

# **PROCEDURES FOR CLAIMS AND CIVIL SUITS AGAINST EMPLOYEES AND THE CITY**

## **2000.1 PURPOSE**

This procedure establishes the guidelines to Department members who are served with a civil summons and/or summons and complaint involving personal suits or other litigation resulting from employment with the City of Santa Ana.

## **2000.2 PROCEDURE WHEN THE CITY RECEIVES A CLAIM**

When the City is served with a tort claim for damages or a Summons and Complaint in a civil suit against the Department or any of its personnel, a copy of the tort claim and/or Summons and Complaint will be forwarded to the Internal Affairs Division.

The Internal Affairs Division will be the liaison with the City's Risk Management Department and City Attorney's Office and shall provide the information necessary to evaluate and resolve the claim in a manner that is in the best interest of the City. The Internal Affairs Division will review the incident and provide the Chief of Police with a written summary.

## **2000.3 PROCEDURE WHEN THE CITY RECEIVES A LAWSUIT**

Upon service of a Summons and/or a Summons and Complaint on an employee, the employee served shall immediately contact the City Attorney's Office and provide them with a copy of the served papers. The employee shall also immediately provide the Internal Affairs Division with a copy of any Summons and Complaint served. This procedure must be carried out as soon as possible so the employee and City may avoid judgment by default. This notification will enable the City to prepare for a proper and timely defense.