

## **2.90.080 Duties of county officers and employees.**

(1) Cooperation. All county officials and employees shall have a duty to report to and cooperate fully with the prosecuting attorney and other county officials and the third party administrator concerning accidents or investigation of any incident or condition. All officials and department heads have a duty to provide requested information and otherwise assist the prosecuting attorney in the defense of lawsuits. Such assistance may include but is not limited to the providing of testimony and exhibits for use in litigation.

(2) Forbidden Acts. Except when authorized under the provisions of this chapter, no employee, officer or volunteer, acting individually or collectively, may:

(a) Negotiate or otherwise effect the settlement of a claim or lawsuit against the county;

(b) Make an admission of liability involving an incident, claim or lawsuit against the county, its elected and appointed officials, employees and volunteers.

(3) Employee Responsibility Concerning Accident Occurrence. Every officer or employee shall have a duty, in the event of an accident or incident, which is likely to result in suit being brought against such officer or employee, or the county, to notify his or her supervisor and, as soon thereafter as possible, provide notice of such accident or incident pursuant to county risk management procedures to finance department.

(Added Ord. 84-062, § 2, May 30, 1984; Amended Ord. 88-012, § 11, March 30, 1988; Amended Ord. 96-006, § 10, March 13, 1996, Eff date March 28, 1996).