

## Chapter 3 – General Institution

### AP 3810 Claims Against the District

#### References:

Education Code Section 72502; Government Code Sections 900 et seq. and 910 et seq.

#### Where to File a Claim

A form for filing a claim against the College may be obtained in the Administrative Services office.

A claim shall be presented by the claimant or by a person acting on his or her behalf on the appropriate form entitled “Claim for Damages to Person or Property” to the Administrative Services office. A claim may be returned to the person if it was not presented using this form. Any claim returned to a person may be resubmitted using the appropriate form.

#### Oversight of Procedure

The Director, Safety, Health Benefits and Risk Management is the responsible College officer charged with receiving claims for damages to person or property.

The actual investigation of claims may be assigned to other staff or to outside persons or organizations under contract with the College.

#### Importance of Filing a Timely Complaint

Claims for death, injury to person, or to personal property must be filed not later than six months after the occurrence. All others must be filed within one year.

The Board shall grant or deny the claim within 45 days after it is presented to the College. If the Board fails or refuses to act on a claim within the time prescribed by this section, the claim shall be deemed to have been denied.

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