

POLICY #2

## PROCEDURE FOR HANDLING CLAIMS AGAINST AND FOR THE COUNTY

DATE ADOPTED: 2-23-98  
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**POLICY:** To establish a procedure for handling claims against and for the county.

**PROCEDURE:** Based on the Alabama Code and Houston County Liability Coverage Document and contract with the Insurance Company of coverage, the Houston County Commission, adopts the following policies for handling claims for and against the county.

1. When a claim is filed against Houston County, the Chief Administrative Officer or his agent shall submit appropriate claim form to the Insurance Company. A copy of said claim will then be provided to each County Commissioner and its Chairman as well as the County Attorney.
2. When a claim is filed against the County, the Commission shall take all action necessary to cooperate with the investigation, settlement, or defense of the claim as requested by the Insurance Company pursuant to the terms of the Insurance Contract. The Commission shall not take action or assume any obligation or expense, other than for first aid, without the consent of the Insurance Company.
3. When a claim by the County against another party is deemed by the Chairman and Chief Administrative Officer to exist, a copy will be given to each commissioner. The Chairman of the Commission is then hereby authorized on behalf of the Commission to take all reasonable action necessary and execute all documentation necessary to assert, settle, compromise, and otherwise recover under said claim.
4. All policies and practices heretofore adopted or implemented by the Commission or its representatives which conflict with the policy are hereby repealed.