

**BP 1830 CLAIMS AGAINST THE DISTRICT**

**References:**

Education Code Section 72502;  
Government Code Sections 900 et seq. and 910, and 935

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place for personal service of claims, lawsuits, or other types of legal process upon the District is:

Riverside Community College District  
Office of the General Counsel  
3801 Market Street, Third Floor  
Riverside, CA 92501

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**Date Adopted:** May 19, 2009  
**Revised:** October 20, 2009  
**Revised:** April 17, 2012  
**Revised:** May 7, 2014 (*address only*)  
**Revised:** September 20, 2022  
**Formerly:** 3810

**AP 1830 CLAIMS AGAINST THE DISTRICT**

**References:**

Education Code Section 72502;  
Government Code Sections 900 et seq. (Tort Claims Act)

**CLAIM FORMS**

All claims against the District are to be submitted on the District's approved claim form. Claims not submitted on the District's form will be returned to the claimant and may be resubmitted using the proper form.

Claim forms can be obtained by calling the Office of the General Counsel at (951) 222-8001.

Claims forms may be presented in person at:  
Riverside Community College District  
Office of the General Counsel  
3801 Market Street, Third Floor  
Riverside, CA 92501

or, deposited in the United States mail, in a sealed envelope, properly addressed, postage prepaid to:

Riverside Community College District  
Office of the General Counsel  
3801 Market Street, Third Floor  
Riverside, CA 92501

**TIME LIMITATIONS**

Claims for money or damages relating to a cause of action for death, injury to a person, or personal property, must be presented to the District not later than six (6) months after the accrual of the cause of action.

Claims for money or damages relating to a cause of action other than that stated above, must be presented to the District not later than one (1) year from the accrual of the cause of action.

**RESPONSE TO CLAIM**

The District has 45 days within which to respond to any claim received. The claim may be allowed in whole or in part, or may be rejected altogether. Pursuant to Government Code, the District will notify those claimants, whose claims are rejected, of their rights under the law to pursue their claim further.

If the District decides to allow the claim or offer a compromise in an attempt to settle the claim, the District shall require the claimant to sign a release or waiver agreeing to payment as full and complete settlement of the claim.

Office of Primary Responsibility: General Counsel

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Administrative Approval: June 1, 2009

Revised: April 30, 2012

Revised: May 7, 2014 (address only)

Formerly: 3810