

	City of Albany Human Resources Policy Policy #: HR-SF-02-001 Title: Property Loss/Damage	Safety
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Purpose The City provides vehicles and equipment for conducting City business. This policy addresses specific procedures for property loss and damage reporting.

Policy **Accident Reporting Procedures**
A City employee involved in either an injury or non-injury incident while operating motor vehicles in the conduct of City business must immediately notify the police agency having jurisdiction. The employee's supervisor shall also be notified as soon as possible. The employee or s/he supervisor will also immediately contact the Finance Department Senior Accountant.

If an employee is injured the injury must be reported in accordance with the Human Resources Policy Reporting On-the-Job Injuries.

Property Loss Procedures
Any City property lost or stolen must also be documented and reported to an employee's immediate supervisor. The Property Loss/Damage Report should be completed for items lost or damaged valued at over \$75. Refer to the following section for reporting the incident.

Reporting Procedures
An "Oregon Traffic Accident and Insurance Report" will be filled out when there is injury accident (no matter how minor); damage to any one vehicle is in excess of \$1,000.00, or death. It must be filed with any police agency or at any Oregon Department of Motor Vehicles office within 72 hours. This report must be filed immediately unless an employee's physical condition precludes it. Also, a copy of the police report must be submitted to the Finance Department Senior Accountant.

Any equipment loss or damage will be immediately investigated by the supervisor. The written "Property Damage/Loss Report" shall be filled out and submitted to the employee's supervisor before the end of the shift during which the equipment loss or damage occurred. The investigation is to establish what actually happened and if the situation that caused the incident can be corrected to eliminate reoccurrence. The supervisor may add to the Report or attach a memo of explanation to the report.

Supervisor Investigation
It is the supervisor's responsibility to investigate and complete the written report. The report cannot be submitted to the Finance Department until it is signed by the Department Director, supervisor, and employee. The Department Director shall forward the original Property Damage/Loss Report to the Assistant City Manager if damage is over \$5000, otherwise it must be submitted to the Finance Department Senior Accountant.

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Safety Committee Review

The department safety committee will review a copy of the Property Damage/Loss Reports where an employee injury took place or if it was a near miss. The committee will make recommendations to the Department Director on how to eliminate the cause of such incidents as well as making recommendations to minimize the possibility for future incidents.

The Department Director will review the reports per their internal department procedures and determine chargeability, if applicable.

Definitions N/A

References Property Damage/Loss Report

Review and Authorization

Supercedes ERP No. 3.6; 10/1/1993	Created/Amended by/date LB, 10/1/2004	Effective Date 11/1/2004
HR Director		City Manager

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes



PROPERTY DAMAGE/LOSS REPORT

Report Date: _____

Incident Report #: _____

SECTION ONE

City Property Damage or Loss

Asset or Vehicle Number: _____

Other Private Property (describe): _____

SECTION TWO

Department's Property Damage/Loss Incident Number: _____

Safety Incident Number: _____

SECTION THREE

Employee Name: _____

Dept: _____

Phone: _____

Date and time of occurrence/loss: _____

Location of occurrence/loss: _____

Description of occurrence/loss and explanation of damages: _____

Photos available? No Attached Forwarded via email Digital photos on disc

Police Report filed? Yes No Police Case Number: _____

Amount of Damages: \$ _____

Names, addresses, and phone number of witnesses/owner(s) (if any): _____

"On The Spot" accident form filled out (for motor vehicle accident)? Yes No

Other Comments: _____

SECTION FOUR

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Department Director Signature: _____ Date: _____

(ONLY if property damage or loss is over \$5,000)

Assistant City Manager Signature: _____ Date: _____

(ONLY if property damage or loss is over \$5,000)

SECTION FIVE

Original to: Finance Copy to: Originating Dept Dept Safety Committee Other _____

PROPERTY DAMAGE/LOSS REPORT PROCEDURE

The Property Damage/Loss Report was created to separate injury reporting from property loss or damage reporting. Injuries from an accident are reported using the "Safety Incident Report", while a damaged vehicle, or lost, stolen, or destroyed City property is reported using the attached form. The employee should fill out the form following the Quick Guide below. When completed, sign and forward to the Supervisor. The Supervisor must review the report and documentation and follow the Supervisor's Handbook, Property Damage/Loss Procedure, for final handling of the report.

The submission of this report does not relieve the employee of following Oregon Department of Motor Vehicle (DMV) reporting requirements for a vehicle accident. A DMV Report is required when:

- Damage to your vehicle is over \$1,500
- Injury (No matter how minor)
- Death
- Damage to any one person's property over \$1,500
- Any vehicle involved in an accident that is towed from the scene as a result of damages

The Oregon Accident and Insurance Reporting form can be found at Oregon DMV website: <http://www.odot.state.or.us/dmv> under the category "Accident and Insurance".

Note: Thresholds for Damage and Loss are \$5,000 and \$1,000 respectively.

QUICK GUIDE

SECTION ONE:

Check either Property Damage or Loss.

Each piece of City equipment has an asset or vehicle number. The vehicle number is usually at the rear of the vehicle on the right hand side, at the top or bottom, depending on the vehicle (please note: the vehicle number is not the VIN number). Asset numbers are attached to City property and begin with an "A".

PLEASE NOTE: The report will be returned if no number is listed.

SECTION TWO:

The Department's Property Damage/Loss Incident Number will be assigned by the respective Department's Safety Committee Chair or their designee. The Safety Incident Number is required if there is an accident involving injuries, please use the number listed on the Safety Incident Report.

SECTION THREE:

Most of section three is self-explanatory; only the key points will be explained below:

Date and time, and Location of occurrence/loss: These are very important. Please provide as much detail as possible.

Description of occurrence/loss and explanation of damages: Include as much detail as possible. Attach extra sheets of paper if necessary.

Photos: Photos of damage are very important and must be forwarded with the report.

Police Report: Follow DMV rules at a minimum.

Amount of damages: Provide only if estimates are complete and in writing. Attach documentation if available.

Names, addresses, and phone numbers of witnesses (if any): Include all information as listed. In each City vehicle, there are forms called "On the Spot" accident reports. Complete the report and attach to document. The "On the Spot" reports can also be found on the City's Intranet under Risk Management.

Other Comments: Include any other details that could be pertinent. Supervisors may also use "Other Comments" for their write up.

SECTION FOUR:

Employee must complete and sign document unless unable due to injury. After signed by employee, forward to Supervisor. If the damage is over or if the loss is over \$5,000 the report must be signed by the Department Head and then forwarded to the Assistant City Manager. The Assistant City Manager will forward the report to the Senior Accountant for final processing.

Otherwise, if the damage or the loss is less than \$5,000 the Supervisor reviews, signs, and forwards the report to the Finance Senior Accountant. If less than the thresholds, the department should 1) keep copy for your records and 2) forward a copy of the original to the Finance Senior Accountant.

SECTION FIVE:

Original Report and attachments must be forwarded to the Senior Accountant, unless loss or damage is below thresholds.

Copy of report and attachments should be kept by originating department and copies sent to respective Safety Committee.