

ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 203: ACCIDENT AND LIABILITY PROTECTION

A. General Provisions

1. The City is either insured or self-insured to provide protection for employees and the City against claims for property damage or personal injury from third parties. The protection only covers acts and omissions undertaken within the scope of the employee's job duties or official responsibilities.
2. Any claim brought against an employee of the City as a result of an act or omission that occurred while the employee was not acting in good faith or while the employee was acting outside the scope of the employee's employment or official responsibilities 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, 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 and Policy No. 806 Loss Or Damage To Employee Property. If an employee is injured, procedures in Policy No. 403: Workplace Incident or 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 a claim against the City, and/or the employee, must be reported immediately.

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 must be gathered and documented in writing;
5. The appropriate claim and loss forms should be completed and submitted to the Law 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;
4. All details pertaining to the incident must be gathered and documented in writing;
5. The appropriate injury and claim forms should be completed and submitted to the Human Resource Department and the Law Department within 24 hours of the occurrence.

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:

12/13/2022
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

12.14.2022
Date

Jenny Smith
Jenny Smith
Human Resource Director