

DEPARTMENT ACCOUNTABILITY POLICY

CHAPTER 1

POLICY 1-15

A. GENERAL

Departments are expected to operate efficiently and effectively to minimize the City's exposure to liability. As such, supervisors, managers, and executives are responsible for ensuring that employees in their respective departments adhere to all state and federal laws, the City's Administrative Policies and Procedures, Memoranda of Understanding, and conduct themselves in a safe and appropriate manner.

B. ADMINISTRATIVE POLICY

Should the City be exposed to potential or actual liability due to the acts or inaction of a Department's employees, and such actions or inaction may be traced back to the direction or lack of direction by Department management, the employee's Department may be required to bear all or a portion of the costs associated with the resolution of any claim and/or lawsuit arising from such conduct including but not limited to litigation costs, settlement costs, judgments and attorneys' fees.

The City Manager or his/her designee shall have the authority to make determinations under this policy and may seek input from and consult with, where appropriate, the City Attorney, Director of Human Resources, and/or the affected Department head.