

Administrative Regulation

Property Damage, Reporting of

All property loss and damage must be reported as soon as the loss or damage is discovered in order to safeguard and protect the district's interest in its property. Maintaining current inventories of furniture and equipment is essential to facilitate claims for recovery of loss.

Procedures for reporting loss and damage to district property vary depending on the type and amount of each loss, and are the responsibility of the principal/departement head.

A. Incendiary Losses and Other Losses Estimated at \$1,000 or More

All incendiary losses, regardless of the amount, and all other types of property damage or loss to any district-owned, leased, or insured facility, when estimated damage is \$1,000 or more, must be reported immediately to all the following:

1. Maintenance center
2. Office head/appropriate administrator of elementary or secondary education having jurisdiction over the facility
3. Chief business official

Names of personnel to be notified, including home phone numbers, will be published annually in a July superintendent's bulletin.

B. Vandalism, Break-In, Theft, and Burglary

Reports of lesser incidents of vandalism, break-in, theft, and burglary, including all such acts reported to the police department, shall be made by telephone to the maintenance center as soon as possible on the first business day after the loss or damage occurs.

C. Reports and Repairs

An annual superintendent's bulletin will list the names and numbers of maintenance personnel to be notified if damage necessitates emergency repair to secure the building during off-duty hours.

In all cases, written reports of theft, vandalism, or other property loss must be submitted on Form 9702.14 to the maintenance center on the first business day after the loss or damage is discovered, with a copy to the office head/appropriate administrator of elementary or secondary education having jurisdiction over the facility. The maintenance center will provide the follow-up report for the insurance representative, with copies to the chief business official.

In case of fire, lists of furniture, equipment, and material losses (including the original cost and date of purchase) must be completed by the principal/department head and sent to the director of facilities and planning within ten work days. The director of facilities and planning will be responsible for notifying the insurance representative and making the follow-up report. Copies will be provided to the office head/appropriate administrator of elementary or secondary education.

(Page 2 of 2)

Ref: EC Sections 35161, 48909
Penal Code Sections 594, 1191
Civil Code Section 1714.1
Approved: July 22, 1971
Revised: August 27, 1979
Revised: March 4, 1986
Revised: July 1, 2000