

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Claims Processed before the Tennessee Claims Commission****EFFECTIVE DATE: July 1, 2000; Revised September 4, 2013; Revised February 15, 2024****(moving from section 4 of the policy manual to section 6 and updating policy number)****Purpose**

The purpose of this policy is to set forth the procedure for submitting a claim associated with Southwest Tennessee Community College's ("Southwest" or "the College").

Policy

- I. Southwest is governed by the Tennessee Board of Regents (TBR), which is a State of Tennessee entity. Claims related to the College that allege damages must be submitted to the Tennessee Claims Commission.

The Executive Director of Police Services/Public Safety/Risk Management shall ensure execution of documents required by the Tennessee Claims Commission.

TBR advises that potential claimants should refer to the Commission for guidance, clarification, and forms.


- II. Claims within the jurisdiction of the Claims Commission include those alleging injury that results from alleged negligence by the College and workers compensation claims. Examples of incidents that might give rise to such claims include, but are not limited to:
 - A. Accidents/crashes involving state-owned vehicles
 - B. Accidents/mishaps involving state-owned machinery or equipment
 - C. Accidents alleging negligence caused by state employees acting within the course and scope of their employment
 - D. Accidents/crashes on state-owned or state-controlled property
 - E. Injuries to state employees incurred within the course and scope of employment (workers compensation)
 - F. Professional malpractice
- III. A detailed report should be attached to a claim form. The names and addresses of all parties and witnesses should be included in the report. When possible, statements of the parties and witnesses should be included. Copies of written correspondence, notes, and similar documents from the claimant or regarding the claim should also be included. Depending on the nature of the incident, statements and reports should cover the following points of information, if appropriate:
 - A. Date and time of incident; and
 - B. Weather conditions at the time of the incident.

Source of Policy: Business and Finance

Responsible
Administrator: Chief of Admin Services

Related Policy: _____

TBR Reference: Legal Topics and Issues

Approved: 
President

Date: February 15, 2024