



**Administrative Regulations
Office of the Mayor**

Title: EMPLOYEE STATEMENTS CONCERNING CLAIMS AGAINST THE CITY

A.R. Number: 3.3 **Effective Date:** 2/1/2007 **Page:** 1 of 1

Supersedes: Employee Statements Concerning Claims against the City **A.R.:** 3.3 **DATED:** 9/1/2000

I. PURPOSE

To publish the City's policy relative to statements given by City employees to claimants' attorneys and investigators which may be harmful to the City's interests in the event a claim is made against the City, and in which the employee is not the claimant.

II. POLICY

All City employees should be advised that unless expressly authorized, no employee is to make a statement, however trivial, concerning facts relating to any claim against the City. In all cases, the employee should advise any inquirer that all matters concerning claims must be discussed with the Law Department.

III. RESPONSIBILITY

All department and agency directors are responsible for advising their employees of this regulation.

IV. REGULATION UPDATE

The Office of the Mayor and the Office of the City Attorney shall be responsible for modifications to this Policy.

APPROVED:

MAYOR