

BUSINESS SERVICES

OPERATIONS

MAINTENANCE

VANDALISM/BREAK-IN

In cases of vandalism and/or break-in the following procedures shall be followed by the principal:

1. Notify law enforcement authorities.
2. Notify personnel on the emergency call list or emergency weekend personnel. (Each principal must have an emergency call list available).
3. Vandalism, including break-ins, must be reported on "Report of Damage and Loss" (form #505-02) and signed by the principal within twenty four (24) hours following the next workday and sent to the Maintenance Department with a copy to the Business Services Division office.
4. Items stolen or vandalized shall be recorded with the value indicated or estimated.
5. Hours of labor by site personnel to clean up, paint, repair, or restore shall also be recorded.
6. If known, names and addresses of students and parents responsible shall be recorded.
7. California Safe Schools Assessment (School Crime Reporting Form) is submitted to Pupil Services.

Legal References: None

Revised: February 20, 2001 (4/19/88)