



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: State Workforce Innovation Council Chairperson
Marion County Workforce Investment Board Chairperson & Director
Regional Workforce Board Chairpersons
Regional Operators
Directors of Operations for Northern and Southern Indiana
All Indiana Department of Workforce Development Employees

FROM: Teresa L. Voors 
Commissioner, Indiana Department of Workforce Development

THROUGH: Dustin Stohler 
Deputy Commissioner, Legal Affairs and Administration

DATE: May 16, 2008

SUBJECT: DWD Policy 2007-40
Tort Claim Procedures
Claims by Non-Employees for Accidents or Injuries to Person and/or Property

Purpose

To inform all staff regarding the State of Indiana's policy and procedures for processing claims against the State under the terms of the Tort Claim Act, IC 34-13-3 et seq.

Rescission

DWD Policy 2005-04, issued October 26, 2005

Contents

Under the terms of the Tort Claims Act, a claim against the State for compensation or damages is barred unless the individual gives proper notice. The Office of the Attorney General created a form for this purpose – STATE OF INDIANA CLAIM FOR PERSONAL INJURY OR PROPERTY DAMAGE. This form and its explanation are available on the Indiana Administrative Code website at <http://www.in.gov/legislative/iac/T00100/A00030.PDF>. Also, the form and explanation are attached to this policy.

Any person claiming injury or property damage allegedly attributable to an act or omission of the Indiana Department of Workforce Development, who indicates a desire to be compensated for the loss, should be given a copy of this form to complete and mail as instructed by the form.

The filing of such claims is a legal process, and therefore must be done by the person making the claim. Indiana Department of Workforce Development employees and WorkOne staff should NOT complete the form or offer advice concerning legal procedure. All necessary instructions are with the form. If a completed form is left in a WorkOne office, please forward it immediately to Legal Affairs, Attn: General Counsel.

In addition, any personal injury or property damage incidents that involve non-employees should be reported to Indiana Department of Workforce Development's Investigations and Security on an Accident/Injury/Illness Report Form which is located on the front page of the Department of Workforce Information Topic Exchange (DWITE) on the right hand side of the page. The Accident/Injury/Illness Report Form is also located on the Indiana Department of Workforce Development's home page, <http://www.in.gov/dwd/>, in the Forms and Downloads section.

Questions regarding this policy and its procedures should be addressed to Legal Affairs at (317) 232-0198.

Review Date

October 1, 2010

Ownership

Legal Affairs

Indiana Department of Workforce Development

10 North Senate Avenue

Indianapolis, Indiana 46204

Effective Date

Immediately

Action

All Indiana Department of Workforce Development employees and WorkOne staff should be familiar with the procedures outlined in this policy.

Attachment

Indiana Administrative Code

ARTICLE 3. TORT CLAIMS

10 IAC 3-1-1 AND 10 IAC 3-1-2

STATE OF INDIANA, CLAIM FOR PERSONAL INJURY OR PROPERTY DAMAGE

ARTICLE 3. TORT CLAIMS

Rule 1. Tort Claims

10 IAC 3-1-1 Tort claims against the state; form

Authority: IC 34-13-3-6

Affected: IC 9-13-2-73; IC 11-10-8; IC 11-12; IC 12-23; IC 20-33-8-12; IC 34-6-2-38; IC 34-13-3-3; IC 35-33-8; IC 35-46-1-15.1

Sec. 1. (a) A claim for personal injury or property damage against the state of Indiana must be filed on the form prescribed in subsection (b) or be in writing as prescribed under IC 34-13-3 and this rule.

(b) Claim Form:

STATE OF INDIANA
CLAIM FOR PERSONAL INJURY OR PROPERTY DAMAGE

* Use additional sheets if necessary *

1. Name of Claimant: _____ Driver's License No.: _____
2. Date and Time of Loss: _____
3. Exact Location of Loss (Include County, Nearest Crossroad, and Town, etc.): _____

4. Dollar Amount of Loss: _____
5. State Agency and State Vehicle Commission Number (If known): _____

6. Names and Addresses of All Persons Involved (If known): _____

7. Address of Claimant at Time of Loss: _____
8. Claimant's Current Address and Work/Home Telephone Numbers: _____

9. How was the State Negligent: _____

10. Explanation of What Happened: _____

I swear and affirm under the penalties for perjury that the foregoing information is true and correct to the best of my knowledge and belief.

Claimant's Signature

Date

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****ATTACH COPIES OF MEDICAL BILLS, ACCIDENT REPORTS, VEHICLE REGISTRATION, PHOTOGRAPHS, TWO ESTIMATES OF REPAIR, OR RECEIPTS FOR REPAIRS TO YOUR PROPERTY, AND ANY ADDITIONAL DOCUMENTATION IN REFERENCE TO THIS MATTER.****

Mail this claim form and any attachments by CERTIFIED or REGISTERED mail to:

Office of the Attorney General
Attn: Tort Claims Investigations
IGCS - 5th Floor
402 West Washington Street
Indianapolis, Indiana 46204

NOTICE OF TORT CLAIM FORM
for PROPERTY DAMAGE & PERSONAL INJURY
Provided by the State of Indiana - Office
of the Attorney General

Anyone who has a claim for personal injury or property damage against the State of Indiana must either use the following form to file a claim or make the claim in writing as prescribed in Indiana Code 34-13-3 and these rules.

KEEP A COPY OF YOUR CLAIM FORM, YOUR RECEIPTS FOR YOUR BILLS, AND YOUR CERTIFIED OR REGISTERED MAIL RECEIPT.

If your claim is properly filed, the Office of the Attorney General will investigate it and will notify you in writing within 90 days of receipt if your claim is approved. A claim is denied if not approved within 90 days.

DO NOT DELAY MAKING YOUR CLAIM. INDIANA LAW GIVES YOU ONLY 270 (TWO HUNDRED SEVENTY) DAYS AFTER THE LOSS TO MAKE A CLAIM, AND IT MUST COMPLY WITH Indiana Code 34-13-3. EACH PERSON WHO HAD A LOSS SHOULD FILE A SEPARATE FORM.

The filing of this claim is part of a legal process. If you have any questions about the right way to file a claim, you should contact an attorney of your choice. The state's attorneys are not authorized by law to assist you with filing this claim; however, for your information, the following is a list of actions or conditions resulting in nonliability pursuant to Indiana Code 34-13-3-3:

“Sec. 3. A governmental entity or an employee acting within the scope of the employee's employment is not liable if a loss results from:

- (1) The natural condition of unimproved property.
- (2) The condition of a reservoir, dam, canal, conduit, drain, or similar structure when used by a person for a purpose which is not foreseeable.
- (3) The temporary condition of a public thoroughfare or extreme sport area that results from weather.
- (4) The condition of an unpaved road, trail, or footpath, the purpose of which is to provide access to a recreation or scenic area.
- (5) The design, construction, control, operation, or normal condition of an extreme sport area, if all entrances to the extreme sport area are marked with:
 - (A) a set of rules governing the use of the extreme sport area;
 - (B) a warning concerning the hazards and dangers associated with the use of the extreme sport area; and
 - (C) a statement that the extreme sport area may be used only by persons operating extreme sport equipment.

This subdivision shall not be construed to relieve a governmental entity from liability for the continuing duty to maintain extreme sports areas in a reasonably safe condition.

- (6) The initiation of a judicial or an administrative proceeding.
- (7) The performance of a discretionary function; however, the provision of medical or optical care, as provided in IC 34-6-2-38 shall be considered to be a ministerial act.
- (8) The adoption and enforcement of or failure to adopt or enforce a law (including rules and regulations), unless the act of enforcement constitutes false arrest or false imprisonment.
- (9) An act or omission performed in good faith and without malice under the apparent authority of a statute which is invalid, if the employee would not have been liable had the statute been valid.
- (10) The act or omission of anyone other than the governmental entity or the governmental entity's employee.
- (11) The issuance, denial, suspension, or revocation of, or failure or refusal to issue, deny, suspend, or revoke, any permit, license, certificate, approval, order, or similar authorization, where the authority is discretionary under the law.
- (12) Failure to make an inspection, or making an inadequate or negligent inspection, of any property, other than the property

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of a governmental entity, to determine whether the property complied with or violates any law or contains a hazard to health or safety.

(13) Entry upon any property where the entry is expressly or impliedly authorized by law.

(14) Misrepresentation if unintentional.

(15) Theft by another person of money in the employee's official custody, unless the loss was sustained because of the employee's own negligent or wrongful act or omission.

(16) Injury to the property of a person under the jurisdiction and control of the department of correction if the person has not exhausted the administrative remedies and procedures provided by section 7 of this chapter.

(17) Injury to the person or property of a person under supervision of a governmental entity and who is:

(A) on probation; or

(B) assigned to an alcohol and drug services program under IC 12-23, a minimum security release program under IC 11-10-8, a pretrial conditional release program under IC 35-33-8, or a community corrections program under IC 11-12.

(18) Design of a highway (as defined in IC 9-13-2-73), if the claimed loss occurs at least twenty (20) years after the public highway was designed or substantially redesigned; except that this subdivision shall not be construed to relieve the responsible governmental entity from the continuing duty to provide and maintain public highways in a reasonably safe condition.

(19) Development, adoption, or implementation, operation, maintenance, or use of an enhanced emergency communication system.

(20) Injury to a student or a student's property by an employee of a school corporation if the employee is acting reasonably under a discipline policy adopted under IC 20-8.1-5.1-7(b) [IC 20-8.1 was repealed by P.L.1-2005, SECTION 240, effective July 1, 2005. See IC 20-33-8-12(b).].

(21) An error resulting from or caused by a failure to recognize the year 1999, 2000, or a subsequent year, including an incorrect date or incorrect mechanical or electronic interpretation of a date, that is produced, calculated, or generated by:

(A) a computer;

(B) an information system; or

(C) equipment using microchips;

that is owned or operated by a governmental entity. However, this subdivision does not apply to acts or omissions amounting to gross negligence, willful or wanton misconduct, or intentional misconduct. For purposes of this subdivision, evidence of gross negligence may be established by a party by showing failure of a governmental entity to undertake an effort to review, analyze, remediate, and test its electronic information systems or by showing failure of a governmental entity to abate, upon notice, an electronic information system error that caused damage or loss. However, this subdivision expires June 30, 2003.

(22) An act or omission performed in good faith under the apparent authority of a court order described in IC 35-46-1-15.1 that is invalid, including an arrest or imprisonment related to the enforcement of the court order, if the governmental entity or employee would not have been liable had the court order been valid.

(Office of Attorney General for the State; 10 IAC 3-1-1; filed Jul 1, 1997, 4:15 p.m.: 20 IR 2994; filed Nov 7, 2003, 12:15 p.m.: 27 IR 824)

10 IAC 3-1-2 Claim forms available

Authority: IC 34-13-3-6

Affected: IC 34-13-3

Sec. 2. The office of the attorney general will make claims forms available to all state agencies and to all persons who request a claim form. *(Office of Attorney General for the State; 10 IAC 3-1-2; filed Jul 1, 1997, 4:15 p.m.: 20 IR 2996; filed Nov 7, 2003, 12:15 p.m.: 27 IR 825)*

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