

Part III - Departmental Investigation of Accident (to be completed by supervisor)

Was accident investigated at the scene? <input type="radio"/> Yes <input type="radio"/> No	If the answer is no, please explain:
Were there road or traffic conditions that may have contributed to this accident? <input type="radio"/> Yes <input type="radio"/> No	If the answer is yes, please explain:
Were there mechanical defects found on the vehicle? <input type="radio"/> Yes <input type="radio"/> No	If the answer is yes, please explain:

Departmental Findings and Recommendations:

All statements in this report have been investigated and, to the best of my knowledge, I find the facts to be as stated herein, except as indicated in the following statement:

Signature of Supervisor/Department Head or Investigator	Date
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Part IV - Action of Board of Inquiry (to be completed by board secretary)

Case Number

This case was considered by the Board of Inquiry this day and we find as follows:

- | | |
|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Employee has been disciplined. | <input type="checkbox"/> Report may be filed. |
| <input type="checkbox"/> Employee has left service. | <input type="checkbox"/> Outsider has ordered repairs made at private garage. |
| <input type="checkbox"/> Employee has been discharged. | <input type="checkbox"/> Employee has ordered repairs made at private garage. |
| <input type="checkbox"/> Employee was not negligent. | <input type="checkbox"/> Outsider has ordered repairs made at municipal garage. |
| <input type="checkbox"/> Employee was negligent. | <input type="checkbox"/> Employee is to pay \$_____ toward cost of repairs to outsiders' car repaired at municipal garage. |
| <input type="checkbox"/> Damage to City equipment. | <input type="checkbox"/> Employee has paid cost of repairs. |
| <input type="checkbox"/> No damage to City equipment. | <input type="checkbox"/> Outsider has paid cost of repairs. |
| <input type="checkbox"/> Department to assume cost of repairs. | <input type="checkbox"/> Employee to appear before Board on _____ |
| <input type="checkbox"/> Employee to pay \$_____ toward cost of repair | |
| <input type="checkbox"/> Collect cost of repairs from outside. | |

Supplemental findings and/or recommendations

Signature of Board Secretary	Today's Date
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Part V - Office of the City Manager

The rulings and recommendations of the Board of Inquiry are hereby approved and adopted.

Signature of City Manager	Date
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