5-07/290.05 - Unit Initiated Claim Process

The unit commander is encouraged to identify incidents in which the actions of an employee under his command have adversely impacted a member of the community. In such instances, the unit commander may assist the claimant personally to ensure quick payment and a just resolution of any claim. Such reimbursement can generally be made within three business days. The unit commander may initiate this claim process by:

- Making immediate notification to the Civil Litigation Unit during business hours;
- Assisting the claimant in the completion of the county claim form;
- Obtaining verbal concurrence of the division chief or division director;
- Preparing a written incident (claim) review which will include reference to the division chief's or division director ‘s verbal approval; and
- Forwarding the claim and completed incident review to the Civil Litigation Unit.