisor is on the state fairgrounds shall not require an on-call supervisor to respond.
  - e. Obtain from the investigating CHP officer the names and vehicle descriptions of all other involved parties, plus CHP's collision report number.
  - f. If the involved employee is unable to complete any of the above listed tasks due to injuries, then an appropriate supervisor shall respond to the scene and complete tasks for the injured employee.
  - g. If no supervisor is on duty, the police dispatcher shall contact the on-call supervisor.
2. Off Grounds, the involved employee shall:
  - a. Remain at the scene unless an emergency situation exists.
  - b. Contact the law enforcement agency having jurisdiction at the scene and request a unit to investigate the collision. If injuries are involved, that information shall be conveyed to the local law enforcement agency.
  - c. Contact the police dispatcher and advise of the situation.
  - d. Obtain from the investigating officers the name and vehicle descriptions of the involved parties, and their collision report number.
  - e. If the involved employee is unable to complete any of the above listed tasks, due to injuries, then a supervisor shall respond to the scene and complete tasks for the injured employee.
  - f. If no supervisor is on duty, the police dispatcher shall contact the on-call supervisor.
  - g. If the collision is the result of a pursuit situation the supervisor shall respond to the scene.
  - h. If no supervisor is on duty, the police dispatcher shall contact the on-call supervisor.
  - i. If the collision is in a location outside Sacramento County, and does not involve a pursuit situation, the Lieutenant shall be contacted.
  - j. The Lieutenant shall decide the proper supervisory response.

**600.304 PRIVATE VEHICLE INSURANCE**

- A. On-Duty Emergency Vehicle Collisions. Insurers are prohibited from considering on-duty emergency vehicle collisions when issuing, renewing, or determining premium rates for their private vehicle insurance. (Insurance Code § 488.5.)
- B. Department of Motor Vehicle (DMV) Records. Driver records at the DMV list applicable "On-Duty Emergency Vehicle" collisions involving peace officers.