

## **2.90.050 Incident and claims handling procedures.**

(1) Service and Filing. In accordance with RCW 4.96.020(2), claims against the county shall be filed with the risk management division of the department of finance and, in accordance with RCW 4.28.080(1), summons and complaints shall be served upon the auditor. No officer, employee or volunteer of the county may waive the service and/or filing requirements.

(2) Transmittal. The risk manager shall transmit copies of all claims and the auditor shall transmit copies of all lawsuits to the prosecuting attorney, and department involved in the claims or lawsuit within two (2) business days of receipt. The risk manager shall submit a claim report to the council each quarter, or more often as requested by the council..

(Added Ord. 84-062, § 2, May 30, 1984; Amended Ord. 88-012, § 8, March 30, 1988; Amended Ord. 93-101, Oct. 6, 1993; Eff date Oct. 16, 1993; Amended Ord. 96-006, § 8, March 13, 1996, Eff date March 28, 1996; Ord. 07-045, June 6, 2007, Eff date June 18, 2007).