

# **ADELANTO ELEMENTARY SCHOOL DISTRICT PROCEDURES TO FOLLOW WHEN REPORTING VANDALISM OR THEFT INCIDENTS**

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## **Purpose**

These procedures were developed to facilitate uniformity and consistency in reporting break-ins and property losses due to vandalism and theft, and to monitor these losses on a month by month basis.

## **General Procedures**

The campus administrator or department head will be responsible for implementing and initiating the following procedures.

1. Upon being notified of a vandalism or theft incident, the site Administrator will notify the Adelanto 760-246-1000 or Victorville 760-241-2911 Police Department and the respective District Administrator.
2. Within 24 hours after being notified of the incident, the Administrator will survey the property for damage and/or missing items and submit a Vandalism and Theft Report to the Risk Management Department. It is essential that all the information requested in the report be complete.
3. Within 48 hours, the Maintenance Department will submit to the Risk Management Department an approximate cost of repairs to damaged property and any additional security costs.
4. Within 96 hours, the Administrator shall obtain the police incident report and submit it to the Risk Management Department.
5. After receiving and recording all the documentation needed to close the claim, the Risk Management Department will forward the claim file to the Purchasing Department. At this point, the Purchasing Department will submit a requisition to recover school property losses. For losses exceeding the property deductible, the Risk Management Department will file a claim with the insurance carrier.

To facilitate follow-up, a case file will be established for all pending police reports, repair estimates, and any correspondence relating to the case. A cumulative total of losses will be recorded on a monthly basis.

6. The insurance carrier will assign an adjuster to the case within 24 hours. In most cases, the insurance carrier will close the case and issue a settlement within 30 days. In significant losses, such as fires/floods, an adjuster is assigned immediately.
7. A copy of the Vandalism or Theft Report will be sent to inventory personnel (Purchasing Department) to ensure that fixed assets are updated.

## Filing Instructions

1. Report theft or vandalism to either Adelanto or Victorville Police Department
2. Fill out Theft or Vandalism Report
3. Attach a copy of old Purchase Order (if available) reflecting 1) item (s) in question 2) purchase date & 3) purchase price.
4. Fax / Mail / Hand-Deliver report to AESD Risk Management Department no later than 1 (one) working day from occurrence.

<b>For Risk Management Department use only</b>	
Time: ____:____ am/pm	Received Via: <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivered  Insurance File # _____  Copy Forwarded to : _____
	Date Forwarded: _____      Via _____ <input type="checkbox"/>

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_ Ref # \_\_\_\_\_

# Adelanto Elementary School District Theft or Vandalism Report

Important: See form for filing instructions.

Site Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Occurrence Date: \_\_\_\_\_

Contact/Witness: \_\_\_\_\_ Phone: \_\_\_\_\_

Where did loss occur (describe place)? \_\_\_\_\_

How was entry gained (describe in detail)? \_\_\_\_\_

Reported to:     Victorville Police     Adelanto Police

Assigned case # \_\_\_\_\_ Officer's Name: \_\_\_\_\_

Comments (if any): \_\_\_\_\_

**List of AESD property:**     Stolen     Vandalized

	Item Description	Brand	Model #	AESD Tag #	Purchase Date	Replacement cost or repair cost
1						\$ <input type="checkbox"/> Repair <input type="checkbox"/> Replace
2						\$ <input type="checkbox"/>
3						\$ <input type="checkbox"/>
4						\$ <input type="checkbox"/>
5						\$ <input type="checkbox"/>
6						\$ <input type="checkbox"/>
7						\$ <input type="checkbox"/>
8						\$ <input type="checkbox"/>
9						\$ <input type="checkbox"/>
10						\$ <input type="checkbox"/>