



Incident Reporting Policy

Policy No. B-11¹

The Scope of this policy includes the following individuals:²

- ✓ Employees (including Appointed Officials, Probationary Employees, Full-Time At-Will Employees, Part-Time Employees, Temporary Employees, Civil Service Employees, Teamsters Employees, HPOA, HPSA, and IAFF Employees)
- ✓ Full-Time Elected Officials
- ✓ Volunteers

I. PURPOSE

To provide uniform guidelines for reporting incidents and accidents which occur in the course of performing City business.

II. POLICY APPLICATION

A. Definitions

1. The term “Incident” refers to an individual occurrence or event, which results in Damage to property or an injury.
2. For the purpose of Section C, the term “Accident” shall mean a collision that occurs when a vehicle collides with another vehicle, stationary object, pedestrian or animal and usually results in harm, injury, damage or loss.
3. The term “Damage” typically falls into three categories: minor, moderate or severe. Minor damages include scratches, scrapes or dings. Moderate damage include large dents, deployment of airbags, inoperable doors,

¹ This policy is not to be construed as a contract or an implied contract concerning any employment-related decision or term or condition of employment. The City reserves the right to revise, delete or add to any and all policies, procedures, work rules or benefits stated in this policy at its sole discretion. See Introduction, Administrative Policy No. A-01.

² The relevant definitions for the individuals identified in the Scope of this policy are defined in Introduction, Administrative Policy No. A-01.

hood, tailgate or gas cap cover. Severe damage means very heavy damage such as broken axles that renders the vehicle unsafe to drive.

B. Employee Injury Reporting

All individuals covered under the City's workers' compensation program, must report any on-the-job injury, regardless of the nature or severity of the injury, immediately to their supervisor and by no later than the end of the working day on which the injury occurs. Employees must complete a First Notice of Injury or Occupational Disease (C-1) form and return it to the Human Resources Department. This form is available on the City Intranet or a copy can be requested from the Human Resources Department.

C. Vehicle Incident and Accident Reporting

All Incidents and Accidents that occur while operating or are in the care, custody or control of a City Vehicle, or personal or rental vehicle being used for City business, must be reported to the Risk Management Division. Employees must also contact the police and notify their direct supervisor or department director immediately following the Incident or Accident. A COH Vehicle Accident Report (VAR) (FNBO-0105) or for Police, Supervisors Report of Department Vehicle Incident form (HPD-0401), must be completed within twenty-four (24) hours of the Incident or Accident regardless of whether another vehicle was involved, or the individual was driving a City, personal or rental vehicle. The reports must be submitted to Risk Management.

Damages resulting from unknown circumstances, such as minor dents or scratches to City vehicles, rental or leased vehicles, must be reported to the employee's immediate supervisor and report any theft or vandalism to the police. If possible, employees should obtain photos and any witness or involved-party information. A COH Vehicle Accident Report (FNBO-0105) or for Police, Supervisors Report of Department Vehicle Incident (HPD-0401), must be completed within twenty-four (24) hours of the incident. Employees are responsible for taking the City Vehicle to the City Shop within two (2) business days of the discovery of damages for inspection and reporting the loss to Risk Management.

Failure to report an incident constitutes a violation of this policy and subjects the employee to disciplinary action up to and including termination.

D. Property Damage (excluding City Vehicles) or Loss Reporting

Upon discovery of damage to City property (excluding City Vehicles), employees must take reasonable action to protect the property from further damage, loss, or injury. Employees must notify their immediate supervisor and report any theft or vandalism to the police. If possible, the employee or supervisor should obtain photos and any

witness or involved-party information. The supervisor is responsible for contacting the appropriate department for repairs and reporting the loss to Risk Management.

If Damages are the result of a third-party, the employee or supervisor should immediately call the police to obtain a police report. The employee or supervisor should obtain photos and any witness or involved-party information if possible. The supervisor is responsible for contacting the appropriate department for repairs, reporting the loss to Risk Management and providing Risk Management with the replacement or repair cost.

E. Claim of Accident, Incident, or Injury by Third Party

If employees are notified of an Incident or Accident that occurred on City Property involving injuries to a third-party, employees should render aid if trained to do so and call for medical services if necessary.

Employees must also notify their immediate supervisor, who will contact Risk Management. All employees who witnessed the Incident or Accident must complete an Incident Report (FNBO-0104). If possible, the employee or supervisor should obtain photos and obtain any witness or involved-party information. If a third-party asks about submitting a claim against the City, employees should refer the third-party to Risk Management. Supervisors are responsible for submitting Incident Report forms to Risk Management within twenty-four (24) hours of the incident.