



NOTICE OF CLAIM FOR DAMAGES

Article IX, Section 11, City Charter, City of Houston, Notice of Claim for Damages

"Before the City of Houston shall be liable for damages for personal injuries of any kind, or for injuries to or destruction of property of any kind, the person injured, or the owner of the property injured or destroyed, or some one in his behalf, shall give the mayor and city council notice in writing of such injury or destruction, duly verified, within 90 days after the same has been sustained, stating in such written notice when, where and how the injury or destruction occurred, and the apparent extent thereof, the amount of damage sustained, the amount for which claimant will settle, the actual residence of the claimant by street and number at the date the claim is presented, and the actual residence of such claimant for six months immediately preceding the occurrence of such injuries or destruction, and the names and addresses of the witnesses upon whom he relies to establish his claim, and a failure to so notify the mayor and city council within the time and manner specified herein shall exonerate, excuse and exempt the city from any liability whatsoever, provided that nothing herein shall be construed to effect or repeal section 12 of Article IX of this Charter. (Act of 1905, as amended October 15, 1913)."

Procedures to follow when filing a claim:

1. Provide the information required in Article IX, Section 11, Notice of Claim for Damages, referenced above, in writing and sign the letter before a Notary Public; and
2. Mail letter, with the following attachments i.) three property damage estimates, ii.) photographs of damage, if any, iii.) accident report, if available, iv.) photocopy of Certificate of Title of damaged vehicle, and v.) photocopy of medical bills, if any, and vi.) doctor's narrative, to:

**City Secretary's Office
City of Houston
Post Office Box 1562
Houston, Texas 77251-1562**

with a copy provided to:

**City Attorney's Office
Attn: Claims/Subrogation Division
Post Office Box 368
Houston, Texas 77001-0368**

**Facsimile No.: 832.393.6259
Telephone Nos.: 832.393.6393
832.393.6392**

INSTRUCTIONS

IMPORTANT – READ CAREFULLY

IN CASE OF A VEHICLE ACCIDENT

- First:** Protect the scene of the accident from becoming worse by using warning signals or proper devices
- Second:** Notify your Supervisor of type and correct location of the accident; if any ambulances will be needed, and how many.
- Third:** See if there are any witnesses to the accident. Get their names and addresses.
- Fourth:** Fill out Form PD 781 “Driver’s Report of A Vehicular Accident” and give to the supervisor who makes the accident scene.
- Fifth:** Make no statement to anyone except:
1. An officer of the law,.
 2. Supervisor or staff personnel.
- Make no settlements. Do not argue about the incident.

DEPARTMENT MOTOR VEHICLE ACCIDENT PROCEDURES

1. Determine if medical attention is needed. Call 911 and request ambulance (s), police and/or other appropriate emergency service.
2. Immediately notify your **Supervisor** of the type of accident, specific location, and description of the accident.
3. Notify the **Safety Office** at **713-221-0404** **if** the incident is a *Catastrophic Event*.

Catastrophic Events

- A fatality occurs.
 - 2 or more city employees or private citizens are seriously injured.
 - More than 2 vehicles are involved.
 - Vehicle physical damage exceeds \$10,000.
 - Property damage.
 - Effects of the accident are such that a hazardous condition endangering other persons is created.
 - Accident is spectacular enough to draw attention of the news media.
4. Obtain the following information from the accident scene:
 - Involved driver's name, address, driver license number and expiration date.
 - Description of involved vehicles, type, color, license plate number, etc.
 - Drawing of accident scene.
 - Insurance company and policy number from involved drivers.
 - Witnesses' names, addresses, and phone numbers.
 5. Contact the proper law enforcement authority for police report of the accident. Be sure to inform them that this involves a City of Houston vehicle.

▪ <i>Houston Police</i>	713-308-8504	▪ Jersey Village	713-466-2120
▪ Brazoria Co.	281-331-9000	▪ Katy	281-391-4893
▪ Fort Bend Co.	281-342-1616	▪ La Porte	281-842-3154
▪ Galveston Co.	409-766-2300	▪ League City	281-338-4152
▪ Harris Co.	713-221-6000	▪ Missouri City	281-403-8700
▪ Montgomery Co.	936-760-5871	▪ Pasadena	713-475-7810
▪ Alvin	281-388-4370	▪ Pearland	281-652-1100
▪ Baytown	281-422-8371	▪ South Houston	713-944-1916
▪ Bellaire	713-668-0487	▪ Stafford	281-261-3950
▪ Deer Park	281-479-1511	▪ Sugarland	281-275-2590
▪ Friendswood	281-996-3300	▪ Tomball	281-290-1316
▪ Galena Park	713-675-3471	▪ Webster	281-316-4170
▪ Humble	281-446-7127	▪ West University	713-662-5863
▪ Jacinto City	713-672-2455	▪ DPS	512-424-2032

6. Driver completes Form **PD 781** "Driver's Report of a Vehicle Accident" and gives completed form to supervisor within 24 hours.
7. Supervisor completes Form **PD 782** "Supervisor's Report of Vehicle Accident" and submits to the Safety Office with 72 hours.
8. Drivers must not accept any monetary settlement from any insurance company or individual. Persons attempting to make monetary settlement must be referred to the Legal Department.



CITY OF HOUSTON

Administration & Regulatory Affairs
Department

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Mayor

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To Whom It May Concern:

The City of Houston maintains a program of self-insurance for all third party automobile liability claims. A claim section established strictly for that purpose administers the self-insurance program. Any inquiries regarding this program should be directed to the City of Houston Claims/Subrogation Division of the Legal Department at (832) 393-6393.

Tina A. Paquet, Assistant Director
Risk Management Division
Administration and Regulatory Affairs