

# UC Davis Policy and Procedure Manual

## Chapter 370, Risk Management

### Section 40, University Liability for Personal Property

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Responsible Department: Risk Management Services

Source Document: Business and Finance Bulletin BUS-39, Loss of or Damage to Property of Individuals

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#### I. Purpose

This section describes the University's policy regarding University liability for loss of or damage to personal property and the procedures by which claims may be made by employees, students, patients, and members of the general public. This is a general description, summarizing the provisions of UC Business & Finance Bulletin BUS-39. In case of conflict, the provisions of the Business & Finance Bulletin control.

#### II. Policy

- A. The University is not responsible for loss of or damage to property not owned, operated, or in authorized custody of the University, or personal property owned, used, or worn by individuals, including employees and students, unless:
  - 1. Damage to personal property was caused by defective conditions of University property, or by negligent acts of the University or its employees acting in the course and scope of their employment, and
  - 2. Damage to personal property could not have occurred without the existence of such conditions or acts.
- B. When the claimant failed to exercise proper care of his/her own property and such failure has contributed to the loss, the University may deny the claim.

#### III. Procedures

- A. Claimants (other than UCDCMC patients) seeking reimbursement for loss or damage to their personal property shall submit a completed claim form to Risk Management Services (Davis campus) or Risk Management (UCDHS).
  - 1. When a crime is suspected, the claimant should also contact the police.
  - 2. When the claim is for property damage, the claimant should obtain two estimates for repairs to the property.
  - 3. When the claim is for replacement of property, the claimant should submit a copy of the receipt for replacement.
  - 4. When the claim is for injuries, the claimant should submit a copy of the medical bills.
  - 5. Risk Management Services (Davis campus) or Risk Management (UCDHS) will coordinate the investigation of the University's liability and process claims.
- B. For patient property losses at UCDCMC, the patient reports the loss to Patient Care Services.
  - 1. When a crime is suspected, the claimant should also contact the police.
  - 2. Patient Care Services will investigate and process claims.

#### IV. Further Information

Further information may be obtained from campus Risk Management Services at 530-757-8391 or UCDHS Risk Management at 916-734-3883.

#### V. Reference

Business & Finance Bulletin BUS-39, Loss of or Damage to Property of Individuals  
(<http://www.ucop.edu/ucophome/policies/bfb/bus39.html>).