

Table of Contents
OPERATIONS MANUAL
STANDARD INSTRUCTION 05 TRAINING
SECTION 08 VEHICLE INCIDENT REVIEW

I.	PURPOSE.....	2
II.	SCOPE.....	2
III.	AUTHORITY.....	2
IV.	DEFINITIONS.....	2
V.	POLICY.....	2
A.	Procedures.....	3
b.	Disciplinary Guidelines.....	8
c.	Responsibility.....	8

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT FIRE-RESCUE
SUBJECT: TRAINING VEHICLE INCIDENT REVIEW	SECTION 08	PAGE 2 of 3	EFFECTIVE DATE 1 October 2021

I. PURPOSE

To reduce the number of vehicle incidents by determining the cause and preventability of each incident, recommending and taking effective corrective action, encouraging safe operating practices, and ensuring consistent adherence to city policies and procedures and state and federal laws.

II. SCOPE

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) 145/L911 personnel and volunteers.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. DEFINITIONS

Refer to City of San Diego's [Administration Regulation \(AR\) 75.12](#) Vehicle and Industrial Incident Review, Reporting, and Discipline Program.

A. Incident Review Committee (IRC): An independent, department level committee comprised of five voting members who review all incident related documentation.

1. IRC Chair
2. Deputy Chief of Logistics (Fire), Marine Safety Captain (Lifeguard), or designee
3. Two first-line supervisors other than the driver/operator's immediate supervisor
4. One person of equal rank or title

B. Incident Review Committee Chair: Coordinates the departmental IRC review and presents the final comments to the department head designee. This position is filled by the health and safety officer battalion chief.

C. Screener: Driver training officer (DTO) or marine safety lieutenant (lifeguard) who conducts the initial screening of incidents and ensures processing timelines are being followed. The screener does not vote in the IRC review.

D. Driver/Operator: The term driver/operator includes any driver, operator, employee or authorized volunteer who are responsible for the operation of any vehicle or industrial equipment that is owned, leased, rented or borrowed for use by City employees and personally-owned vehicles (POV) utilized to conduct City business. Consistent with AR 75.12, the last known driver or operator will, by default, be designated as the driver of a parked or unoccupied vehicle/industrial equipment and will be listed as such in the incident processing. The term driver/operator will be used throughout this document to represent anyone who meets the above criteria.

V. POLICY

All personnel are to review and adhere to the City of San Diego's [Administrative Regulation 75.12](#) Vehicle and Industrial Incident Review, Reporting, and Discipline Program.

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT F I R E-RESCUE
SUBJECT: TRAINING VEHICLE INCIDENT REVIEW	SECTION 08	PAGE 3 of 10	EFFECTIVE DATE 1 October 2021

A. PROCEDURES

The following are procedures for reporting a vehicle or industrial incident, conducting the follow-up investigation, and the administration of the IRC.

1. Reporting of Vehicle/Industrial Incidents
 - a. The driver must follow the instructions on the San Diego Fire-Rescue Department Vehicle Incident Package (FD-8)
 - b. The FD-8 is required to be kept in all department vehicles and privately-owned vehicles (POV) used on city business
 - c. In any injury collision, keep the vehicles in their position of rest until instructed by law enforcement
 - d. For property damage collisions (no one is claiming injury), then vehicles can be moved (only if necessary) for safety reasons or to relieve traffic congestion
2. If more than one driver/operator of city vehicle/industrial equipment is involved or could have contributed to the incident (i.e. backers, other crew members), each individual involved shall complete a separate CD-1551. Any employee that could have contributed to the incident can be charged with the incident, even if they were not driving/operating the equipment.
3. If the circumstances of the incident are deemed to present a risk to the driver/operator or the public, the supervisor may make the recommendation to the appointing authority (AA) to immediately reassign the employee to a non-driving/operating position, with no loss of pay or benefits, while the incident is being investigated. In these situations, the AA's decision in this matter is final and not subject to appeal.
4. A driver/operator involved in an incident must complete form CD-1551 and submit it to the supervisor within 72 hours. The supervisor must complete form CD-1555 and submit, along with any other supporting documentation to their battalion chief (BC)/marine safety lieutenant (LT) or appropriate supervisor within seven calendar days from the incident notification date, unless there are extenuating circumstances.
 - a. This supervisor shall submit all forms and incident pictures to the professional standards officer (PSO) or designee for processing
 - b. The LT shall submit all documents to the marine safety captain
 - c. Compliance Department (CD) must receive CD-1551 within 10 days

TITLE O P E R A T I O N S M A N U A L	STANDARD I N S T R U C T I O N 05		DEPARTMENT F I R E - R E S C U E
SUBJECT: TRAINING V E H I C L E I N C I D E N T R E V I E W	SECTION 08	PAGE 4 of 10	EFFECTIVE DATE 1 October 2021

5. Documents shall only be submitted as a complete package (CD-1551 and CD-1555). The BC/LT/supervisor shall also make an email notification that an incident has occurred to the SDFDVehicleIncidents@saniego.gov email group, attaching all completed paperwork and photos.
6. Incident Category Determination
 - a. Within 21 calendar days after the incident, the respective AA and/or DTO has the responsibility for making a preliminary finding as to whether it was 'preventable', 'non-preventable' or a 'no vehicle/industrial incident'. The 21 days are a recommended guideline to be used in meeting the 125-day completion requirement.
 - b. Extenuating circumstances considered when determining the category of and preventability of an incident include, but are not limited to:
 - 1) Type of call
 - 2) Type of response, i.e., Code-3 vs. non- Code-3
 - 3) Types of responses allowed by department procedure
 - 4) California Vehicle Code
 - 5) Actions of another driver(s)
 - 6) Actions of pedestrian(s)
 - 7) Urgency of the situation
 - 8) Immediacy of threat to life, public safety, employee(s) safety, or property
 - 9) The time the driver has to evaluate and determine the best, or a reasonable course of action to address a situation
 - 10) Emergency vehicle capabilities
 - 11) Weather conditions
 - 12) Roadway limitations
 - 13) Environmental hazards
 - 14) Driver's familiarity with the area
 - 15) Availability of personnel to observe or assist with vehicle movements due to staffing or an incident
 - 16) Innate hazards of City-provided facility
 - c. If the investigative agency (San Diego Police Department, California Highway Patrol, etc.) report is not received in 14 calendar days, for each day following the 14 calendar days the report is delayed, a day will be added on a one-for-one basis.
 - d. All reports that are screened by the respective AA or DTO and found to be 'non-preventable' or a 'no vehicle/industrial incident' will be signed by the department director/designee and the AA and forwarded to the Professional Standards Office (PSO) for processing.
 - 1) All documentation will be maintained by Fire-Rescue.
 - 2) The driver/operator and their supervisor will be notified via email of the AA or DTO's incident screening determination.

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT FIRE-RESCUE
SUBJECT: TRAINING VEHICLE INCIDENT REVIEW	SECTION 08	PAGE 5 of 10	EFFECTIVE DATE 1 October 2021

- 3) In reference to AR 75.12, 4.4.1 through 4.4.3, this SI serves as the practice of the Fire-Rescue Department.
- e. Those incidents screened by the AA or DTO which are found to be preventable must have the finding (including the category designation) forwarded to the driver/operator and their supervisor via a copy of the CD-1555 within seven calendar days of the finding.
 - 1) The seven days are recommended guidelines to be used in meeting the 125-day completion requirement
 - 2) The driver/operator will have fourteen calendar days to review the findings
 - 3) If the driver/operator agrees with the findings, the CD-1555 is forwarded to the department director/designee and the AA for signatures and to document discipline
 - 4) The CD-1555 is then forwarded to PSO for processing and issuance of discipline
 - 5) All documentation will be maintained by Fire-Rescue
7. If the driver/operator disagrees with the finding they must notify the AA or DTO (with a copy to their supervisor) of their disagreement, in writing, within 14 calendar days from the date they received notice of the finding. Such disagreements will result in an Incident Review Committee (IRC) hearing.
8. Incident Review Committee (IRC)
 - a. The IRC is comprised of five voting members
 - 1) IRC chair (health and safety battalion chief)
 - 2) Deputy chief of logistics (fire), marine safety captain (lifeguard), or designee
 - 3) Two first line supervisors other than the driver/operators own supervisor
 - 4) Person of equal rank or title to the driver/operator
9. In addition to the five voting members, the following non-voting members will participate:
 - a. The driver/operator involved in the incident and their designated representative
 - b. The driver/operator's first line supervisor
 - c. The IRC chair may require that any city employee or volunteer involved in an incident, or any employee/volunteer that was a witness to or may have contributed to the incident, be available at the IRC hearing.
10. Incident Review Committee Hearing Process
 - a. The AA, or DTO will notify the IRC chair of the driver/operators request for an IRC. The AA or DTO will provide the IRC chair with all necessary documentation (aka "Vehicle Incident Package") to conduct the IRC. This includes but it not limited to:

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT F I R E-RESCUE
SUBJECT: TRAINING VEHICLE INCIDENT REVIEW	SECTION 08	PAGE 6 of 10	EFFECTIVE DATE 1 October 2021

1. City of San Diego Administrative Regulation AR 75.12
 2. Operations Manual Vehicle Incident Review Policy
 3. CD-1551 Employee Vehicle/Industrial Incident Damage Report
 4. CD-1555 Supervisor Vehicle/Industrial Incident Investigation Report
 5. Incident photos
 6. Police report, if taken
 7. Vehicle maintenance records, if needed
 8. All other reports, material, or testimony deemed appropriate or requested by the IRC chair
11. The IRC chair is responsible for scheduling the IRC hearing. The IRC chair and members of the IRC shall have access to, and use of, all documentation as listed above and testimony it deems appropriate.
 12. All documentation regarding the incident will be provided at least seven calendar days prior to the review meeting to the driver/operator and their designated representative, if one has been declared.
 13. Upon receipt of the documentation the IRC chair will:
 - a. Notify all voting and non-voting members participating in the IRC of the date/time/place to appear
 - b. Verify that all IRC participating members have received the notification of the IRC date/time/place of the hearing
 14. Hearing Procedure
 - a. If fire or lifeguard members involved in the IRC are working in field operations, they will be placed 'out of service' (OOS) and unavailable for responses unless there are extenuating circumstances, as deemed appropriate by the IRC chair.
 - b. During the Hearing
 - 1) All voting IRC members will receive copies of the incident packet/reports to review and discuss
 - 2) All non-voting members of the IRC then join the meeting
 - 3) The IRC chair outlines how the IRC proceeds
 - 4) The driver/operator will discuss the incident circumstances with the IRC
 - 5) Questions and discussion take place as needed
 - 6) Prior to excusing all non-voting members, the IRC chair will read and review the portion of AR 75.12 regarding incident definitions (incident, no incident, preventable, non-preventable, and categories)
 - 7) All non-voting members of the IRC are then excused from the meeting

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT F I R E-RESCUE
SUBJECT: TRAINING VEHICLE INCIDENT REVIEW	SECTION 08	PAGE 7 of 10	EFFECTIVE DATE 1 October 2021

- 8) No further discussion will take place outside the presence of the driver/operator
 - 9) The IRC chair passes out ballots to all voting members of the IRC
 - 10) Ballot 1 is to determine if the incident is a 'vehicle incident', an 'industrial incident', or 'no incident'
 - 11) Ballot 2 is to determine whether the vehicle or industrial incident was 'preventable' or 'non-preventable'
 - 12) Ballot 3 takes place if the second ballot vote determined the incident to be 'preventable' to decide if the 'preventable incident' is a Category 1, 2, 3 or 4
 - 13) All 5 voting members will vote on all ballots that are necessary to determine an outcome
 - 14) The IRC chair counts the ballot votes and determines the outcome
 - 15) The driver/operator and their designated representative (if desired) re-enter the meeting and discuss the results of the vote with the IRC chair
15. The IRC Chair will fill out the IRC section on page 2 of the CD-1555 and return all ballots and documentation to the AA or DTO for further processing.
 16. Reference AR 75.12, 4.5.7 through 4.5.11 for process to be followed.
 17. If the employee presents new evidence to the AA or designee within 14 calendar days of the issuance of discipline, the employee may be given a new hearing before a department IRC.
 18. After appropriate disciplinary action has been documented by the AA, designee or DTO, they shall forward the CD-1555 with IRC findings to the department head or their designee (PSO) for final processing. Failure to complete the process (excluding a request for a re-hearing, a rehearing and/or appeal) in a total of 125 calendar days (from the date of the incident) will result in a "no incident ruling" (NIR) and end all investigation and discipline. The Fire Chief will make the final determination of discipline.
 19. All drivers/operators, who have been found at fault, must complete the vehicle/industrial incident prevention classes and mandatory behind the wheel testing within six months after the final report/appeal is completed. Training can be scheduled through the CD. Behind the wheel testing can be scheduled through the Training Division or the City Equipment Trainer (CET).
 20. If after reviewing all documents related to an incident, CD believes that Fire-Rescue failed to comply with the provision of AR 75.12, CD will contact the DTO or Lifeguard Marine Safety Captain for clarity.
 - a. If the matter needs further resolution, CD will contact the training division battalion chief or lifeguard chief

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT FIRE-RESCUE
SUBJECT: TRAINING VEHICLE INCIDENT REVIEW	SECTION 08	PAGE 8 of 10	EFFECTIVE DATE 1 October 2021

- b. If CD believes the violation has not been addressed by the department, it will send a memorandum outlining the issues to the fire chief
- c. The fire chief will have final authority on all vehicle/industrial incident related matters

B. DISCIPLINARY GUIDELINES

1. Refer to City of San Diego [Administrative Regulation 75.12](#) Vehicle and Industrial Review, Reporting, and Discipline Program
2. Preventable vehicle incidents are grounds for disciplinary action. Reference AR 75.12 Section 4.6.5.
3. In any given five (5) year period, the following guidelines shall apply, unless the appointing authority determines that there are extenuating circumstances.
4. Suspensions for Non-Compliance with A.R. 75.12.
5. The following infractions shall result in an eight-hour suspension unless the AA or equivalent finds that there are extenuating circumstances.
 - a. Driver if they fail to:
 - 1) Properly report an Incident as defined in this AR
 - 2) Appear before the IRC once the meeting has been set, without an approved justification
 - 3) Complete the required training within the timeframe and/or testing indicated in the Discipline Matrix and within the designated timeframe in accordance with A.R. section 4.6.5.iii
 - b. Fire captains/lifeguard sergeants/chief officers if they fail to:
 - 1) Complete and file the CD-1555 within the timeframe and to the appropriate parties as defined in this AR
 - 2) Appear before the IRC when required without an approved justification
 - 3) Investigate and take appropriate action on a reported unsafe vehicle or vehicle incident, being sure to comply with the Firefighters or Public Safety Officers Procedural Bill of Rights if applicable (consult with your supervisor)
 - c. Witness(s) if they fail to:
 - 1) Properly report an Incident as defined in this AR
 - 2) Appear before the IRC and provide testimony when required by the IRC without an approved justification
 - 3) Provide a statement to the investigating officer or supervisor investigating the Incident

Note: Complete failure to report an incident or reporting a set of circumstances proven to be false, may result in more severe discipline, up to and including termination.

C. RESPONSIBILITY

1. *City Drivers* are responsible for:
 - a. Keeping FD-8 (with CD-1551 and CD-1555) in all City vehicles and in POVs used to conduct City business.

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT FIRE-RESCUE
SUBJECT: TRAINING VEHICLE INCIDENT REVIEW	SECTION 08	PAGE 9 of 10	EFFECTIVE DATE 1 October 2021

- 1) POVs will have additional instructions to follow as outlined in the Instructions for City of San Diego Employees/Volunteers who use their [Private Owned Vehicles \(POV\) for City Business](#) document.
 - b. Reporting all alleged and actual damage, to or caused by any City vehicle/industrial equipment owned, leased, rented, or borrowed by the City, and POV utilized to conduct City business.
 - 1) This also includes the reporting of any injury or death associated with the operation of any City vehicle/industrial equipment owned, leased, rented, or borrowed by the City, and POV utilized to conduct City business.
 - 2) Failure to comply with this A.R. may result in disciplinary action up to and including termination.
 - c. Report any issues to their supervisor and Fleet Maintenance Department that were found during the pre/post trip inspections and at any time when driving/operating the vehicle/industrial equipment. Respond in a timely manner to all routine maintenance requests.
2. *Department Heads/Assistant Directors* or equivalent are responsible for ensuring:
- a. Compliance with all recognized employee organization's and state law (such as Public Safety Officers Procedural Bill of Rights Act and Firefighters Procedural Bill of Rights Act).
 - b. Training employees on local, state, and federal vehicle regulations as well as safe defensive driving/operating practices to safely drive/operate City vehicles/industrial equipment.
 - c. Acknowledgement of that training is placed in either their personnel file or their City electronic training record.
 - d. That all drivers have a current City of San Diego Driver/Operator Proficiency Record (CD-1576) or other City department approved certifications.
 - 1) These records document the vehicle/industrial equipment training conducted and shall be issued upon hiring or when the driver is certified to drive/operate a vehicle/industrial equipment after the hiring date.
 - 2) The signature of the driver and supervisor certifies that the driver was informed on this regulation, as well as other local, state, or federal regulations related to driving or operating a City vehicle/industrial equipment.
 - e. Consistent enforcement of all City policies and procedures to prevent and reduce vehicle/ industrial equipment incidents.
 - f. That work stations and facilities are built to standards that allow for safe vehicle operation and storage. Failure to address predictable hazards in the construction of Fire-Rescue facilities increases risk to Department personnel, equipment, vehicles, and the public.
 - g. Selection and training of the Department Screener, Department Head designee or equivalent, and Assistant Director where applicable.

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 05		DEPARTMENT FIRE-RESCUE
SUBJECT: TRAINING VEHICLE INCIDENT REVIEW	SECTION 08	PAGE 10 of 10	EFFECTIVE DATE 1 October 2021

3. *IRC* is responsible for the review collision related documentation and provide comments on the preventability and classification of the incident to the Department Head designee.
4. *CD* is responsible for capturing all the vehicle/industrial incident data and ensuring discipline is being addressed.
5. *Screeners* are responsible for conducting the screening of incidents and ensure processing timelines are being followed.
6. *Supervisors* are responsible for turning in any vehicle/industrial equipment to Fleet Operations Department for repairs as soon as reasonably possible or after the conclusion of the investigation.
7. *Witness(es)* are responsible for reporting an incident involving City business and/or City property, where they were a witness, to their supervisor.