

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 2 <i>UFA Administration</i>	Section 5 <i>Potential Claims and Litigation Holds</i>

Relevant Information: The UFA may be the subject of potential claims and may also possess information and records, including electronic records, relevant to claims involving the UFA or third parties. UFA is subject to the processes and requirements of the Utah Governmental Immunity Act, Utah Code § 63G-7-101, as well as the discovery and records retention requirements of the Federal and Utah Rules of Civil Procedure. Receiving advanced notice of potential claims against the UFA in a timely fashion assists the UFA in preserving records relevant to such claims and either resolving such claims or preparing a defense. Receiving notice that UFA may have records relevant to third party claims in a timely fashion assists in preventing the inadvertent destruction of such records.

Policy Statement: It is the policy of the Board that in the event an employee becomes aware that a claim for liability against the UFA or its personnel may be made, that the employee notify the Chief Legal Officer at soon as reasonably practicable. It is the policy of the Board that the Chief Legal Officer, in consultation with the Fire Chief, establish a procedure for the implementation of “Litigation Holds.” Such Litigation Holds should be instituted in event the UFA receives notice of a potential claim against the UFA so that it may take the required and reasonable steps to preserve potential evidence. It is policy of the Board that the UFA will also institute appropriate Litigation Holds when notified that such a hold is needed when related to claims between third parties.