



ADMINISTRATIVE POLICY

13302
(5-1-00)

OCCURRENCE REPORT

- 13302.1** Purpose:
To describe the policy and method of reporting an injury or incident that caused damage or loss to privately and/or county owned property.
- 13302.2** Scope:
This policy applies to all personnel when damage or loss occurs to county and other property.
- 13302.3 Authority:
The Ventura County Administrative Manual.
- 13302.4** Personnel shall immediately notify their supervisor of an injury or incident that caused damage or loss to privately and/or county owned property.
- 13302.5** Supervisors shall provide notification to the battalion chief or manager of an occurrence by the end of the shift. Battalion chiefs and managers shall notify the Duty Chief of injuries and/or potential claims within the same shift. By the conclusion of the next business day, the department's fiscal section must be notified of potential claims that may come from the public or another public agency.
- 13302.6** A Department Occurrence Report (VCFPD Form #2) shall be completed when damage or loss occurs to any county or private property, or injuries involving the public. A preliminary report shall be prepared and submitted to the responsible Bureau Chief within 48 hours of the occurrence. In situations where additional reports are required, such as law enforcement reports, the Bureau Chief will establish a completion date.
- A VCPFD form 2a (Investigation Report) shall be filed for any vehicle accident, where private property was damaged, where damage to District property exceeds \$200, or when an employee is injured requiring medical care.