

No:

San Diego Unified School District <u>PROPERTY DAMAGE OR LOSS REPORT</u>		DISTRIBUTION: Copy 1 to School Police Copy 2 to Risk Management Copy 3 to Maintenance Copy 4 to Materiel Control (equip only) Copy 5 to Facilities (Prop MM only) Copy 6 Retained by Site	
Date of Discovery:			
Maintenance Order Number:			
1. Site/Dept. Lincoln High School Loc. # room	2. Vehicle No. (if applicable)	3. Date and Time of Occurrence: (include range if exact time unknown) During regular school hours? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
4. Reported to School Police? <input type="checkbox"/> Yes, date of report: _____ <input type="checkbox"/> No NOTE: All incidents of graffiti, vandalism and arson that amount to \$100 or more MUST be reported to School Police at (619) 291-7678. ALL incidents of burglary must be reported, regardless of value.			
DESCRIPTION: Describe in the space below, opposite the proper category, the sequence of events, methods used, and extent of damage. Itemize articles missing and their value, if possible. Complete "Inventory Loss Form" and attach to this report.			
5. <u>DAMAGE TO PROPERTY</u> List all damage, including window breakage, caused by malicious or careless acts. Do not include accidental damage. Check appropriate box at right. List value of items damaged or destroyed on Inventory Loss Form.	A. <input type="checkbox"/> Malicious Act B. <input type="checkbox"/> Careless Act No. of Windows _____ Total Custodial Cost*: _____ Total Maintenance Cost: _____		
6. <u>THEFT OR BURGLARY</u> Include the following: A. Break-in with primary purpose of theft. B. Missing property with no evidence of break-in. C. Losses related to onsite construction (check one): <input type="checkbox"/> Maintenance & Operations <input type="checkbox"/> Prop. MM List value of items lost or stolen on Inventory Loss Form.	A. <input type="checkbox"/> Evidence of break-in B. <input type="checkbox"/> No evidence of break-in Total Custodial Cost*: _____ Total Maintenance Cost: _____		
7. <u>FIRE</u> Report all fires regardless of cause. List value of items destroyed in fire.	A. <input type="checkbox"/> Arson B. <input type="checkbox"/> Other Total Custodial Cost*: _____ Total Maintenance Cost: _____		
8. Will school collect? <input type="checkbox"/> Yes <input type="checkbox"/> No			
PERSON(S) RESPONSIBLE (Attach documentation if available)			
Name	Address	Age	School/Dept. Parent/Guardian

*Custodial cost is the total cost of custodial clean up, either straight time or overtime.

Person(s) who discovered and reported damage or loss: _____

Signed: _____ Name: _____ Date: _____

Principal / Department Head

San Diego Unified School District
PROPERTY DAMAGE OR LOSS REPORT

**The following procedure is to be used in reporting
all damage to or loss district property or equipment**

<u>DEFINITIONS:</u>	<p>Malicious Act -- That which results in willful physical injury to or destruction of property</p> <p>Careless Act -- That which results in damage or loss caused by an unthinking, neglectful or reckless act</p> <p>Accident -- That which occurs by chance and not through the careless or malicious acts of an individual.</p>
<u>REPORTS:</u>	<p>Report all losses immediately upon discovery whether caused by malicious acts or by carelessness. Do not include accidental damage. This form should also be used for fires, runaway autos, and mysterious disappearances of property. If items are lost or destroyed beyond use, list item, quantity and cost.</p>
<u>SCHOOL POLICE:</u>	<p>Principals/managers must exercise judgment in reporting damage to School Police Services. Incidents that are serious in nature and/or dollar amount should be reported.</p>
<u>REPAIRS:</u>	<p>If repairs are required, notify the Maintenance Unit by telephone. They will provide the Maintenance Unit Order Number that is to be inserted in the appropriate space in the first section of this form.</p> <p>In the event that the damage is of a nature that is remedied in whole or part by the custodial staff, give an estimate of the time required to do the work and the custodian's rate of pay. This should be indicated in the space labeled "Total custodial Cost".</p>
<u>COLLECTION:</u>	<p>A. Collection or restitution should be attempted in every case when the person(s) responsible are identified and the evidence is sufficient to establish their guilt beyond a reasonable doubt.</p> <p>B. Collection and restitution in case investigated by Risk Management shall become the responsibility of Risk Management. The principal or designee shall initiate collection or restitution in all cases not delegated to the district's Business/Risk Management Department.</p>
<u>REPLACEMENTS:</u>	<p>The school shall be responsible for preparing requisitions for replacement of damaged or lost supplies. Materiel Control shall be responsible for preparing requisitions for replacement of damaged or loss equipment. Funds for replacement of standard equipment are provided by the district, if funds are available.</p>