

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT: Claims Processed before the Claims Commission**

**EFFECTIVE DATE: July 1, 2000; Revised September 4, 2013**

- I. The Director of Police Services/Public Safety has the responsibility of collecting documentation required from Southwest Tennessee Community College concerning all claims.
- II. Claims which are within the jurisdiction of the Claims Commission include claims alleging injury resulting from negligence of the institution and workers compensation claims. Specific examples of incidents which may give rise to such claims include, but are not limited to, the following:
  - A. Accidents/crashes involving state-owned vehicles
  - B. Accidents/crashes mishaps involving state-owned machinery or equipment
  - C. Accidents/crashes alleging negligence caused by state employees acting within the scope of their employment
  - D. Accidents/crashes on state-owned or state-controlled property
  - E. Injuries to state employees incurred within the scope of employment (workers compensation)
  - F. Professional malpractice
- III. A detailed report should be attached to the claim form. Names and addresses of all parties and witnesses should be included in the report. Whenever possible, statements of parties and witnesses should be included. Copies of any written correspondence, notes, etc.; from the claimant or regarding the claim should also be included. Depending on the specific nature of the incident, the statements and the reports should cover the following points of information when appropriate:
  - A. Date and time of incident
  - B. Weather conditions at the time of the incident

Source: Vice President of Financial & Administrative Services: 7-1-00; Rev. 9-4-13