



Property Damage Checklist

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 by the next business day to Safety/Risk Management. If the property owner wants to file a claim. They must fill out a claim form available at the HR front desk. 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). *If the accident seems to be the employee's fault.*
- A copy of the incident and police report will be sent to Vehicle Maintenance and Safety/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). *If the accident seems to be the employee's fault.*
- The supervisor must determine whether if the incident or accident was the employee's fault

A handwritten signature in black ink that reads "Kevin L. Vaughn".

Kevin Vaughn

Safety Officer/Coordinator