

**THE FOLLOWING PROCEDURE IS TO BE FOLLOWED IN REPORTING
ALL DAMAGE TO OR LOSS OF DISTRICT PROPERTY OR EQUIPMENT**

DEFINITIONS:

Malicious Act- That which results in willful physical injury to or destruction of property.

Careless Act- That which results in damage or loss caused by an unthinking, neglectful or reckless act.

Accident- That which occurs by chance and not through the careless or malicious acts of an individual.

REPORTS:

Report all losses immediately upon discovery whether caused by malicious acts or by carelessness. Do not include accidental damage. This form should also be used for fires, runaway autos, and mysterious disappearances of property. If items are lost or destroyed beyond use, list items, quantity and cost.

SCHOOL POLICE:

Principals must exercise judgment in reporting damage to School Police Services. Incidents which are serious in nature and/or in dollar amount should be reported.

REPAIRS:

If repairs are required, notify the Maintenance Unit by telephone. They will provide the Maintenance Unit Order Number which is to be inserted in the space on the upper left-hand corner of the front of this form.

In the event that the damage is of a nature that is remedied in whole or in part by the custodial staff, give an estimate of the time required to do the work and the custodian's rate of pay. This should be indicated in the space labeled "Total Custodial Cost."

COLLECTION:

a. Collection or restitution should be attempted in every case when the person(s) responsible are identified and the evidence is sufficient to establish their guilt beyond a reasonable doubt.

b. Collection and restitution in cases investigated by School Police Services shall become the responsibility of School Police Services. The principal or designee shall initiate collection or restitution in all cases not delegated to the District's School Police Services Department.

REPLACEMENTS:

The school shall be responsible for preparing requisitions for replacement of lost or damaged supplies or equipment. Funds for replacement of standard equipment are provided by the District, if funds are available. Funds for replacement of supplies must be provided from the school's supply budget. These replacements can be ordered through the Supply Services On-Line Ordering System.

Maintenance Order Number: _____

No. _____

SAN DIEGO UNIFIED SCHOOL DISTRICT
PROPERTY DAMAGE OR LOSS REPORT

DISTRIBUTION:

- Copy 1 to School Police
- Copy 2 to Risk Management
- Copy 3 to Maintenance
- Copy 4 to Materiel Control (Equip. only)
- Copy 5 Retained by Site

Date of Discovery: _____

| | | |
|---|------------------------------------|---|
| 1. Site/Dept.: Loc. #: | 2. Vehicle No.: (If applicable) | 3. Date and Time of Occurrence: (Include <u>range</u> if exact is unknown) During regular school/dept. hours? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown |
| 4. Reported to School Police? <input type="checkbox"/> No <input type="checkbox"/> Yes Event Number: _____ | | |

NOTE: All incidents of graffiti, vandalism and arson that amount to \$100 or more in damage **MUST** be reported to School Police (Ph# 619-291-7678). Also report all incidents of burglary, regardless of dollar value.

DESCRIPTION: Describe in the space below, opposite the proper category, the sequence of events, methods used, and extent of damage. Itemize articles missing and value, if possible. Use additional sheet if more space is needed

| | |
|--|---|
| <p>5. <u>DAMAGE TO PROPERTY</u></p> <p>Include all damage including window breakage, caused by malicious or careless acts. Do not include accidental damage. Check appropriate box at right.</p> <p>List value of items damaged or destroyed.</p> | <p>A. <input type="checkbox"/> Malicious Act B. <input type="checkbox"/> Careless act No. of Windows _____</p> <p>Total Custodial Cost*: _____ Total Maintenance Cost: _____</p> |
| <p>6. <u>THEFT OR BURGLARY</u></p> <p>Include the following: A. Break-in with primary purpose of theft. B. Missing property with no evidence of break-in.</p> <p>List value of items lost or stolen.</p> | <p>A. <input type="checkbox"/> Evidence of break-in B. <input type="checkbox"/> No evidence of break-in</p> <p>Total Custodial Cost*: _____ Total Maintenance Cost: _____</p> |
| <p>7. <u>FIRE</u></p> <p>Report all fires regardless of cause.</p> <p>List value of items destroyed in fire.</p> | <p>A. <input type="checkbox"/> Arson B. <input type="checkbox"/> Other</p> <p>Total Custodial Cost*: _____ Total Maintenance Cost: _____</p> |

8. School will collect? Yes No

| | | | | |
|-----------------------|---------|-----|--------------|----------------------|
| Person(s) Responsible | Address | Age | School/Dept. | Parent/Guardian Name |
| Name | | | | |

* Custodial cost is the total cost of custodial clean-up, either straight time or overtime.

Signed: _____ Date _____

Principal/Dept. Head