

AESD Theft and/or Vandalism Incidents

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 photograph and 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. 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.

5. 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.
6. 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.

Adelanto Elementary School District
Theft or Vandalism Report



Please type or use black ink

Important: See form for filing instructions.

Site Name: _____ Today's Date: _____

Administrator: _____ Date & time (approx) of incident _____

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"/> Repair <input type="checkbox"/> Replace
3						\$ <input type="checkbox"/> Repair <input type="checkbox"/> Replace
4						\$ <input type="checkbox"/> Repair <input type="checkbox"/> Replace
5						\$ <input type="checkbox"/> Repair <input type="checkbox"/> Replace
6						\$ <input type="checkbox"/> Repair <input type="checkbox"/> Replace
7						\$ <input type="checkbox"/> Repair <input type="checkbox"/> Replace
8						\$ <input type="checkbox"/> Repair <input type="checkbox"/> Replace
9						\$ <input type="checkbox"/> Repair <input type="checkbox"/> Replace

A copy of this Report and any Photographs shall immediately be sent to the **Director of Risk Management**.