Kern Community College District
Board Policy
Chapter 3 – General Institution

BP 3810 Claims Against the Kern Community College District

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title 1, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy as a prerequisite for filing suit against the District. Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities
- Claims by the state department or agency
- Claims by any other public entity
- Claims for fees, salaries, wages, mileage, damages or other expenses
- Subpoenas (along with a check made payable to the Kern Community College District – KCCD, the amount appropriate for the specific subpoena)
- Requests for documents pursuant to the California Public Records Act – CPRA
- Signed Authorization and Release of Information documents submitted by third parties

  The designated place for service of claims, lawsuits or other types of legal process upon the District is:

  The Office of the General Counsel
  2100 Chester Avenue
  Bakersfield, California 93301
  (661) 336-5040