

THE NYACK LIBRARY

Policy Concerning Incident Reporting

Approved by the Board of Trustees, March 14, 2011

The Director will include an outline summary of incident reports in his monthly report to the Board, and shall inform the Board in a timely manner of any serious incident when the police have been called that might be commented upon or reported in the news, or for internal incidents that involve serious issues:

- a. Examples of notice would be: injury to a person on our property; a fight involving physical altercation; assault; burglary of the library; fire, flood, major damage to property.
- b. Examples of non-notice issues would be: calls for personal medical attention; theft of personal items; minor juvenile behavior problems; false alarms; and false 911 calls.
- c. The Director shall personally meet with any staff member who has been subject to physical abuse as soon as possible.
- d. Notify the Personnel Committee within 24 hours when any member of staff has been subject to physical abuse, i) whether or not the abuse has resulted in physical injury, ii) whether or not the police have been called; and iii) whether or not there is potential for media attention.

03/14/11