

Report all property losses which are expected to incur a loss above the \$2,500* per occurrence deductible or has a 3rd-party involvement (regardless of amount) that may become a claim under [A.R.S 41-621](#) to Risk Management within the following timelines ([R2-10-102\(A\)](#)):

- Property loss or damage expected to exceed \$10,000 within 1 business day of incident
- All others within 10 business days of incident
- Risk Management does not cover loss reported later than 90 business days following discovery

**\$100 deductible for agencies with budget <\$1 million.*

1

NOTIFICATION: Supervisor or Risk Management Liaison informed of property or auto loss. Complete and submit to them a Property or Automobile Loss Report and any support documentation, e.g. photos, witness cards, etc.

Note: Employee-owned property is not covered unless previously reported and under a written agreement. Refer to A.R.S. 41-621(A)(3) and Rule R2-10-102(D)(4).



2

REPORT: Risk Management Liaison will enter the property loss as an Incident in Origami. Upload all support documentation. (Refer to User Instructions on how to enter into Origami.)

Note: requires an Origami User account.



3

REVIEW: Risk Management Admin staff reviews incident and makes necessary corrections, then converts to a Claim and assigns to a Risk Management Adjuster.

To reach the Risk Management Property and Liability division call 602-524-2180.



4

ASSESSMENT: Adjuster will review loss to determine coverage and if have all necessary documentation.



5

INFORM: Adjuster will reach out to agency contact and provide claim number. You may be asked to provide additional information. Cooperate with the adjuster and provide in a timely manner.



6

CASE MANAGEMENT/INVESTIGATION: The adjuster dealing with the loss will review and decide necessary actions and/or investigations.



7

OUTCOME/CASE CLOSED: A conclusion/decision will be reached and communicated with interested parties. All files will be retained under the claim file in Origami per retention schedule.

