

**PERSONAL AND/OR
PROPERTY DAMAGE**

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- I. State law provides a method for persons who have been allegedly damaged by the State to file a claim for documented damages. If appropriate, the claimant may be compensated for their loss or damage. Claims are paid through the Risk Management Fund, which is supported by premiums paid by each State department, agency and institution.
- II. In the event that an individual incurs an accident (other than an employee accident) or damage while on College property, the individual must notify Campus Police, who will complete an Incident Report.
- III. If the individual wishes to file a claim with the Division of Claims & Risk Management, the individual will be directed to the risk management information system portal to submit a claim electronically at <https://www.treasury.tn.gov/Services/Claims-and-Risk-Management/TORT-Liability>.
- IV. All of the information must be filled out in one session. You cannot save your information and return to it later. For this reason, please be prepared to provide all relevant details of the incident, including date and location, and have all supporting documentation ready.
- V. After the claim is submitted, the individual will be promoted to upload proof of damages.
- VI. The individual will receive a system-generated confirmation of submission.
- VII. When a claim is received, a claims examiner will send an acknowledgement letter to the claimant. This letter could include any requests for additional documentation if needed to evaluate the claim.
- VIII. The Division of Claims Administrator has 90 days from receipt of claim to evaluate and review to determine if there is sufficient proof of negligence.

Reviewed/Recommended: President's Council, September 9, 2019

Approved: President L. Anthony Wise Jr., September 9, 2019