

## **Business and Non-instructional Operations**

### **Recovery For Property Loss Or Damage**

#### Reports

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.

(cf. 3530 - Risk Management/Insurance)  
(cf. 5131.5 - Vandalism, Theft and Graffiti)

#### Investigation

The Superintendent or designee shall ensure that a complete investigation is conducted at the site where the 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.

(cf. 3515.3 - District Police/Security Department)

#### 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.

**Business and Non-instructional Operations**

**Recovery For Property Loss Or Damage (continued)**

Payment of Reward

The Superintendent will, with the principal of the school, the Director of Maintenance and the appropriate law enforcement agencies compile the data file for presentation to the Board of Trustees.

Each file will contain, if possible

1. The date and time of the vandalism or damage to school district property.
2. The location and specific details regarding the extent of the damage.
3. The identity of the perpetrator.
4. The name of the law enforcement agency and officer investigating the case.
5. The identity of the individual providing information.
6. The disposition of the case
7. An estimate of the costs for repair or replacement due to damages.
8. The amount for damages recovered to date.
9. Any other information deemed pertinent for the Board's consideration.

Based upon the foregoing, the Superintendent will present a recommendation for a reward at a closed session.

When authorized by the Board of Trustees, the reward shall be paid to the party who provides information sufficient to identify and apprehend the person or persons subsequently found responsible for the damage or loss. If more than one informant provides information, the reward shall be divided among the informants. The Superintendent or designee shall determine who is entitled to what portion of the reward. The identity of the informant shall be considered confidential and shall not be made public by the district.

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