

**Purpose:** The purpose of this procedure is to define the parameters used to pay claims against the City as they occur in the field.

**Definition:** Field claims are used to resolve incidents involving damage to property (and/or lost items) that occur while the City is assisting the public in the field. Field Claims include the negotiation and payment of a monetary amount to the affected party (claimant).

**Procedure:**

**City of Meniffee Field Claims**

- City causes damages to a claimant (i.e.: lost Driver's License, damage to a fence, damage to vehicle, etc.).
- City negotiates a dollar amount (No more than \$500) with the claimant.
- Field Supervisor / Sergeant Approves the Release of All Claims and then notifies their Lieutenant / Manager.
- Claimant signs a "Release of All Claims" form associated with the negotiated amount.
  - Captain or Deputy Director reviews the release of claims form to ensure procedure was followed and was an appropriate use.
  - The Release of All Claims Form is then submitted to the designated department analyst for payment out of petty cash less than \$100.00. If more than \$100.00, the Analyst will request a check from finance.
  - The Analyst attaches an Incident Report and provides a copy of both forms to Finance and Risk Management.
  - Risk Management forwards the information to George Hills (TPA) to update the City's Loss Run report.
- Retention: 10 years