
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

Policy No. 203: Accidents and Liability Protection

A. General Provisions

1. The City is either insured or self-insured to provide protection for employees and the City in the instance of legal action against the employee and/or the City as well as the cost of damages to citizens' property and injury to citizens. The protection only covers authorized appropriate actions undertaken within the scope of the employee's job duties.
2. Any legal action which is instituted against an employee of the City as a result of willful neglect of duty or purposefully harmful actions is the sole liability of the employee involved.
3. Whenever an employee knows or suspects that injury or damage has occurred to a citizen, a citizen's property, to a City employee or City property during the performance of his/her duties, the steps in Sections 203.B and 203.C should be instituted immediately.
4. If the employee also sustains a loss and/or injury, the procedures for such occurrences should also be followed. The extent of the City's liability for claims for the loss of an employee's personal property is defined in the Personnel Ordinance. If an employee is injured, procedures in Policy No. 403: On-The-Job Injury must be followed. If the employee's Department has a policy on injury and/or damage claims, all requirements of said policy must also be fulfilled.
5. Any incident which occurs while the employee is on duty and which has any potential for resulting in legal action against the City, and/or the employee, must be reported immediately.

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B. Non-Injury Incidents

1. If the incident involves a vehicle and occurs on a public right-of-way or on private property, the appropriate law enforcement agency is to be contacted as soon as the incident occurs or damage is noted;
2. The employee must notify their immediate supervisor of the incident; this information is to be immediately passed on to the employee's Department Director;
3. The Department Director must then notify the Finance Department and the Law Department;
4. All details pertaining to the incident should be noted immediately to facilitate completion of the appropriate forms, obtained from the Law or Finance Departments;
5. The appropriate claim and loss forms should be completed and submitted to the Finance Department within 24 hours of the incident. Copies should be retained by the employee's Department.

C. Injury Incidents

1. Appropriate and necessary medical care must be obtained immediately for the victim(s); if the incident involves a vehicle, the local law enforcement agency is to be contacted as soon as the incident occurs or damage is noted;
2. The employee must notify their immediate supervisor of the incident without delay; the supervisor is to immediately notify the employee's Department Director;
3. The Department Director must notify the Law Department and the Finance Department of the incident;

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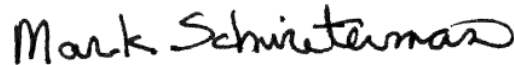
4. All details pertinent to the incident and to subsequent actions taken should be noted immediately to facilitate completion of the necessary forms, obtained from the Law or Finance Departments;
5. The appropriate injury and claim forms should be completed and submitted to the Finance Department within 24 hours of the incident.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

9/18/06

Date

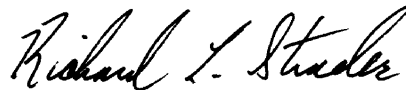


Mark Schwieterman
City Manager

Issued:

10/27/06

Date



Richard L. Strader
Director of Human Resources