

BUILDING, GROUNDS,  
AND EQUIPMENT  
MANAGEMENT:  
RECORDS AND REPORTS

CLD (R)

REPORTING VANDALISM,  
BURGLARIES OR OTHER  
LOSSES

Upon discovery of damage to or loss of school district property, the person reporting the loss shall immediately:

1. Notify the NEISD Police Department and if immediate repairs are needed, the Facility Maintenance, and Improvements Department, and
2. Submit a loss report on line via the main frame "Loss Reporting System." In addition, a Loss Report Form shall be filed for property lost, stolen, damaged, or missing while entrusted to an employee. A loss report must be submitted as soon as practicable, but in no event more than 30 days from the date the loss becomes known. Failure to provide notice within the 30-day time limit may negate any insurance loss coverage.

The Risk Management Department shall collect all information regarding the loss, including missing item reports, police reports, etc., and make final resolution of the loss claim.

REPAIR/REPLACEMENT  
CODE

A special sub-object code shall be used for all expenditures necessary to repair damage done or to replace equipment and supplies damaged. The sub-object code .80 shall be assigned by the Risk Management Office. This code will allow the District to identify the damage/loss costs for the purposes of developing loss control reports.

REPLACEMENT  
PROCEDURES

Upon approval by Risk Management for reimbursement for the loss, a request for replacement items or repairs resulting from theft, vandalism or other losses will be made by the campus/department through a purchase order submitted within thirty (30) days from the date of approval to Risk Management. A Budget Transfer request will be submitted to the Budget Office by Risk Management when the merchandise is received and Risk Management has been notified. The reimbursement money for the loss must be used to replace the lost item with an item of like kind and quality. After thirty (30) days, replacement items or repairs will not be reimbursed to the campus or department budget.

The loss of equipment which cannot be documented, such as tools and small items which can easily be carried away will not be replaced from the insurance reserve account unless the losses are documented by police reports. Large items will be evaluated based on facts presented.

Employees are responsible for the repair or market value cost for any items that are lost, stolen, damaged, or missing while the items were under their care, custody, and control away from school district facilities or functions if the employee failed to act in good faith to secure the equipment. This includes the market value or repair costs of items left in their vehicles when they park away from the job site or travel/stop to conduct personal business in locations such as restaurants, post offices, shopping malls, day care facilities, etc.

Items missing from a school district location can only be considered for a limited reimbursement of up to an amount of \$100.00 per occurrence. For reimbursement of this type of loss to be considered, a police report and loss report must be submitted within 30 days from the date the loss becomes known.

#### “GOOD FAITH” DEFINED

“Good faith” includes acting reasonably under the circumstances, being faithful to ones obligation to care for district property and honesty of intention. To act in good faith, one must not have knowledge of circumstances which ought to put the employee on notice that the equipment is not secure. Examples of a failure to act in good faith include, but are not limited to, the following:

- Leaving district property in the passenger compartment of a locked vehicle where the district property may be visible to passers-by or leaving any property anywhere in an unlocked vehicle;
- Leaving district property in a vehicle overnight.
- Leaving district property in the dwelling of the employee while failing to secure that dwelling;

- Leaving property in the dwelling or other building of another unsupervised by the employee;
- Lending district property to another person or allowing another person to use same without the employee's direct supervision;
- Allowing the district property to be exposed to the elements (precipitation, heat, fire, humidity, abnormal temperature changes, liquid foods and semi-liquid food products);
- Improper storage of property (such as to damage or lose control of peripheral parts, back-up disks, or instruction booklets);
- Leaving district property unsupervised or exposed in the presence of domesticated animals; and/or
- Any other acts or omissions that the Board finds do not constitute good faith.

**MYSTERIOUS DISAPPEARANCE** Situations where items are found to be missing as a result of mysterious disappearance or misplacement do not demonstrate securing equipment in good faith.

**BURGLARY OF EQUIPMENT** A police report listing a burglary must specifically identify that forced entry into the locked trunk of a vehicle, locked dwelling, or locked building was involved in order to verify security was breached.

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