TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY

STANDARD OPERATING PROCEDURE

SUBJECT Reporting of Potential Claims		**NO. OF PAGES:** 1
REFERENCE: N/A	**EFFECTIVE DATE:** Jan. 1, 2009	**REVIEW DATE:** N/A
General Order 012	**SPECIAL INSTRUCTIONS/SUPERSEDES:** N/A	**ISSUING AUTH.:** CHIEF OF POLICE

PURPOSE: To establish a reporting system for incidents involving potential claims against Texas Southern University.

A. Responsibilities:

1. Any member of this department who receives an oral or written notice that a person intends to hold Texas Southern University or any employee responsible for an alleged wrongful act should:
   a. Prepare a report identifying the person and detailing the incident.
   b. This report should be forwarded to the Chief of Police and the Vice President of Human Resources and Public Safety.

APPROVED:

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Roger Byars Date
Chief of Police

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008