

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 1.22

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 08/06/07

**SUBJECT: CITY MANAGER'S
EMPLOYEE CRIME VICTIM'S POLICY
FOR REIMBURSEMENT**

I. PURPOSE

This policy supports the "City that Cares" philosophy by providing the City Manager with the absolute and sole discretion to authorize department heads to allow for the release of the reimbursement to employee who is found to be a victim of a crime and whose personal property is damaged as a result of a criminal act that occurs during working hours and through no fault of the employee or the City.

II. POLICY

After a criminal investigation has been completed and a police report filed, the City, in its absolute and sole discretion, may reimburse an employee who is found to be a victim of a crime, as set forth herein, in the amount not to exceed \$500.00 (the "Cap") for damage to personal property. The department head shall file a report with Risk Management, which such report shall contain a brief incident statement, shall identify the offender, the criminal charges, and provide appropriate receipts or estimates evidencing the damage and the repair costs. In no event shall the City be obligated to reimburse an employee for damages to personal property due to natural causes (Acts of God).

III. APPLICABILITY

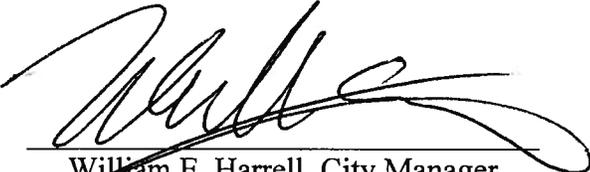
This policy will apply to any full, part-time, granted, or seasonal employee upon validation of the following:

1. A crime was committed;
2. Such crime directly resulted in an employee/victim suffering damage to personal property;
3. The criminal act was promptly reported to the Chesapeake Police Department and to the employee's department head;
4. Crime resulted from or is considered as resulting from the employee's work status;
5. The employee will suffer undue hardship if the reimbursement is not made;

6. Employee conveys all rights and duties to the City for recovery and/or subrogation of award amounts paid;
7. The employee/victim has fully cooperated with the City and authorities;
8. The employee/victim did not contribute to, participate in, or have a causal relation to the crime;
9. The employee/victim's department head, with the approval of the City Manager, will have the discretion to authorize reimbursement for personal property damage to an employee/victim as set forth in this policy;
10. Reimbursement will be provided as secondary to any primary benefits (for damages) covered under City, Private, Public/Commercial Insurance, Employment Benefits or applicable Worker's Compensation Benefits;
11. Reimbursements shall not be provided for any damages not related to a criminal act as set forth herein;
12. The employee/victim shall agree to hold the City, its departments, officers, City Council, employees, and agents harmless from and against any and all claims, including, but not limited to claims for monetary awards, property damage, personal injury, or death arising from or related to the criminal act that caused the employee/victim's property damage, and the employee/victim shall agree to accept any reimbursement provided by the City as a "payment for the good of the public".

IV. RESPONSIBILITIES

The City's Risk Management Department will be responsible for the analysis of the award and forward recommendations for the City Manager's review and approval.



William E. Harrell, City Manager



Date