



CITY OF DUBLIN

**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

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| ADMINISTRATIVE ORDER 3.11 |
| TO: All Employees |
| FROM: Marsha I. Grigsby, City Manager |
| SUBJECT: Third Party Liability Claim Reporting Procedures |
| DATE: January 31, 2002 |
| Supersedes and Replaces Administrative Order 3.11 Dated 2/2/00 Regarding Same Subject |

I. INTRODUCTION & PURPOSE

The purpose of this Administrative Order is to establish and define reporting procedures for reporting any incident or occurrence that may result in the filing of a claim or lawsuit against the City, the receipt of claims, the processing of claims, and responding to the parties involved, and to provide general procedures to employees regarding City liability. It is expected that through adherence to these procedures, claims will be processed in an effective and timely manner.

II. REPORTING PROCEDURES

Employee Responsibilities.

Employees shall report any incident or occurrence that may result in the filing of a claim or lawsuit against the City to the Office of the City Manager or the Division of Human Resources and Procurement immediately. Failure to immediately report a claim may result in loss of insurance coverage. The City prohibits its employees from offering opinions regarding whether or not the City may have liability or what the City could, should, or might do about such situations/incidents which the City of Dublin employees are involved. City employees should defer questions/inquiries regarding the City's or City employee's fault and/or responsibilities to the Risk Manager.

Risk Manager Responsibilities.

The Risk Manager shall be responsible for the following:

1. Provide claimant with form "CD-1", titled "Notice of Claim Against the City of Dublin."

2. Report to the Insurance Claims Representative within ten (10) business days of the loss, claim or notice of the same, whichever shall first occur by using form "CD-2" titled, "First Report of Injury or Loss." The Insurance Claims Representative will acknowledge receipt of the claim by fax or phone to the Risk Manager within one business day.
3. Notify the Law Director's office of all claims other than property damage issues.
4. Conduct internal investigation by obtaining information from police reports, witnesses, employees, photographs, etc.
5. Assisting insurance administrator/adjuster during investigation.

III. RESTITUTION

If the investigation reveals that the City of Dublin has liability regarding the claim and total damages are less than \$500 or the current insurance maintenance deductible, the Risk Manager shall consult with the Director of Human Resources and Procurement regarding payment. *Only* the City Manager shall have exclusive authority to approve payments to a third party for claims not covered by insurance or claims with damages totaling less than \$500 or the current insurance maintenance deductible. Payment shall not be made to claimant until form CD-3, "Release of Settlement and Agreement", has been signed by both the City Manager and the Claimant. The Risk Manager shall be responsible for producing the agreement. Conditions of the agreement shall be specific to circumstances of the claim.

attachments (3)