

**CITY OF STOUGHTON  
CLAIMS PROCEDURE POLICY**

**I. PURPOSE**

The City of Stoughton Claims Procedure Policy creates a process for the resolution of claims against the City.

**II. CLAIMS PROCEDURE POLICY**

- A. All claims against the City that are first submitted through the City's internal Notice of Claim process are sent to the City's liability insurer for review. The City's liability insurer will provide a recommendation on denial or settlement of the claim.
- B. Upon receipt of the recommendation, the City of Stoughton Risk Manager will (1) resolve claims up to \$1,000; or (2) for claims over \$1,000, convene the Risk Management Committee for consideration of the recommendation and a fiscal impact assessment from the Finance Department if applicable.
- C. Claims that are recommended for denial after consideration by the Risk Management Committee will be responded to with a formal letter of denial issued by the Risk Manager.
- D. Claims under \$15,000 that are recommended for settlement will be submitted by the Risk Manager to the Mayor and Finance Director for final authorization of any payment.
- E. Claims over \$15,000 that are recommended for settlement after consideration by the Risk Management Committee will be submitted to the Finance Committee and Common Council for final authorization of any payment.
- F. The Risk Manager will coordinate the settlement with the claimant and obtain a Release of Claims in the event of settlement. The Risk Manager will submit any necessary information to the City's liability insurer.
- G. The resolution of any claims under this policy will be reported to the Finance Committee and the Common Council for their notice.

**APPROVED BY THE COMMON COUNCIL: September 25, 2012**

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