

BULLETIN

NO.: 21-155
DATE: October 1, 2021
TO: All Personnel
FROM: Willy Melendez, Battalion Chief, Training & Education Division
SUBJECT: Incident Reporting Forms

Due to the recent revision of AR 75.12, Operations Manual SI 02 Section 22 Vehicle Incident Procedures, and SI 05 Section 8 Vehicle Incident Review the incident reporting forms have also been updated. The new forms include the following:

- FD-8 Vehicle/Incident Package (aka. Green packet) rev. 10-21
- CD-1551 Employee Vehicle-Industrial Incident Damage Report, replacing RM-1551,
- CD-1555 Supervisor Vehicle-Industrial Incident Investigation Report, replacing RM-1555
- Vehicle Incident Procedures for BC's-Supervisors rev. 10-21
- Vehicle Incident Procedures for Drivers-Backers-Spotters rev. 10-21
- Declaration of Self Insurance dated 9-17-21

Documentation - All forms in the Green Vehicle Incident Envelope are for use in-the-field and should be used to capture necessary information. All information should be transferred to the new form fillable digital forms for documenting incidents. These forms may be found in the following locations:

- **Vector Solutions** > Training Division > Driver Training and Apparatus Information > Incident (Vehicle) Information & Forms > Incident Forms
- **M-Drive:** FORMS\Blank Forms\CD
- **Web Portal:** Forms

Please continue to utilize the older Green Vehicle Accident Envelopes (Rev. 9-18) until the new packets with Revision dates of 10-21 are delivered to your station/apparatus. Once the updated documents are received you may discard older envelopes and forms.

If you have any questions, please contact Captain Jim Laing, Driver Training Officer at jlaing@sandiego.gov, or (619)692-4981