

VANDALISM OR BURGLARLY REPORT

CLD (R)

DAMAGED OR LOST PROPERTY

It is mandatory that in the event of burglary, vandalism, or any activity that results in damaged or lost District property, employees must report the incident to the principal or immediate supervisor. The principal or supervisor will notify the police and the Superintendent's office immediately. A property damage/loss report (exhibit CLD) will be completed and forwarded to the business office along with a copy of the police report, as applicable. If the losses are of items purchased with federal funds, a copy of the report will be provided to the funding source. The director of business services will immediately notify the district's insurance claims handler of any damage or loss.