

INCIDENT REPORTS

Whenever an incident occurs in your department/division that may result in damage to city or private property, please have the employee(s) involved in the incident complete incident reports. These forms may be found on the City intranet site—<https://intranet.ci.helena.mt.us/risk-management.html>. When you arrive at this page, select the incident form for completion. Please complete in as much detail as possible. Send the form to Carrie Hahn and Liz Hirst. Include any other documentation you feel may be relevant.

LIABILITY CLAIMS

Should someone call or come into your office wishing to file a claim against the city, please ask them to contact either Carrie Hahn (447-8406) or Liz Hirst (447-8402) in Administrative Services, Room 320. You may also direct them to the website to complete the claim form. The Liability Loss form is located under Risk Management in the Administrative Services Dept. material. Once the form is complete it may be hand-delivered, mailed, faxed (447-8434) or emailed (chahn@helenamt.gov or lhirst@helenamt.gov) to us. **DO NOT** say anything to a claimant that may be construed as admitting liability. Only state that you can assist them in getting the claim to us to file with Montana Municipal Interlocal Authority (MMIA) and that they will investigate to determine whether any liability exists.

If incident reports have not already been completed and filed, please do so now.

AUTO ACCIDENTS AND PROPERTY DAMAGE

Whenever a traffic accident occurs involving a city employee driving with a Commercial Drivers' License (CDL), contact Human Resources immediately so the appropriate drug tests can be scheduled.

Auto accidents also need to be reported to Admin Services. Do this by completing incident report forms. Include any information received from officers at the time of the accident. Also, let us know if you are going to want the city vehicle repaired. If so, and it needs to be fixed by an outside vendor, please obtain 3 estimates. If you suspect the damage to be greater than \$10,000, be sure to let us know right away so we can get MMIA involved early.

Please do not wait for estimates to send the incident report and other information. Once these have been obtained, forward them to us. We will coordinate with the repair shop and insurance companies to get the necessary repairs made.

Once repairs are made and an invoice has been received (if not paid directly to the vendor by an insurance company), we will process the claim from your budget. Or, if your budget cannot handle the expense, and our insurance budget can, we may be able to pay the claim for you. In this case, a reimbursement to the insurance fund will be budgeted in the next budget cycle. For example, a claim paid by the insurance fund in CY2012 will be budgeted for reimbursement in FY2014.

Damages sustained to city property should also be reported to us in the same manner as auto accidents.

INCIDENTS THAT MAY REQUIRE RESTITUTION TO BE REQUESTED

Anytime an incident involves any of the following, let us know *immediately* so we can contact Municipal Court to request restitution be ordered:

- Motor vehicle accident where an uninsured motorist is involved
- vandalism damaging city property
- other damage to city property not involving a motor vehicle

Defendants normally appear in court the first business day immediately following the incident. If we are not notified timely, we may miss our chance to collect for damages the city sustained.

New Vehicle

An insurance card must be generated and placed in each new vehicle. Generally when you purchase a new vehicle, the Shop will request an insurance card prior to releasing the vehicle for use. Please check to be sure an insurance card is in the vehicle when received in your department for use. If not, please email Liz Hirst or Carrie Hahn with the following information:

- Department
- Unit #
- Year, make, model of vehicle
- VIN or serial #

We will generate the card and email it back to you. Please keep the card in the vehicle at all times.