

SUBJECT:

Reporting of any theft of county owned property;

Reporting of any accidents involving county owned vehicles

Reporting of any work related accidents to county employees.

The purpose of this policy is to provide guidelines for reporting incidents that occur to any property owned by Starke County, and any incidents that occur on any property owned by Starke County. Security, safety, and insurance considerations require that the reporting of accidents, injuries, theft, and property losses be consistent as to form, timing, and responsibility.

Initial reports of any incidence including county owned vehicle accidents, county employee injury/illness as a result of a work related issue, and the theft of county owned property, must be made to the County, at the time they occur, or as soon as possible thereafter. Crimes should be initially reported when they are observed or discovered. Investigation of incidents shall be completed as soon as practicable. The principle to be observed in these matters is to take immediate action to determine the facts and to complete all reports, claims, and cases, including those regarding insurance issues, as soon as the facts can be determined.

The forms required to be submitted to the County are as follows:

To report an accident involving county owned vehicles: County Form 75ERA

To report a work related employee injury/illness: County Form 75ERA

To report a theft of county owned property: County Form 75DRT

To report an accident, involving the public, occurring on county owned property: County Form 75ERA

Forms 75ERA & 75DRT must be turned into the Starke County Auditor's Office within 24 hours on the incident. Once the reports are received, it will be the responsibility of the Auditor's Office to submit the loss to the county's insurance carrier.