

## PROPERTY DAMAGE AND ACCIDENT REVIEW COMMITTEE

**Objective:** To review the circumstances of an incident and assess the liability of an employee if property is lost, stolen, damaged or destroyed; to review employee motor vehicle accidents; and determine whether the incident was a result of employee negligence.

**Definition of Property:** Includes all forms of property including office equipment, computers, vehicle, ATVs, snowmobiles and trailers.

**Definition of Employee Gross Negligence:** Willful or thoughtless action(s), which result in damage to government property regardless of the value of the property item.

**Definition of Property Value:** When property is lost or stolen, the replacement costs will determine property value. When property is damaged, the cost of repair will determine property value.

**Process:** When the Property Management Officer (PMO) has been made aware of or advised of damage to government property, the PMO will work with Accountable Property Management Officer (APO) to obtain all pertinent details and necessary paperwork. Property values at \$250 or more will then be forwarded to the Property Damage and Accident Review Committee for review. The committee will determine whether employee negligence or misconduct occurred and make recommendations. The findings will then be forwarded to the PMO who will determine the appropriate action and forward to the State Conservationist for concurrence.

If lost or damage to property valued at less than \$250 occurs, the PMO will review the case and determine appropriate action. A recommendation for appropriate action will then be forwarded to the State Conservationist for concurrence.

**Conclusion:** The employee and their supervisor will be notified in writing of the outcome with a copy of the committee's findings report. Employees held liable for gross negligence will have the right to appeal to the NRCS Regional Conservationist and ultimately to the NRCS Chief.