

BUSINESS SERVICES

INSURANCE COVERAGE

INSURANCE INVESTIGATORS

The district realizes that occasionally it may be necessary for insurance company investigators who represent the district's interest to appear on campus in order to talk to students and staff members. If this becomes necessary, the following procedures shall be adhered to:

The insurance investigator shall inform the Assistant Superintendent, Business Services, that there is a need to visit one of the campuses in order to investigate an insurance matter. The investigator shall indicate the specific campus he will be visiting, the names of the students and/or staff members to whom he will be speaking, the case which is being investigated, and the date and time that he will be visiting the campus.

The Assistant Superintendent, Business Services, will inform the appropriate principal that the insurance investigator will be conducting an interview on the campus. The Assistant Superintendent, Business Services will pass along to the principal all the information pertinent to the case being investigated, including the name of the investigator, the date and time he will be on campus, and the names of the students and/or staff members who will be interviewed.

On arriving at the campus, the insurance investigator shall first check in with the principal and identify himself, before interviewing any students or staff members.

After the investigator has completed his interviews, he will check out with the principal before leaving the campus.

Individuals may refuse to answer any questions or discuss any issues posed by the insurance investigator.

NOTE: Insurance investigators who do not represent the district are not allowed on campus without the express written permission of the Assistant Superintendent, Business Services.

Legal References: None

Revised: March 15, 1988