



AP 3810 Claims Against the District

The designated form ("Claim Form") for filing a claim for damages against the District is available in the Office of Human Resources or on the Chaffey Community College District Risk Management website. The Claim Form shall be completed, signed, and filed at:

Chaffey Community College District
Office of Human Resources
Attention: Risk Manager
5885 Haven Avenue
Rancho Cucamonga, California 91737

The District shall act on a claim within 45 days after the Claim Form is received by the Risk Manager. If the District does not act within 45 days from receipt of the Claim Form, the claim shall be deemed rejected by operation of law on the 45th day.

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

Approved: 9/25/12
(Replaces former Administrative Procedure 6.3.2)

Revised: 7/16/26