DEPARTMENT OF NATURAL RESOURCES

Administrative Policy No:	**15**
Effective Date:	**October 8, 2007**
Subject:	**Claims Loss Report**
Authorization:	**R. S. 36:353**

I. Policy:

The Office of Risk Management's Claims Loss Report will be reviewed and processed in a timely manner with the Legal Division responsible for issuance of the final response to FARA.

II. Purpose:

Because losses are used to calculate DNR's future premiums owed the Office of Risk Management, this policy establishes the procedure for reviewing and processing Claims Loss Report in a timely, accurate and consistent manner.

III. Applicability:

This policy applies to DNR's Safety Officer, Procurement Director and General Counsel (and designees) who are responsible for reviewing and processing the Claims Loss Report.

IV. Reporting Requirements:

The Claims Loss Report will be reviewed monthly in order to identify inaccuracies which then will be reported to the designated FARA representative. If no inaccuracies or changes are identified, a monthly response to FARA will not be required. However, for recordkeeping purposes, a quarterly report will be submitted to FARA regardless of there being no inaccuracies or changes identified over the prior 3-month period.

V. Procedure:

The Safety Officer will obtain the Claims Loss Report from FARA during the first week of each month and electronically disseminate the pertinent sections for review as follows:

- Safety Officer – Reviews the claims in the section labeled "Worker's Compensation"
- General Counsel – Reviews the claims in the section labeled "General Liability"
- Procurement Director – Reviews the claims in the sections labeled "Property" and "Transportation"

The Safety Officer and Procurement Director will notify the General Counsel by the 25th day of each month of any identified inaccuracies or changes needed within the sections designated for their review. The General Counsel will compile this information, along with any identified inaccuracies or changes required within the section subject to his/her review, and notify FARA of the revisions required in the following manner:

1. Photocopy the page wherein a change is needed;

2. Place an asterisk by the claim needing change; and

3. Provide the correct information written above the claim with the name, address and telephone number of a contact person.

VI. Responsibility:

The General Counsel is responsible for ensuring timely, accurate responses are submitted to FARA in compliance with the reporting requirements set forth herein.

VII. Exceptions:

There will be no exceptions to this policy.

VIII. Questions:

Questions regarding this policy should be addressed to the DNR Legal Division at 225-342-2614.

Stephen Chustz
Secretary

2/7/14
Date