



Roll Call Training Bulletin

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Prepared by: Officer Mark Kimble, PSU

Katherine Lester, Chief of Police
Volume 25-20

Origami Risk Portal

08-04-2025

This Roll Call Training Bulletin is to serve as notice, and instruction, of the City of Sacramento Risk Management Division's deployment of the Origami Risk Management Portal. Risk Management is responsible for several forms utilized by the Police Department, including the Workers' Compensation/Employee Injury Report (WC001), Vehicle Accident Report (Blue Border), Property Damage/Public Injury Report (Red Border) and other Risk Management Forms. These forms have previously been used and distributed in paper or electronic formats. **Effective Monday August 4, 2025**, these forms will no longer be utilized. All submissions will be completed through the new Origami Risk Portal.

The Origami Risk Portal can be accessed through the following ways:

The PD Application Launcher via the Nexus – City of Sacramento Intranet under the Tools Section.

The PD Application Launcher under Origami.

The Origami Risk Portal can be accessed through the HUB under All Links - Origami Risk.

Origami Risk can be accessed directly from this link: Origami.CityofSacramento.org

A comprehensive instruction guide is available in AMS under Reference Materials in the Origami Risk folder.

Red and Blue Border Forms:

Blue Border Reports will be completed through the Vehicle Accident tab.

Red Border Reports for Property Damage/Loss will be completed through the Property Damage tab.

Red Border Reports for Public Injury will be completed through the Public Injury tab.

For forms that require a supervisor's entry, you must save the form as a draft with a PIN to access the draft. Once the draft is saved you can provide the supervisor with the PIN to access the draft and complete the submission. Specific instructions for this are in the included instructions.

Upon completion of each form, there is an option to download the completed form. Please use this option to download the form and complete all necessary PD routing. The downloaded completed forms can be used to route in place of Red and Blue Border Forms in accordance with general orders.

Workers Compensation Forms:

The WC001 Report of Industrial Injury will be completed through the Employee Injury tab. For forms that require a supervisor's entry you must save the form as a draft with a PIN to access the draft. Once the draft is saved you can provide the supervisor with the PIN to access the draft and complete the submission. Specific



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instructions for this are in the included instructions as well as in the information box at the top of the form in Origami.

Completed forms will be accessible to download at the time of submission. The injured employee and submitting supervisor will also receive a copy via email at the time of submission.

Additional workers compensation paperwork (DWC1/SPD165) can be uploaded in the Upload Files page after submitting the WC001 in Origami.

If additional workers compensation paperwork (DWC1/SPD165) needs to be submitted after the WC001 is completed in Origami, please upload the document(s) to the workers compensation portal -

workerscomp.sacpd.org.

Frequently Asked Questions:

Q. I was involved in a collision, what forms do I fill out?

A. Submit a Vehicle Accident Report Form RM-2. This form allows for the City Vehicle and zero to three other involved vehicles to be listed.

Q. A collision report was taken and submitted; do I still have to fill out all the boxes in the Vehicle Accident Form?

A. Yes, currently there is no way to transfer data from a collision report to the risk management forms.

Q. I hit a curb, pole, or other non-vehicle what form do I fill out?

A. Submit a Vehicle Accident Report and select zero third party vehicles. If more than three third party vehicles were involved, you must complete multiple entries.

Q. A parked city vehicle was damaged, it was not being driven at the time of the incident, what form do I fill out.

A. Complete a Property Loss Report Form RM-311 for the city vehicle that was damaged.

Q. Use of Force reporting requires a red border form, what form do I use?

A. Complete a Public Injury Report Form RM-31. When completed a copy can be saved and routed as required by policy.

Q. Will I need to do multiple forms?

A. At this time yes, multiple forms may be required. For example, if property is damaged and a use of force occurs causing injury.

For questions regarding Property Damage, Vehicle Collision and Public Injury reporting contact the Professional Standards Unit at spdpsu@pd.cityofsacramento.org.

For questions regarding Workers Compensation reporting contact the Personnel Services Division at sacpdwc@pd.cityofsacramento.org.

For any other questions contact Sharneel Kumar at City Risk Management at SCKumar@cityofsacramento.org