



# CSU Bakersfield

Business and Administrative Services

University Police Department

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**To: University Police**

**From: Chief Marty Williamson**

**Date: March 28, 2016**

**Subj: Accident Review procedure**

**Directive: 16-6**

In order to provide guidance and procedure for any vehicle accident involving UPD personnel, the following Directive has been created.

## **DEFINITIONS:**

**Vehicle-** A motorized vehicle that requires State registration and a California driver license is required for operation. For the purpose of this policy this will include the electric carts.

**Accident-** An event involving a police vehicle which produces injury or damage. The word “injury” includes injury or death to anyone. When a department vehicle is damaged by, or causes damage to, another piece of property, or when the operation of the vehicle causes injury or death to a person.

**Reportable accident-** Any accident involving a department employee resulting in injury or damage to a person or property while operating or occupying a department owned vehicle.

**Personal Injury** – Includes any bodily injury sustained by a person.

**Property Damage** – Includes the injury to or destruction of real or personal property.

**Avoidable Accident** – The driver did not act reasonably or appropriately to prevent the occurrence.

**Unavoidable Accident** – The driver acted reasonably and appropriately to prevent the occurrence.

**Accident Review Board (ARB)**– The ARB makes decisions on rather accidents involving department employees were avoidable or unavoidable.

**Accident review Board Members-** The Board is comprised of the Administrative and Operations Lieutenants and the Sergeant who compiles the accident information.

### **PROCEDURE- ACCIDENT DOCUMENTATION:**

All CSUB Police Department employees shall report vehicle accidents and/or damage to their supervisor per department policy 705.4.

Upon receiving a vehicle accident report involving a University Police vehicle or vehicle being driven by an on duty UPD staff member, the supervisor receiving the report will inform the Operations Lieutenant or in the absence of the Operations Lieutenant the Administrative Lieutenant. In the absence of both Lieutenants the Chief of police will be notified.

The on duty supervisor will then begin gathering documentation as to the facts surrounding the incident for review by the Accident Review Board. Documents shall consist of the following;

- UPD Crime or Incident Report
- Investigating Agency Report (BPD, CHP, KCSO, etc)
- Photographs
- Video if available
- Any additional, relevant documentation or information deemed appropriate

Some accidents may not require all of the documents listed above, or they may require additional documents as are pertinent to the specific accident.

After the supervisor has compiled all documents necessary for a complete review package, the Administrative Lieutenant will review each package for completeness and accuracy.

The supervisor packet will be completed and submitted to the Administrative Lieutenant within 2 weeks of the accident.

Upon determination that the accident review package is complete the Administrative Lieutenant will convene the accident review board. All accidents will be reviewed by the Accident Review Board no later than 1 month of receiving the accident information, preferably 2 weeks after the submission by the Sergeant.

The Sergeant who compiled the accident information will present the information to the Lieutenants. After weighing all the information, the ARB will make a determination concerning whether the accident was avoidable or unavoidable.

The Accident Review Board will, within two weeks from the review, forward its findings to the Chief of Police. The Chief of Police will approve the findings or return it to the Accident Review Board with comments for further review.

If the Chief of Police returns the package for follow-up the ARB will have two weeks to conduct the follow-up from the time it is received from the Chief of Police.

Employees responsible for accidents determined to be avoidable may be subject to discipline.