

**CITY OF CORAL SPRINGS**

**ADMINISTRATIVE POLICY MANUAL**

<b>CHAPTER: 12</b>	<b>POLICY #: 12.03.01</b>
<b>Risk Management/Insurance Division of Financial Services/Risk Insurance Fund</b>	<b>DEPARTMENT: Financial Services</b>
<b>SECTION: City Property</b>	<b>EFFECTIVE DATE: 11/20/06</b>
<b>SUBJECT: Reporting Property Damage</b>	<b>PAGE: 1 of 4</b>

**POLICY:**

It is the City's policy that all vehicles and equipment be properly safeguarded, maintained and repaired when damage occurs. The following procedures must be followed in the event of property damage, lost property or stolen property:

**DEFINITION:**

Damage – Any impairment in the usefulness and/or value of property.

**PROCEDURES:**

- I. Property Damage to Vehicle/Power Driven Equipment
  - A. All employees operating any City owned motor driven vehicle or using his/her own personal vehicle for City business involved in an accident or collision that results in damage to any vehicle must immediately report the accident to the police department and then to their immediate supervisor.
  - B. It will be the responsibility of the immediate supervisor to report the damage to the City's Public Works Fleet Division and Risk Management. All accidents that occur during the regular workweek, Monday through Friday, 8 a.m. to 4 p.m., must be reported immediately to the Public Works Fleet Superintendent at 954-345-2216 and the Risk Management Coordinator at 954-344-5917 before the end of the workday. If the accident occurs during the evening or on a weekend, the supervisor must notify the Fleet Superintendent and the Risk Management Coordinator of the damage on the next regular scheduled business day, Monday through Friday, 8 a.m. to 4 p.m.

- C. The City owned or leased vehicle or personal vehicle (if used for City business), if in drivable condition, must be taken to the City garage for an estimate of damage on the day of the accident. Public Works Fleet Division will estimate the vehicle damage. The vehicle is taken to the City garage for estimate purposes only, consistent with the City's Drug-Free Workplace Policy. A drug test is required for damages involving a City employee when the damage is determined to be \$300 or more.
- D. If the vehicle is not in drivable condition or the employee is injured and unable to drive the vehicle, the Police Department will have the vehicle towed from the street. Public Works Fleet Division will make the necessary arrangements to have the vehicle taken to a body shop for an estimate and/or repairs.
- E. The employee involved in the crash must complete a CITY MOTOR VEHICLE ACCIDENT/VEHICLE DAMAGE REPORT and send to Risk Management within 24 hours. A copy of the police report must also be forwarded to Public Works Fleet Division and Risk Management within five (5) business days of the date of accident. A police report may be obtained from the Police Records Division. The Police Department's main number is 344-1800. If the employee is unable to obtain the police report, they may call Risk Management at 344-5917 for assistance.
- F. If the damaged vehicle is a City vehicle (personal vehicles are excluded from this requirement), it must be left with Public Works Fleet Division for repair within five (5) business days of the date of accident. Vehicles that are not delivered to Public Works Fleet Division for repairs within five (5) business days will be reported to Risk Management by Public Works Fleet Division.
- G. All non-compliant reports will be forwarded to the Safety Evaluation Team for review. If the Safety Evaluation Team determines that proper procedures have not been followed, the department will be required to pay for the vehicle repair from their own departmental budget.
- H. Risk Management will notify the Director of Financial Services of the Safety Evaluation Team's findings and that non-compliance has occurred. The respective department will be required to pay for repairs from their department's budget. The Director of Financial Services will make the appropriate adjustments to the department budget.

- I. The department cannot withhold the vehicle for repairs if they are found to be in non-compliant status. If the vehicle is not delivered to Public Works Fleet Division within seven working days from the Safety Evaluation Team's findings, the Financial Services Director will be notified of the non-compliance and will make the appropriate adjustments to the appropriate department's budget. Public Works Fleet Division will then contact the respective department to bring the vehicle in for repair.
  
- II. Property Damage Other than to Vehicle/Power Driven Equipment
  - A. All employees involved in the damage or having witnessed or having knowledge of damage to City-owned property, including but not limited to Acts of God, vandalism, theft and negligence, must immediately report the damage to their supervisors. A police report must be submitted for any property damage caused by vandalism or theft.
  
  - B. Employees assigned or authorized to use and/or carry electrical or mobile equipment owned by the City will be responsible for the care and maintenance of the assigned equipment. If the employee fails to properly secure the equipment in a safe manner causing damage or destruction to the equipment, the department/division will be responsible for the repair or replacement of said equipment.

Upon learning of damage to property, the supervisor shall immediately report same to their immediate supervisor and to the Risk Management Coordinator. In addition, a City Property Damage/Loss Report must be completed by the employee, approved by their supervisor, and forwarded to Risk Management.
  
  - C. Failure to immediately report property damage may result in the department being responsible for the cost to repair or replace the property out of their own departmental budget.
  
  - D. The Safety Evaluation Committee will determine if proper notification of compliance has or has not occurred. The department will be required to pay for the repair from their own department budget if it is determined that proper procedures have not been followed.

- E. Risk Management will notify the Director of Financial Services that non-compliance has occurred and the respective department will be required to pay for repairs or replacement from the department's respective budget. The Director of Financial Services will make the appropriate adjustments to the respective department's budget.

III. Lost Property

- A. City property lost by departments or their employees will not be reimbursed or replaced by Risk Management.

IV. Stolen Property

- A. The City will reimburse for the cost of replacing stolen City property, provided the departments and their employees have followed the proper safety and security measures, and a police report has been filed that details the circumstances resulting in stolen property.
- B. Personal property is the responsibility of each individual, and the City will not reimburse or replace stolen personal property, unless the personal property is required for the individual's job-related duties and the proper security measures have been taken to avert the theft.

V. Employee Responsibility

- A. Employees who violate any section of this policy may be disciplined pursuant to the City's progressive discipline policy.

The provisions contained herein shall supersede and replace all prior policies, practices and procedures regarding this subject.

APPROVED: \_\_\_\_\_

  
City Manager

4/5/07  
Date