

# **CITY OF COMMERCE ADMINISTRATIVE POLICIES**

## **INSURANCE CLAIMS**

### **1.0 PURPOSE**

To establish procedures for handling of insurance claims against the City.

### **2.0 POLICY**

2.1 No employee will discuss matters involving claims against the City.

2.2 All questions pertaining to claims will be referred to the City Manager.

2.3 Claims for damages presented to the City will be referred to the Accounting Supervisor for filing.

### **3.0 RESPONSIBILITIES**

3.1 All City employees must notify their Department Head in the case of incidents involving potential claims within one (1) day.

3.2 Employees involved in accidents must follow the procedures for accidents.

3.3 The Department Head will notify the City Manager immediately regarding accidents and within two (2) days regarding incidents involving potential claims.

3.4 The Accounting Supervisor is responsible for receiving all damage claims against the City and referring them to the proper insurance carrier.

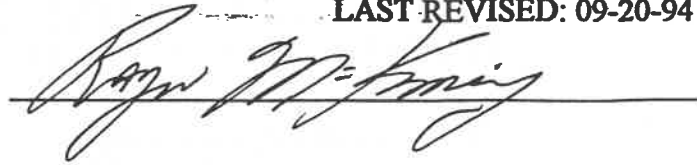
3.5 The Accounting Supervisor will:

- A. See that all claims for damages accurately locate and describe the defect or act that caused the injury or damage.
- B. Reasonably describe the injury or damage and state the time when it occurred.
- C. List damages claimed and have the claim verified by the claimant.
- D. Contact appropriate Department Head if the scene needs to be checked or verified.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:

A handwritten signature in black ink, appearing to read "Ray W. King", is written over a solid horizontal line. The signature is cursive and fluid.

Insclaim.adp