

# **Twin Falls County Incident Report Procedure**

**A person has 180 days to make claim against the County for damage or injury therefore timely documentation of an incident is extremely important.**

- 1. When notified of an incident involving injury or property damage, please fill out the Twin Falls County incident report immediately.**
- 2. Submit the incident report to Shannon Carter, Risk Manager Twin Falls County either by fax 208.736.4176 or mail.**
- 3. Documentation of the incident is extremely important. Take pictures of the incident scene and property as soon as possible and submit these with the incident report.**
- 4. All employees involved or responding to an incident need to provide a detailed written statement within 24 hours to the County Risk Manager.**

- 5. Refer all claimants to the Twin Falls County Risk Manager to ensure proper receipt of a claim. (Do not accept any Tort forms, these must be served on the Clerk.)**