

San Diego Police Department

TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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TITLE

IMPLEMENTATION OF THE NEW ADMINISTRATION REGULATION 75.12
AND DISCIPLINE MATRIX

Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 6254 (f).

I. PURPOSE

The purpose of this bulletin is to provide information and direction on the newly implemented regulation and discipline matrix regarding collisions in City-owned vehicles..

II. BACKGROUND

Effective October 1, 2021, the new Administration Regulation 75.12, Issue 11, will go into effect for all San Diego Police Department employees. AR 75.12 covers on-duty and off-duty use of vehicles/industrial equipment that accomplish City purposes, conduct City business, or in the performance of job duties. This Administrative Regulation outlines the review, reporting, and process when City employees are involved in non-preventable collisions, Non-Vehicle Incidents (NVI), industrial damage to City vehicles, and the discipline matrix attached to preventable collisions. (Current Department Procedures will remain in effect and be revised accordingly).

III. SCOPE

This Training Bulletin applies to sworn and civilian personnel who drive/operate or ride in, or upon, any City vehicle owned, leased, rented, or borrowed by the City, and privately-owned vehicles (POV) utilized to conduct City business.

IV. PROCEDURE

The Fleet Safety Sergeant will review each incident/collision to determine whether it was a preventable collision, non-preventable collision, Non-Vehicle Incident (NVI), or Industrial Incident. The findings are documented on page 2 of the CD-1555 form.

If the collision is preventable, the Fleet Safety Sergeant will determine the category of the collision. (Category 1, 2, 3, or 4)

The Fleet Safety Sergeant will utilize the AR 75.12, Issue 11, Matrix of Discipline, and list the appropriate recommended discipline on Form CD-1555. The Fleet Safety Sergeant will forward Form CD-1555 to the driver's commanding officer. The commanding officer shall complete the "Appointing Authority imposed discipline" portion of Form CD-1555 and sign and date the form. The commanding officer or designee will serve the employee with Form CD-1555 and any accompanying documents. The CD 1555 and any accompanying documents shall then be routed back to the Fleet Safety Sergeant.

The New Discipline Matrix for Public Safety Departments for vehicle collisions will include **preventable** collisions occurring in the last continuous **five-year period** (LCFYP), a change from the previous three-year period.

A. Appeal process for collision findings

1. The appeal process of collision findings will remain the same and are outlined in Department Procedure 1.14, V., A., 4., for sworn personnel and Department Procedure 1.14, V., B.,4, for civilian employees. If the employee disagrees with the initial finding and intends to file an appeal, all disciplinary action shall be stayed until the completion of the employee appeal process. The employee shall submit a written appeal to the designated Traffic Division Lieutenant within 15 calendar days from the date he or she was served with the CD-1555. The Lieutenant will complete a report of the finding and forward it to the employee via the chain of command within 30 days of the date received.

2. If the employee disagrees with the Lieutenant's decision, the employee must request, in writing, a hearing and review of the collision by the Collision Review Committee (CRC). This request must be made within 15 calendar days of the receipt of the Lieutenant's report and should be made through the Fleet Safety Sergeant. The CRC is an evidentiary hearing.
3. The CRC will consist of the Assistant Chief over Traffic Division (CRC chairperson), Captain over Traffic Division, and the Emergency Vehicle Operations Center (EVOC) Core Instructor. Any employee actions that may have contributed to the collision shall be subject to review. Employees will be held accountable and shall appear before the full CRC to present evidence related to their involvement in the collision.

- B. Appeal procedures for discipline arising from preventable collisions remain unchanged.

Department Procedure 1.12 and 1.14 will be updated to include segments of this Training Bulletin.

If you have any questions concerning the information provided in this bulletin, please e-mail (**Redacted – record exempt**).