

### **SCC 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 lawsuits within three (3) 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.