

## **Management Support**

### **Risk Management Procedures**

The Executive Director of Business Services or designee duties include, but are not limited to:

- A. Records the identity of the agent and the address of the tort claims agent with the county auditor;
- B. Report to the Superintendent or designee situations when he or she feels the district faces the greatest potential liability, the changes they feels should be made to reduce the risk and the estimated cost of such changes;
- C. Examine the feasibility of and arrange for in-service education classes for staff in areas where he or she feels risk is great or can be lessened;
- D. Assume responsibility for the district's insurance program;
- E. Review annually the insurable value of district's buildings and equipment and report to the Superintendent or designee;
- F. Supervise an annual inventory of all real property and equipment; and
- G. Process and make recommendations regarding all claims against the district.

### **Claims for Damages**

- A. The district will provide each claimant with instructions for completing the district's tort claim form;
- B. Claimants must submit the standard Tort Claim Form (6500F1); and
- C. The claimant must complete all sections of the form, sign the form, and submit it to the Executive Director of Business Services at the Resource Service Center, located at 1601 Avenue D, Snohomish, WA 98290. The business hours are from 8:00am to 5:00pm Monday through Friday, except for authorized holidays.

Adoption Date: May 23, 2022 (Cabinet Approved)