



CATEGORY: **Business & Operations Department**
SUBJECT: **Property Loss Reporting Procedures**

A. PURPOSE AND SCOPE

District employees shall report all damage or loss of school property to the principal or designee immediately after such damage or loss is discovered. In those instances in which insurance reimbursement may be involved, the principal or designee shall contact the appropriate district official and local authorities when appropriate.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy 3515.4 (a) (see attached), AR 3515.4 and Ed Code 5131.5.

C. GENERAL

Investigation

The Superintendent or designee shall ensure that a complete investigation is conducted at the site where the damage, loss or vandalism occurred.

The principal or designee shall conduct a complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

Recovery of Damages

When the person causing the damage or loss has been identified and the costs of repair, replacement or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover these costs, including consulting district's legal counsel if necessary. Reasonable steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person.

If the responsible person is a minor, recovery may be sought from the minor's custodial parent/guardian in accordance with Education Code 48904.

Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs and all other damages as provided by law.

D. INSTRUCTIONS

Site's Responsibility:

For Cases of Theft or Destruction of Property totaling up to \$4,999.

1. Immediately notify the Police Department of theft of District equipment, burglary, property loss, or other loss or damage, then notify the Business & Operations Office.

2. Prepare a Property Loss Report form from North Bay Schools Insurance Authority and send to the Administrative Assistant, Business & Operations, to review for completeness, legibility and any required action. The Administrative Assistant will make distribution of copies according to instructions on form. Ensure the following items are included:
 - a. Complete description of incident
 - b. Serial numbers and district property numbers if applicable
 - c. Cost of lost or destroyed items
 - d. Charges for hours expended in cleanup due to acts of vandalism
 - e. Person(s) responsible if known
 - f. Police Report if taken

For Cases of Theft or Destruction of Property Totaling \$5,000 or more

1. Immediately notify the Police Department of theft of District equipment, burglary, property loss, or other loss or damage. *Then notify the applicable person on the emergency call list or emergency weekend person (all principals should have an emergency call list available).*
2. Prepare a Property Loss Report form from North Bay Schools Insurance Authority and follow instructions above.

All theft, vandalism and property damage including break-ins must be reported on a North Bay Schools Insurance Authority Form and signed by the principal within twenty four (24) hours following the incident. Send copies to the Business & Operations Department immediately for proper distribution and notification.

For less serious cases totaling less than \$1,000, route the Property Loss Report to the Business & Operations Department for processing.

NOTE: Forms can be found on the North Bay Schools Insurance Authority at www.nbsia.org