



## MEMORANDUM

### Departmental Instruction 1055

**TO: ALL DEPARTMENT HEADS, BOARDS and COMMISSIONS**

**FROM:** *Ed Harrington*  
**ED HARRINGTON,**  
**Controller**

**DATE: February 13, 1998**

**SUBJECT: NON-UNIFORM EMPLOYEE CLAIMS (Admin Code 10.25-1 et seq.)**

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Enclosed you will find a revised claim form for non-uniform employees seeking reimbursement for property lost, damaged or destroyed in the line of duty. This form has been revised due an amendment to the Administrative Code no longer requiring a Board of Supervisors Resolution for claims of \$1,000.00 or less.

The form includes both the employee claim and, on the reverse side, department head certification that the claim is in accordance with all San Francisco Administrative Code section 10.25-1 et seq. requirements. The reverse side also outlines the procedures and requirements of the claiming process.

Employees or Officers who seek to file a claim should be familiar with this information as well as the applicable sections of the Administrative Code. For your convenience a copy of the updated sections of the Administrative Code pertaining to employee claims has been enclosed.

Enclosures



**CLAIM FOR REPLACEMENT OR REPAIR OF  
STOLEN OR DAMAGED EQUIPMENT, PROPERTY OR PROSTHESES:  
NON-UNIFORM EMPLOYEES AND OFFICERS**

(Revised 2/98 - See reverse side for information)

Name of Claimant: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Telephone Number - Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Civil Service Class (Name & Number): \_\_\_\_\_ Department: \_\_\_\_\_  
Employee Social Security Number: \_\_\_\_\_

**Description of Event:** (Describe what happened in detail, using an additional page if necessary. Detail the circumstances that caused the damage or loss. Explain why the property was necessary to the performance of job duties. If an automobile was involved, complete the automobile section below.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Items Damaged, Destroyed or Stolen:**

Item	Lost (L)/ Damaged (D)	Date of Purchase	Purchase Amount	Replacement/ Repair Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total: \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Loss/Damage to Automobile:**

Make/Model of Automobile: \_\_\_\_\_ Model Year: \_\_\_\_\_ License No.: \_\_\_\_\_  
Name of Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
Amount of Deductible: \$ \_\_\_\_\_ Auto Use Authorized by: \_\_\_\_\_

I CERTIFY/DECLARE UNDER THE PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT:

Employee Name (print)	Employee Signature	Date
_____	_____	_____

----- Department Accounting Information -----

Funds for this claim are available and to be paid from the following:

Department: \_\_\_\_\_  
Fund (Type/Fund/Subfund): \_\_\_\_\_  
Index Code: \_\_\_\_\_  
Project Number: \_\_\_\_\_

Approved and Certified as Funds Available

\_\_\_\_\_  
Department Head

Claim for Replacement or Repair of Damaged Equipment, Property or Prostheses:  
Non-Uniform Employees and Officers

- - - Filing Information - - -

Purpose & Process: This form is designed to enable officers or employees to claim loss or damage of work related items that can be replaced/repaired under Administrative Code Section 10.25-1 et. seq. It is to be used for all Non-Uniform employee claims.

The claim is filed with the department head within thirty days of the date of occurrence. Once approved, it is submitted to the Board of Supervisors if it is in excess of \$1,000, or to the Controller's Office, with the appropriate payment documents, if it is \$1,000 or less. For claims exceeding \$1,000, a resolution of the Board of Supervisors is required.

Criteria for Claim Approval. An approved claim must meet the following conditions:

- (1) The situation in which the loss or damage occurred was in conjunction with the performance of job related duties;
- (2) The loss or damage occurred without fault of the employee or officer;
- (3) Compensation for replacement or repair is fair and reasonable; and,
- (4) If items are stolen, they must be necessary in the performance of job related duties.

Completed Claim. A claim must include:

- (1) Completion of this form by the claiming officer or employee with all pertinent and accurate information;
- (2) Accompanying documentation and verification (e.g. - receipts, police report, insurance certificate);
- (3) Completion of the *Departmental Accounting Information* section identifying the source of funds; and,
- (4) Certification from the Department Head as to all criteria listed above.

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**DEPARTMENT HEAD CERTIFICATION**  
for Non-Uniform Employee Claims

RE: CLAIM FOR REPLACEMENT OR REPAIR OF STOLEN OR DAMAGED PROPERTY:  
NON-UNIFORM EMPLOYEE/OFFICER

Name of Claimant: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ Date Filed With Department Head: \_\_\_\_\_

I certify that the above named individual has filed the above referenced claim with me pursuant to Administrative Code Section 10.25-1 et. seq.; that I have verified the allegations and facts set forth in the claim; that the damage or loss occurred in the line of duty; and, that the amount I recommend for payment (as set forth below) is fair and reasonable.

On the basis of the claim and my investigation:

( ) I DO NOT RECOMMEND PAYMENT      ( ) I RECOMMEND PAYMENT IN THE AMOUNT OF \$ \_\_\_\_\_

If recommended payment is less than the amount claimed, I have limited payment based on the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the claim is for the replacement of stolen property, I certify that the property was necessary to the performance of the employee's duties.      ( ) YES      ( ) NO

Approved: \_\_\_\_\_  
Department Head Signature      Date

EMPLOYEE CLAIMS - San Francisco Administrative Code

**SEC. 10.25-1. OFFICERS AND EMPLOYEES INCLUDED WITHIN THE PROVISIONS OF SECTIONS 10.25-1 THROUGH 10.25-7.** The provisions of Section 10.25-1 through 10.25-7 shall apply only to uniformed officers and employees of:

- (a) The Police Department;
- (b) The Fire Department;
- (c) The Sheriff's Department; and
- (d) The Municipal Railway. (Added by Ord. 90-62, App. 3/28/62)

**SEC. 10.25-2. UNIFORMED OFFICERS AND EMPLOYEES DEFINED.** Uniformed officers and employees are those members of departments listed in Section 10.25-1 who are required by Charter, ordinance or rule of their department to possess a uniform in connection with their employment, whether or not such uniform was worn at the time of the claimed damage. (Added by Ord. 90-62, App. 3/28/62)

**SEC. 10.25-3. REPLACEMENT OR REPAIR OF DAMAGED EQUIPMENT, PROPERTY OR PROSTHESES OF UNIFORMED OFFICERS AND EMPLOYEES.** Uniformed officers and employees may recover part or all of the cost of replacing or repairing equipment, property or prostheses which has been damaged or destroyed in the line of duty and without fault of the officer or employee in the manner provided in Sections 10.25-4 through 10.25-7. (Amended by Ord. 72-81, App. 2/5/81)

**SEC. 10.25-4. TIME IN WHICH VERIFIED CLAIM MUST BE FILED.** A verified claim must be filed with the department head of the officer or employee within 30 days after the date upon which the damage is alleged to have occurred. (Added by Ord. 90-62, App. 3/28/62)

**SEC. 10.25-5. REQUISITES FOR PAYMENT; AVAILABILITY OF FUNDS; CERTIFICATION OF DEPARTMENT HEAD.** Payment under the provisions of this Section shall be made by the Controller when:

- (a) A verified claim has been filed;
- (b) The department head certifies to the Controller that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable; and
- (c) Funds are available for the purpose. (Added by Ord. 90-62, App. 3/28/62)

**SEC. 10.25-6. LIMITATION ON RECOVERY.** Subject to the approval of the Controller and the Board of Supervisors by resolution, the department head of each department specified under Section 10.25-1 may by regulation establish classifications of equipment, property or prostheses that are, in the opinion of such department head, reasonably necessary in the performance of the uniformed officer's or employee's duties and set the maximum amount not to exceed actual value which may be recovered for the replacement or repair of specific items within such classifications. Such department heads shall notify all uniformed officers and employees by periodic informational bulletins or similar means of all regulations authorized by this Section. (Amended by Ord. 72-81, App. 2/5/81)

**SEC. 10.25-7. CONTROLLER TO ESTABLISH RULES AND REGULATIONS.** The Controller shall establish such rules and regulations and devise such forms as he or she deems necessary to carry out the purposes of this Section. Observance of such rules and regulations and the use of such forms shall be binding and obligatory on the claimant and the department head concerned. (Added by Ord. 90-62, App. 3/28/62)

**SEC. 10.25-8. CLAIMS FOR DAMAGED OR DESTROYED PROPERTY: NON-UNIFORM EMPLOYEES**

(a) **Cost of Repair or Replacement.** Officers and employees other than those listed in Section 10.25-1 may recover part or all of the cost of replacing or repairing equipment, property or prostheses which have been damaged or destroyed in the line of duty and without fault of the officer or employee in the manner provided in Sections 10.25-1 through 10.25-7 of this Code, unless otherwise provided in this Section.

**(b) Claims for \$1,000 or Less.** For claims made in the amount of \$1,000 or less, the Controller shall make payment when:

- (1) A verified claim has been filed;
- (2) The department head certifies to the Controller that:
  - (A) the damage occurred in the line of duty; and,
  - (B) the amount certified for payment is fair and reasonable; and,
- (3) Funds are available for the purpose.

**(c) Claims for Over \$1,000.** For claims made in amounts greater than \$1,000, the Controller shall make payment when:

- (1) A verified claim has been filed;
- (2) The department head certifies to the Controller that:
  - (A) the damage occurred in the line of duty;
  - (B) the amount certified for payment is fair and reasonable; and,
  - (C) the damage occurred without fault of the officer or employee and was occasioned by unusual circumstances or the occurrence of an extraordinary event;
- (3) The Controller concurs in the certification of the department head;
- (4) That the Board of Supervisors approves by resolution payment of all or part of the claim, and,
- (5) Funds are available for the purpose.

#### **SEC. 10.25-9. CLAIMS FOR STOLEN PROPERTY: NON-UNIFORM EMPLOYEES**

**(a) Cost of Replacement.** Officers and employees other than those listed in Section 10.25-1 may recover part or all of the cost of replacing equipment, property or prostheses which have been stolen through no fault of the officer or employee while in the course of his or her duties in the manner provided in Sections 10.25-1 through 10.25-7 of this Code, unless otherwise provided in this Section.

**(b) Claims for \$1,000 or Less.** For claims made in the amount of \$1,000 or less, the Controller shall make payment when:

- (1) A verified claim has been filed;
- (2) The department head certifies to the Controller that:
  - (A) the property, equipment or prostheses were necessary to the performance of the duties of the position;
  - (B) the theft occurred in the course of the officer's or employee's duties; and,
  - (C) the amount certified for payment is fair and reasonable;
- (3) Funds are available for the purpose.

**(c) Claims for Over \$1,000.** For claims made in amounts greater than \$1,000, the Controller shall make payment when:

- (1) A verified claim has been filed;
- (2) The department head certifies to the Controller that:
  - (A) the property, equipment or prostheses were necessary to the performance of the duties of the position;
  - (B) the theft occurred in the course of the officer's or employee's duties; and,
  - (C) the amount certified for payment is fair and reasonable;
- (3) The Controller concurs in the certification of the department head; and,
- (4) The Board of Supervisors approves by resolution payment of all or part of the claim, and,
- (5) Funds are available for the purpose.