

Purpose

The purpose of this policy is to address the September 10, 1999 directive from the Virginia State University Board of Visitors that it receives a serious incident report within forty-eight (48) hours of the incident's occurrence.

Authority, Responsibility, and Duties

- A. Notification
Serious incidents will be reported by the President/Chief of Staff to the Rector. Notice will be made to all Board members by either phone, the Emergency Notification System, e-mail, regular mail, or facsimiles. The appropriate Vice President is responsible for coordinating the resolution of said incident and reporting its disposition to the President.
- B. Incident Descriptions
The serious incident notice to the Board of Visitors will include a description of the serious incident, date and time of its occurrence, the extent of involvement of authorities and/or law enforcement agencies, and its disposition.
- C. Disposition of Serious Incidents
The President/Chief of Staff will notify the Board of Visitors of the resolution of all reported serious incidents. A report on unresolved serious incidents will be made by the President/Chief of Staff at the next regularly scheduled Board of Visitors' Meeting.

Definitions

Serious incidents are defined as (1) potential felonies and acts of nature involving persons or property; (2) property damage estimated in excess of \$10,000; (3) acts which result in substantial bodily harm requiring medical attention or death; (4) acts involving the use of deadly force involving a firearm, explosive or other instrument considered being a dangerous weapon; (5) and occurrences which, in the judgment of University officials, may result in the immediate attention of local print and/or voice media.

Policy Statements

It is the policy of the Virginia State University Board of Visitors that the University administration provides notice to the Board within forty-eight (48) hours of the occurrence of any serious incident on campus or off campus involving faculty, staff or students which may result in that incident being reported to local, state, or federal authorities.


Virginia State University
Policies Manual

Title: Serious Incident Reporting Policy

Policy: 1106

References

None

Approved By: 
Earnest J. Edwards, Rector
Board of Visitors

Date: 9/11/09