

## REPORTING OF INJURIES OR PROPERTY DAMAGE

I. **PURPOSE:** To define the requirements for the reporting of an S.A.V. member's personal injuries or S.A.V. property damage.

II. **GENERAL:** Each member is obligated to report any personal injury or S.A.V. property damage immediately after the event occurs. This policy only applies to injuries while on duty. The knowledge of the event is enough to obligate an S.A.V. member to report the event as required in paragraph III below.

III. **REPORTING:** Any member who is injured while on duty or is aware of any injury or property damage to S.A.V. equipment must report the event to the S.A.V. 10-100.

A. The S.A.V. 10-100 will report the event up the chain of command.

B. The S.A.V. member involved will assist in the preparation of any report that is necessary. If this assistance is not practical, due to injuries, hospitalization or other factors, the person with the most knowledge of the event will assist.

D. If the event is a patrol vehicle collision, it must be reported immediately to the S.A.V. 10-100 who will also notify the P.C.S.D. 10-100 for an investigation. The vehicle will not be moved from the scene until a Deputy completes the investigation.

C. The Division Director, Deputy Commanders and the Commander will insure that all reporting is accomplished in a timely manner.