



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 9/90	Revision Date:	Page: 1 of 1
			Classification Code: 09-06
	Section: REPORTING ACCIDENTS & INCIDENTS		
Subject: WRONGFUL ACT INCIDENTS			

GENERAL STATEMENT OF POLICY

1. **Report all incidents** - All incidents or claims for wrongful act are reported to the Director of Business Operations within 48 hours after the incident or notice of claim being made.
2. **Wrongful act** - Any actual or alleged error or misstatement or misleading statement or act or mission or neglect or breach of duty.



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OPERATING PROCEDURES

1. **Report Requirements** - All incidents or claims are reported in letter-report form and include the following information:
  - A. Name and address of person making claim.
  - B. Description of the alleged basis of claim, such as the error, misstatement, act, omission, or neglect or breach of duty that is being claimed as cause of damage.
  - C. Date of and circumstances received from the aggrieved person.
  - D. Any written communication received from the aggrieved person.
2. **Individual against whom claim is made** – Immediately report the incident or claim to department chairperson or administrative head.
3. **Department Chairperson or Administrative Head** - Within 48 hours after the incident or notice of claim being made, prepare and sign letter-report and forward to Department of Public Safety.