

**COUNTY OF SAN DIEGO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

**Subject**

Administration and Management of Public Liability Claims

**Policy  
Number**

B-4

**Page**

1 of 2

**Purpose**

To define the County of San Diego's self-funded and self-administered program for the management of its tort liability claims, under the County Counsel, for meeting and resolving its public liability claims in compliance with the applicable provisions of law.

**Background**

Since 1974, the County has incrementally assumed the management and funding of its tort liability exposure, culminating in a total assumption of this risk, fiscally and managerially, on July 5, 1978 (70). This function was initially placed with the Auditor and Controller. Later the Office of Risk Administration performed these duties. Risk Administration was absorbed into the Department of Employee Services (which is now the Department of Human Resources) with public liability claims being handled by that department. The function was transferred to County Counsel in 1984.

**Policy**

It is the policy of the Board of Supervisors that:

1. All public liability claims shall be filed with the County Counsel Claims Office, as prescribed by the Administrative Code.
2. Any public liability claim filed with any other County department shall be immediately forwarded to the County Counsel Claims Office for action.
3. County Counsel Claims Office will conduct or otherwise secure the necessary investigation of public liability claims with the full cooperation and assistance from County staff, and will forward appropriate written responses to claimants.
4. County Counsel Claims Office will act on such claims in accordance with the appropriate provisions of the California Government Code and the Administrative Code of San Diego County.

**Sunset Date**

This policy will be reviewed for continuance by 12-31-21.

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2 of 2

Board Action

1-10-67 (58)

3-18-68 (84)

4-29-68 (94)

8-26-68 (78)

11-10-69 (86)

3-4-80 (21)

9-11-84 (22)

8-8-89 (34)

11-29-94 (40)

6-15-04 (25)

12-9-08 (33)

10-28-14(21)

CAO Reference

1. County Counsel