



City of Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject

Number

500 P III-303

Effective 12/29/75

PROPERTY DAMAGE CLAIMS

Supersedes N/A

Approved

Department
City Light

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1.0 PURPOSE:

To guide employees who will process or supply information to the City Claims Office regarding Property Damage Claims.

2.0 ORGANIZATION AFFECTED:

2.1 The Department of Lighting

3.0 REFERENCES:

3.1 Sec. 11, Ch. 164, Laws of Washington 1967 (RCW 35.31.010)

3.2 Sec. 12, Ch. 164, Laws of Washington 1967 (RCW 35.31.020)

3.3 Seattle City Charter, Sec. 24, Article IV.

4.0 POLICY

4.1 The Department shall at all times endeavor to perform its Charter functions without damage to property or individuals. Reports to, or information requested by, the City Claims Office shall be promptly furnished and shall disclose all facts concerning the incident of which the employee (s) has knowledge.

4.2 Citizens desiring to file damage claims against the Department

shall be referred to:

The City of Seattle
Law Department, Claims Division
1027 Seattle Municipal Building
Seattle, Washington 98104
583-2620

- 4.3 Department employees are instructed to refrain from any statements to citizens who sustain damages from our operations which could be interpreted as an admission of liability or assurance of claim recovery in any specific manner or amount. The degree of responsibility and amount of claim paid will be established on the basis of the facts derived from reports submitted by the employees involved, witnesses, damage claims filed by citizens and legal processes, if instituted.

6.0 RESPONSIBILITIES:

- 6.1 Employees are responsible for reporting promptly all damages to Property to their immediate supervisors as provided in par. 7.1.
- 6.2 Supervisors are responsible for assisting employees and the General Accounting Section to promptly execute and forward reports and information on property damage requested by the City Claims Office.
- 6.3 The Claims Clerk (447-3170), under the direction of the General Accounting Supervisor shall:
- 6.3.1 Maintain appropriate procedures to assure that the City Claims Office receives requested damage claim information promptly.
 - 6.3.2 Maintain a control record on all damage claim information processed and/or in process through the Claims Unit.
 - 6.3.3 Provide information to Department employees regarding claims and claims procedures.

7.0 PROCEDURE:

- 7.1 When property damage results from departmental operations, employees are to report the details of the incident within 24 hours

to their immediate supervisor. The Property Damage Report form (see Appendix 8.2) is available for this purpose. Copies of these reports shall be retained by the supervisor for at least 6 months to provide information for the General Accounting Manager and the City Claims Office during the processing of damage claims.

- 7.2 All incoming telephone calls from the public in regards to claims shall be referred to the City Claims Divisions (583-2620).
- 7.3 When a property damage claim is filed tin the City Claims Office a copy of the claim is sent to the General Accounting Manager with a letter requesting a report by the Department. The Claims Clerk shall:
 - 7.3.1 Record the claim by the City Clerk’s file number, name of the person filing the claim and such other data as may be required for statistical purposes.
 - 7.3.2 Send a copy of the claim document with a memorandum Or instructions to the supervisor of the employee (s) involved requesting the Property Damage Report and such other information as may be requested by the City Claims Office. These documents shall be transmitted in a red “ACCO manila file folder.
 - 7.3.3 Suspense file the claim documents received from the City Claims Office.
- 7.4 Supervisors and employees shall have 10 working days within which to return the red folder to the General Accounting Manager with the Property Damage Report and/or other requested information enclosed. Time extensions, if required, may be requested through the Claims Clerk who will coordinate such requests with the City Claims Office.
- 7.5 Property Damage Reports and other information supplied by supervisors and employees may be hand written or printed, if legible; however, typewritten reports are preferred. The information supplied should be in sufficient detail to enable the City Claims Adjustor to have a clear concept of the occurrence.
- 7.6 Upon receipt of the red claims folder from the supervisor, the Claims Clerk shall:
 - 7.6.1 Remove the contents of the red claims folder, prepare

a letter of transmittal, attach the original Property Damage Report and other supporting documents and submit the report to the General Accounting Manager for approval and signature.

7.6.2 Prepare copies of the transmittal letter, Property Damage Report and supporting documents for the claims file, Director of Finance and central files.

7.7 Requests for additional information by the City Claims Office may be processed by telephone, if appropriate. However, a complete record of information requested and supplied by telephone shall be maintained by the Claims Clerk.

8.0 APPENDIX:

8.1 Distribution: General
 Crew Chiefs

8.2 Property Damage Report (580-L)

paid at the rate