



## California Exposition and State Fair Police Department

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### DEPARTMENTAL GENERAL ORDER

**ORDER № 2600.1100**

June 2019 (Revised)

08/01/2006 (New)

### VEHICLE COLLISION INVESTIGATION

#### 2600.1101 PURPOSE AND SCOPE

The California Exposition & State Fair Police Department prepares traffic collision reports in accordance with the California Highway Patrol Collision Investigation Manual (CIM). As a public service, the California Exposition & State Fair Police Department makes traffic collision reports available to the community with some exceptions.

#### 2600.1102 RESPONSIBILITY

Traffic Collision reports shall be taken when they occur within the jurisdiction of the California Exposition & State Fairgrounds property under any of the following circumstances:

- (a) All motor vehicle collisions involving injury or death to persons involved.
- (b) All motor vehicle collisions involving an identifiable CVC violation.
- (c) Collisions involving bicycles.
- (d) Non-traffic collisions.
- (e) Property damage only traffic collision.

#### 2600.1103 TRAFFIC COLLISION REPORTING

All traffic collision reports taken by members of this department shall be forwarded to the Administrative Sergeant for approval and data entry into the Records Management System.

#### 2600.1104 TRAFFIC COLLISION REPORTING FORMATS

Traffic collisions shall be documented using one of the following reporting formats:

- (a) **Investigation Report-** Completed when one or more of the following are met:
  1. Motor vehicle collision resulting in suspected minor or serious injury, or death.
  2. Motor vehicle collision with an identifiable violation and prosecution will be sought.
  3. Hit and Run collisions where any possible follow-up investigation is likely.
  4. A California Exposition & State Fair (state) vehicle and/or employee is involved (see section 502.4 for details).
- (b) **Summary Report-** Completed when one or more of the following conditions apply:
  1. Motor vehicle collision resulting in possible injury.
  2. Motor vehicle collision with an identifiable violation and no prosecution will be sought.

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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.*

3. Misdemeanor hit and run collisions where no information is available to identify the hit-and-run driver, or follow-up has been conducted through all means available and the identity of the hit-and-run driver is still unattainable.

(c) **Property Damage Only (PDO) Report-** Completed in the field or at the public counter when the collision involves:

1. One or two parties,
2. No injuries or fatalities, and
3. No anticipated prosecution, or
4. Non-injury hit and run collisions where prosecution is not desired by the victim and no follow-up information is available or follow-up investigation and prosecution is not desired by the victim.

Collisions reported after parties have left the scene can be completed on a PDO if the collision meets the PDO criteria. PDO's shall not be used for DUI related collisions.

### **2600.1105 TRAFFIC COLLISIONS INVOLVING STATE VEHICLES**

Investigation reports shall be taken when a California Exposition & State Fair (state) vehicle is involved in a traffic collision wherein any damage or injury results. A Summary Report may be taken in lieu of an Investigation Report when the collision does not involve another vehicle. Photographs of the collision scene and vehicle damage shall be taken on all collisions.

### **2600.1106 TRAFFIC COLLISIONS WITH POLICE DEPARTMENT EMPLOYEES**

When an employee of this police department, either on-duty or off-duty, is involved in a traffic collision on or off the state fairgrounds property, the California Highway Patrol will be notified and be requested to respond to investigate the collision.

### **2600.1107 NOTIFICATION**

In the event of a traffic collisions under the following circumstances collision the responding officer shall, through the chain-of-command, notify the Chief of Police, day or night.

- (a) Fatal collisions
- (b) Potential fatal collisions
- (c) Suspected serious injury collisions (including, but not limited to, serious injury collisions involving California Exposition & State Fair employee (on-duty or off-duty).
- (d) Significant DUI or Hit & Run collisions requiring accident reconstruction
- (e) Collisions involving significant liability concerns

### **2600.1108 EMPLOYEE-DRIVER RESPONSIBILITIES AT A COLLISION**

General instructions at all collisions:

- (a) Be calm.
- (b) Be courteous.
- (c) Do not engage in any conversation or controversy at the scene of the collision regarding faults, damage or loss. Leave the handling of the claim to the California Department of General Services Office of Risk and Insurance Management (ORIM). The reporting procedure to be followed by

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Departmental General Order 2600.1100, Vehicle Collision Investigation

employees who are involved in a vehicle collision while driving a state-owned vehicle or their own personal vehicle on state business is listed below:

- (a) Contact the California Highway Patrol's Communication Center immediately to inform them of the collision and request a CHP Officer to respond.
- (b) Employees involved in a collision shall immediately notify their supervisor.
- (c) Photographs of the accident shall be taken by the responding officer.
- (d) When a state employee is involved in a collision in another jurisdiction, the employee shall notify that jurisdiction's law enforcement agency and request a traffic collision investigation. The employee shall contact the California Exposition & State Fair Police Department's dispatch center and advise of the collision. The dispatch center shall notify the on-duty watch commander or Administrative Sergeant.

**2600.1109 INCIDENTAL DAMAGE**

Incidental damage to a vehicle or equipment is defined as damage while the vehicle is unattended or damage such as a broken windshield from a flying rock or any damage not as the result of a collision with another vehicle or object.

Incidental damage must be reported on an California Exposition & State Fair Police Department's property damage only report and Memorandum and forwarded to the Administrative Sergeant. The documentation should detail the circumstances in which the incident occurred to include; location, approximate speed, time of day, damage to vehicle, parties involved, and any actions taken. If necessary a traffic collision report may be requested.

Photographs of the damage shall be taken by the employee or the supervisor.

The California Exposition & State Fair Police Department's report shall be forwarded to the California Department of General Services Office of Risk and Insurance Management (ORIM) within 48 hours.

All collision reports will be maintained and tracked by the Records Clerk.