

## VIII-6 Report of Incident Filing for Insurance Purposes

## NORTHWESTERN STATE UNIVERSITY

### Report of Incident Filing for Insurance Purposes

- I. Purpose and Scope:** To outline procedure for reporting of incidents to the **Office of Risk Management (ORM)**.
- II. Reference:** Office of Risk Management Catalog of Insurance Coverages and Services
- III. Responsible Area:** University Affairs
- IV. Procedure:**

#### Employee

1. Notify Budget Unit Head of incidents requiring investigation by the University Police Department

#### Budget Unit Head

2. Inform University Police of the nature of the incident. For injuries to university employees, notify the Environmental, Health & Safety Officer. The Environmental, Health & Safety Officer then notifies University Police and completes appropriate accident forms for processing.

**NOTE: Effective July 1, 1994, the blanket crime coverage provided by ORM is being amended to include a mandatory requirement that the University Police be notified as soon as possible when there is reason to believe that loss of, or damage to, covered property involves any violation of law. Failure to notify the University Police as soon as possible will cause the claim to be denied by ORM (Attachment #1).**

**Effective July 1, 1994, the blanket employee fidelity bond coverage provided by ORM is being amended to include a mandatory requirement that the University Police be notified as soon as possible when you have reason to believe that any loss of, or loss from damage to, covered property is the result of employee dishonesty. Failure to notify the University Police as soon as possible will cause the claim to be denied by ORM (Attachment #2).**

#### University Police

3. Prepare **University Police Department Report of Incident (Attachment #3)** in accordance with department policies and procedures.
4. Submit to **Environmental Health & Safety Officer** and University Affairs - Insurance Supervisor a copy of **University Police Department Report of Incident** for:
  - damage to university property
  - theft of university property
  - auto accidents involving university vehicles of university employees on official business
  - injuries

**NOTE: All theft/missing vandalized reports concerning NSU Property are to be faxed immediately to:**

**President's Office  
Internal Auditor  
Plant Services, Property Manager**

### **Environmental Health & Safety Officer**

5. Maintain file on pending incident by alphabetically filing the **University Police Department Report of Incident** for each audit period (October to September).

### **University Affairs - Insurance Supervisor**

6. Forward copy of the **University Police Department Report of Incident** with cover letter to the attention of the appropriate ORM claims unit:
  - Property
  - Transportation
  - General Liability and Personal Injury

Create folder with date of loss for all future correspondence.

**NOTE: For those incidents where an actual claim number is assigned by ORM, post the ORM claim number assigned by ORM to the appropriate folder. Also, for all claims exceeding the \$1,000 deductible, an Account Create Form should be approved for posting all future payments and receipts.**

### **Office of Risk Management**

7. Maintain pending incident file in case a claim is filed by or against the university.

NORTHWESTERN STATE UNIVERSITY
UNIVERSITY POLICE DEPARTMENT

REPORT OF INCIDENT

ROI NUMBER \_\_\_\_\_

NATURE OF INCIDENT/OFFENSE:

- [ ] ALCOHOL [ ] DISORDERLY [ ] OBSCENITY/RAPE
[ ] AUTO ACCIDENT [ ] FIRE [ ] TRAFFIC VIOLATION
[ ] BATTERY [ ] HARASSMENT [ ] TRSPASSER
[ ] BURGLARY [ ] ILL/INJURY [ ] THEFT
[ ] CRIMINAL MISCHIEF [ ] MISSING PERSON [ ] VALUE \$ \_\_\_\_\_
[ ] DAMAGE TO PROPERTY [ ] NARCOTICS

OTHER: SPECIFY \_\_\_\_\_

DISPOSITION: Investigation Continued: \_\_\_\_\_ Referred To: \_\_\_\_\_
Investigation Completed: \_\_\_\_\_ Released: \_\_\_\_\_
Arrested: \_\_\_\_\_

DATE OF ACCIDENT: \_\_\_\_\_

TIME OF ACCIDENT: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

LOCATION OF ACCIDENT: \_\_\_\_\_

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ SEX: F M
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ NSU STUDENT Yes NO

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ SEX: F M
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ NSU STUDENT Yes NO

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ SEX: F M
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ NSU STUDENT Yes NO

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ SEX: F M
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ NSU STUDENT Yes NO

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_ SEX: F M
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ NSU STUDENT Yes NO

VEHICLE LICENSE NO: \_\_\_\_\_ MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_
VEHICLE LICENSE NO: \_\_\_\_\_ MAKE: \_\_\_\_\_ YEAR: \_\_\_\_\_ COLOR: \_\_\_\_\_

Use page for additional information.

\_\_\_\_\_  
INVESTIGATING OFFICER

\_\_\_\_\_  
UNIVERSITY POLICE



EDWIN W. EDWARDS  
GOVERNOR

State of Louisiana  
DIVISION OF ADMINISTRATION  
OFFICE OF RISK MANAGEMENT

RAYMOND J. LABORDE  
COMMISSIONER OF ADMINISTRATION

January 19, 1994

INSURANCE INFORMATION NOTICE 94-2

CRIME COVERAGE

Effective July 1, 1994, the blanket crime coverage provided by the Office of Risk Management (ORM) is being amended to include a mandatory requirement that the police be notified as soon as possible when there is reason to believe that loss of, or damage to, covered property involves any violation of law. Failure to notify the police as soon as possible will cause the claim to be denied by ORM.

In order to preclude erroneous accusations, ORM advises all agencies to establish internal reporting policies/procedures for use in the event of such a loss.

  
\_\_\_\_\_  
Judge J. Burton Foret (Retired)  
Assistant Commissioner for Risk

DD

10/97

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State of Louisiana  
DIVISION OF ADMINISTRATION  
OFFICE OF RISK MANAGEMENT

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INSURANCE INFORMATION NOTICE 94-3

EMPLOYEE FIDELITY BOND COVERAGE

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