WEST NORRITON TOWNSHIP POLICE DEPARTMENT

Subject: Township Property Personal Injury Claims		**Policy # 5.1.3**
Accreditation N/A		
Effective Date: January 1, 2008	**Revised Date:**	
By Authority Of: Chief A. Dale Mabry	**Signature:**	

5.1.3 TOWNSHIP PROPERTY PERSONAL INJURY CLAIMS

A. PURPOSE

The purpose of the policy is to establish procedures to be followed when incidents involving the loss, theft or damage to West Norriton Township property.

B. PROCEDURES

1. Whenever township property is lost, stolen, damaged or is the cause of damage, a detailed report will be filed following department reporting procedures.

2. If the property is assigned to the Police Department a copy of the officer's report will be forwarded to the business office.

3. If Police Department personnel are injured, this report will be filed the same way. Police Officers shall report any personal injury to their supervisor as soon as possible.

4. If property/personnel are from another department of the township, a copy of the report will be forwarded to that department head.

5. No other action is required of Police Department personnel, unless advised.