



### **Property Damage Claims Procedure**

If an employee damages or allegedly damages City or private property an incident report must be filled out. The incident report must be submitted within 24 hours to Risk Management. The property owner must fill out a citizen incident form available at the HR front desk if they want to file a claim. They will be informed that an investigation will be done and the claim will either be honored or denied.

### **Motor Vehicle Accident with a Citizen**

- The employee must immediately notify their supervisor
- Call the police for a report. This is required
- Photos must be taken of all damaged vehicles
- Make no admission of guilt or promises to the involved citizen(s)
- Give the citizen or leave a Property and Liability sheet (Post It)
- A copy of the incident and police report will be sent to Vehicle Maintenance and Risk Management

### **Property Damage Other**

- The employee must immediately notify their supervisor
- Take pictures of the damage
- Make no admission of guilt or promises to the involved citizen(s)
- Give the citizen or leave a Property and Liability sheet (Post It).
- The supervisor must determine whether if the incident or accident was the employee's fault

  
Kevin Vaughn

Safety Coordinator