

STATE FORMS REPORTING

OCCURRENCE REPORTING AND INVESTIGATION

8.7.1 POLICY

All occurrences involving Department vehicles, various equipment and injury to Department personnel shall be properly reported.

Accident and Injury reports and required Reports of Investigation shall be completed utilizing the Department's electronic reporting system. The system is available on the Y Drive. All reports shall be recorded within seven (7) calendar days of the occurrence.

All accompanying documentation, such as Police Reports, actual estimates of repair and medical reports shall be forwarded to the Safety Coordinators to review for accuracy and completeness. The Safety Coordinator shall forward these documents to the Central Office Safety Manager immediately upon receipt.

NOTE: The Incident Report, State Form 39724, is no longer needed for vehicle accidents. As of August 1st, use the Vehicle and Equipment Accident Report in the ARS for ALL damage regardless of dollar amounts. **The Safety Policy concerning these forms is being revised to reflect this change. The manual will be updated as the revised policy becomes available.**