



## **Theft & Vandalism Report Procedure**

1. Upon discovering the Theft or Vandalism, contact the police. If your SRO is not available, use these numbers:
  - CMPD: 714-754-5280
  - NBPD: 949-644-3717
2. If the incident is discovered after hours or on the weekend, call the Maintenance & Operations Department after hours' emergency line: 714-936-0244.
  - Monday – Friday, 4:30 pm – 7:30 am
  - Saturday – Sunday, 24 hours
3. Complete a Theft & Vandalism report within 24 hours of discovery. The report must be signed by the site Principal or department Director.
  - If the report is for theft, the original District PO number must be included on the report as proof that the item(s) in question are District property.
  - If the report is for vandalism and there was damage to any buildings or grounds, submit a [work order](#) through Maintenance & Operations
4. Contact Fiscal Services immediately if/when a restitution letter is received from OC Probation. Fiscal Services manages all restitution requests for the District.

### Next Steps

Fiscal Services will contact you after a determination has been made regarding repair and/or replacement and provide you with an estimated timeline for completion.