



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5025

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CATEGORY: Support Services, Security Program

EFFECTIVE: 1-20-62

SUBJECT: Property Damage or Loss

REVISED: 5-30-03

## A. PURPOSE AND SCOPE

1. To outline administrative procedures for reporting and replacing district property damaged or lost through acts of carelessness, vandalism, theft, burglary, fire or flood.
2. **Related Procedures:**
  - Collections for district property and payments of rewards ..... 5026
  - Collections or refunds for damaged or lost instructional materials ..... 2165
  - Legal process including subpoenas, summonses, and complaints ..... 1710
  - Library fines ..... 2170
  - Reimbursement to employee for property loss or damage ..... 2660
  - Security, general ..... 5000
  - School site security and issuance of keys ..... 5005
  - Vandalism ..... 5006
  - Use of school equipment by district personnel away from School premises ..... 5375
  - Window and fire extinguisher repair or replacement ..... 5029

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-1000, G-1001, G-3000, G-4500, H-8800, I-1900; Education Code Sections 41021, 48904; California Civil Code Section 1714.1.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Business/Risk Management Department, Business Operations Branch (reporting property damage or loss); Maintenance and Operations Department, Facilities Management Branch (obtaining maintenance service); and Materiel Control Office, Procurement and Distribution Department, Logistics Division, Business Operations Branch (replacement of equipment).
2. **Definitions**
  - a. **Accident:** An event that occurs by chance and not through the carelessness or malicious act of any person.
  - b. **Arson:** Malicious burning or setting of fires.
  - c. **Burglary:** Entering a building with intent to commit theft or any felony.

- d. **Careless act:** An unthinking, neglectful, or reckless act that results in damage or loss.
  - e. **Malicious act (vandalism):** An act that results in willful physical damage to or destruction of property (Procedure 5006).
  - f. **Robbery:** Taking anything of value from one's person or from his/her immediate presence, against his/her will or by means of force or violence.
  - g. **Theft:** Taking of property without the owner's consent.
3. **District Equipment/Property Used by Employees.** Personal use of district equipment is prohibited; such equipment may be used *only* in connection with district projects. Personnel removing district equipment from the site are solely responsible for the safekeeping of all equipment and for returning it in good working order. (Procedure 5375)
4. **Regulations for Reporting Property Damage or Loss**
- a. Any incident of theft of district equipment or of serious *nonaccidental* loss or damage shall be telephoned to the School Police Services Department immediately upon discovery.
  - b. Less serious cases may be reported to the School Police Services Department by telephone if site administrator believes circumstances and benefits warrant it.
  - c. Every case of property damage or loss shall be reported immediately upon occurrence or discovery on "Property Damage or Loss Report" form (E.1, Attachment 1).
5. **Regulations for Collection or Restitution**
- a. Collection or restitution should be attempted in every case when person(s) responsible are identified and evidence is sufficient to establish guilt beyond a reasonable doubt (Procedure 5026).
  - b. Collection and restitution in cases investigated by the School Police Services Department shall become the responsibility of the Business/Risk Management Department. *Site administrator or designee* shall initiate collection or restitution in all cases not delegated to the Business/Risk Management Department.

- c. **Small claims court and collection agencies.** Business/Risk Management Department and the School Police Services Department may have recourse to court action and/or collection agencies upon recommendation to division head via the Office of General Counsel.

## **D. IMPLEMENTATION**

### **1. Reporting Theft, Burglary, Property Damage**

#### **a. Site administrator or designee**

- (1) Immediately upon discovery, notifies the School Police Services Department of theft of any district equipment, *serious cases* of theft of other items, burglary, property loss, or other loss or damage.
- (2) In less serious cases, notifies the School Police Services Department if circumstances and potential benefits warrant it.
- (3) Prepares "Property Damage or Loss Report" form and distribute copies according to instructions on form, giving as complete a description as possible on "Inventory Loss Form" (E.2., Attachment 2), if necessary, including serial numbers and district property numbers when applicable, cost of lost or destroyed items (to aid in pricing), and charges for hours expended in cleanup due to acts of vandalism. Indicates person(s) responsible and, if desired, delegates responsibility for collection or restitution to the Business/Risk Management Department in writing.
- (4) If immediate repairs are required, telephones Maintenance and Operations Department work order desk.
- (5) If loss consists of key(s) to building(s) or classroom(s), contacts the School Police Services Department to coordinate efforts for recovery before requesting replacement or rekeying.
- (6) In the case of fire extinguisher loss or damage, a school need not wait for the Business/Risk Management Department to supply the budget numbers before collection of reimbursement. Use information in Procedure 5029 to determine repair or replacement cost estimated for collection purposes. Building Services Supervisor should notify the Safety Office, Business/Risk Management Department, to obtain replacement extinguishers.

**b. Business/Risk Management Department**

- (1) Receives copy of property damage report; reports loss to insurance carrier, if applicable.
- (2) Determines if items damaged or destroyed will be reimbursed using Business/Risk Management funds.
- (2) Assembles total costs to be charged to person(s) responsible for damage and notifies the Accounting Department, Financial Operations, Business Operations Branch.

c. **Maintenance and Operations Department** supplies emergency service or repairs, if needed.

d. **School Police Services** notifies the Business/Risk Management Department and Materiel Control Office upon recovery of any equipment.

**2. Replacement of Items**

a. **Replacement of supplies (loss or damage for reason[s] other than fire).** Site administrator may order replacement supplies according to established procedures; all lost or damaged supplies shall be replaced from the regular supply budget for the site. If charges are significant enough to materially affect the site budget, relief should be requested from division head or instructional leader.

**b. Replacement of school-based equipment losses resulting from theft or burglary**

- (1) Site administrator or designee initiates EFRA nonstock requisition, references "Property Damage or Loss Report" form and "Inventory Loss Form," and forwards EFRA requisition with a copy of the "Property Damage or Loss Report" form to the Materiel Control Office.
- (2) Materiel Control Office determines whether equipment is district standard, nonstandard, special project, or obsolete; verifies filing of "Property Damage or Loss Report" form, makes recommendation and forwards requisition to appropriate division or project office. If requisition is to replace standard equipment that is within a school's formula and there is evidence of break-in, sends requisition to the Business/Risk Management Department.

**c. Replacement of school-based equipment losses resulting from vandalism**

- (1) Site administrator or designee initiates EFRA nonstock requisition, references "Property Damage or Loss Report" form and "Inventory Loss Form," and forwards EFRA requisition with a copy of the property damage or loss report to the Materiel Control Office.
- (2) Materiel Control Office determines whether equipment is district standard, nonstandard, special project, or obsolete; verifies filing of "Property Damage or Loss Report" form, makes recommendation, and forwards requisition to appropriate division or project office.
- (3) Receiving office (appropriate division or project office) approves or disapproves replacement of nonstandard or out-of-formula equipment. If approved, enters budget charge number and forwards to the Procurement and Distribution Department; if disapproved, returns requisition to school, indicating reason for disapproval.

**d. Replacement of District Items Lost in Fires or Floods****(1) Replacement of books and supplies**

- (a) Site administrator or designee completes appropriate stock or nonstock requisition or "Book Purchase Request" form and forwards to the Business/Risk Management Department.
- (b) Business/Risk Management Department places appropriate budget account number on requisition and forwards to the Materiel Control Office, if applicable; requests transfer of funds via budget analyst, from fire insurance reserve to appropriate account.

**(2) Replacement of equipment**

- (a) Materiel Control Office, using "Inventory Loss Form" compiled by inventory crew and working with principal, prepares EFRA nonstock requisitions and forwards to the Business/Risk Management Department. Before delivery to the site, insures that all equipment is properly marked and identified as San Diego City Schools property.

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(b) Business/Risk Management Department places appropriate budget account number on requisition and forwards to the Materiel Control Office, if applicable; requests transfer of funds from fire insurance reserve to appropriate accounts.

e. **Replacement of Equipment for Project Funded Equipment (Loss or damage for reason[s] other than fire or flood)**

- (1) Department head completes EFRA nonstock requisition; references or attaches copy of "Property Damage or Loss Report" form and "Inventory Loss Form," and forwards to the Materiel Control Office. *If equipment is project funded*, enters appropriate budget charge number and forwards to the Materiel Control Office.
- (2) Materiel Control Office verifies filing of "Property Damage or Loss Report" form, completes action if approved; if disapproved, resolves issue with appropriate department.

**E. FORMS AND AUXILIARY REFERENCES**

1. Property Damage or Loss Report, Stock Item 22-R-2270, Attachment 1
2. Inventory Loss Form, available from the Business/Risk Management Department, Attachment 2
3. EFRA Nonstock Requisition

**F. REPORTS AND RECORDS**

1. Property Damage or Loss Report and Inventory Loss Form--site administrator distributes copies as indicated on the form.

**G. APPROVED BY**



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Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education