

DAMAGE TO COUNTY PROPERTY, PROPERTY OF OTHERS OR INJURY TO A CITIZEN

SUMMARY

This procedure explains how to report damage to County property or to the property of others, and injury to citizens on County property or injury to citizens by County employees.

PROCEDURE

1. Immediately notify supervisor of damage to any County property, damage to the property of others, or injury to citizens on County property or caused by County employees.
2. To submit a claim to the Subrogation Unit you may fax (305-375-3509) or email: manny.somano@miamidade.gov. To report a claim after normal business hours please leave a message after dialing 305-546-1419.

Include all supporting documents (Incident Report and/or Police Report, estimate of damages or actual repair cost and pictures of the damage). You may reach the unit's supervisor, Manny Somano directly at 305-375-4612.

3. Damage to an Internal Services Department (ISD) building must be immediately reported to the building manager and ISD Risk Management Division Subrogation Unit (ISD/RMD) for purposes of collecting damages to County property. Contact 305-375-4612 (after-hours 305-546-1419). Please ask for the Subrogation Supervisor who will provide further instruction referencing documentation needed to attempt collection of County damages from the at fault party. A list of ISD maintained buildings and the contact numbers are available at ISD's website at: <https://www.miamidade.gov/realestate/library/ISD-Maintained-Buildings.pdf>.
4. In an event of an accident, or vandalism all employees are required to call the Miami-Dade Police Department and file a police report. This includes any auto accident in County vehicles, property damage to others, injury to others, or death.
5. Complete the Notice of County Motor Vehicle Accident located on the ISD Safety website <http://intra.miamidade.gov/internalservices/incident-forms.asp>. If you are provided a police report or driver exchange form, please attach a copy to the "Notice of County Motor Vehicle Accident" report and any special form(s) your department requires and forward to the Internal Services Department/Risk Management Division (ISD/RMD) within 48 hours to the attention of the Liability Claims Manager. Please keep a copy for your records.
6. County employees injured while working are entitled to receive workers' compensation benefits. The benefits, medical and indemnity (i.e., lost wages), are furnished by the County's Self-Insured Program. Under Section 440.39(2) Florida Statutes. The County has subrogation rights against the third party tortfeasor to the extent of the amount of compensation benefits paid. This is commonly referred to as a workers' compensation lien. Employees are expected to cooperate with the investigation of their Workers Compensation Adjuster to determine if a third party contributed to the injury of the employee.

Exception

In the event of severe damage or serious injury, call 911 (for serious injury) and immediately call the Liability Section of ISD/RMD at 111 N.W. First Street, Suite 2340, Miami, Florida 33128. The phone numbers are: 305 375-1455 or 305 375-4280 and ask to speak to the Liability Claims Manager.

CONTACT(S):

Department/Division

Internal Services Department/Risk Management Division, Liability Section

REFERENCE DOCUMENT(S):

Miami-Dade County Code, Section 30-311