



# Risk Management

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## Our Mission

The Risk Management Department and the District Risk Management Officer/ADA Coordinator is charged by the Board of Trustees with the responsibility for the preservation of assets, both human and physical. This is accomplished by identifying, evaluating and controlling loss exposures facing the District. The main goal is to minimize the adverse effects of unpredictable events. Toward this end, we utilize a number of processes and tools to comply with Board policies and administrative procedures:

- Maintain current values for buildings, contents, electronic data processing, equipment and moveable property AP6540
- Respond to all property, liability and other casualty losses, initiating investigations and accomplishing the appropriate resolution of all claims AP3810
- Manage the Workers' Compensation Insurance program with the designated JPA Third Party Claims Administrator AP7343
- Develop programs for loss prevention based on available loss data AP6800
- Coordinate loss control activities AP6520, AP6800 and AP6850
- Assist Academic Affairs with Field Trips and Excursions AP4300
- Authorize and assist with maintenance of database for approved District drivers based on acceptable Motor Vehicle Reports AP6530
- Manage special insurance programs (i.e., student accident insurance, intramural sports coverage, fine arts, student professional liability and foreign liability) AP6540

- Review insurance and indemnification language in District contracts for risk transfer and risk review and approve issuance and maintenance of Certificates of Insurance AP6330, AP6380
- Coordinate the American with Disabilities Act compliance efforts and assist with ergonomic evaluations AP3410, AP3420, AP3435
- Administer and approve volunteers for service to the District AP7500
- Monitor and evaluate the District Antifraud program AP3050 ([Report Suspicion of Fraud](#))
- Serve as Safety Officer during campus emergency and major disasters and assure Cal/OSHA compliance AP6530, AP6800

## Contact Information

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COVID-19 Program Coordinator

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