

# Vandalism Reports

If you are informed of any vandalism that has occurred at your site the following steps need to be followed:

- If vandalism is has occurred during school hours contact your SRO and have them file a police report. If your SRO is not available, contact your local policy department.
- If vandalism occurs during non-school hours, contact your local police department to file a police report.
- Complete a “Report of Theft Vandalism Damage” report and email to Regina Hunt at [huntr@luhsd.net](mailto:huntr@luhsd.net).
  - The report needs to be as detailed as possible.
  - Be sure to list the items that were taken or damaged, include the estimated replacement cost.
  - Take photos of all damage.
  - If damage is caused by a vehicle you need to obtain the following:
    - Name and phone number of the driver
    - Copy of driver’s license
    - Copy of insurance card
    - If the driver was in a company vehicle, name, phone number of company and their immediate supervisor
    - I will then contact the driver or insurance company for reimbursement of damages.
- After you have submitted your report. If items have been stolen/damaged, you will need to obtain quotes and submit them to Regina Hunt at [huntr@luhsd.net](mailto:huntr@luhsd.net).
- Once I receive your replacement quotes, I will enter the REQ to purchase your items.
- If damage is done to the property (building, solar panels, basketball poles, fire hydrant, fencing, signs, etc.)
  - You will need to create a maintenance work order. Be sure to include me on the work order.
  - This will start the process of having our maintenance team access the damage and obtain the necessary quotes to have the repairs completed.
  - Once I receive the quote I will enter the REQ to have the repairs done.

If you have any questions please feel free to contact me at 925-634-2166 extension 2043 or by email at [huntr@luhsd.net](mailto:huntr@luhsd.net).