
LOSS/THEFT/VANDALISM OF DISTRICT PROPERTY

SEC-P001

1.0 SCOPE:

- 1.1 This process should be followed for all loss/theft/vandalism that occurs within Wenatchee School District.

2.0 RESPONSIBILITY:

- 2.1 Director of Safety, Security, and Risk Management

3.0 APPROVAL AUTHORITY:

- 3.1 Executive Director of Student Services

4.0 DEFINITIONS:

5.0 PROCEDURE:

- 5.1 Any district property item that becomes missing or vandalized due to unknown circumstances (loss), suspected/known theft, or obvious vandalism must be reported no matter the dollar value.

- 5.2.1 The person who discovers the loss immediately notifies the building/department administrator.

- 5.2.2 Upon notification, the building/department administrator will responsible for;

1. If damage has occurred to facility due to the loss, the area will be secured to prevent disturbing any investigative opportunity.
2. Immediately contact the Director of Safety, Security, and Risk Management.

- 5.3 Director of Safety, Security, and Risk Management

1. Follow-up with the building/department that they have notified Wenatchee Police Department (or appropriate law enforcement agency if loss/theft occurs outside the area) and file a report of theft or damage.
2. Any or all of the following directors will be notified for related loss/damage of district property.
 - a. Loss/damage technology related equipment will be reported to the responsible administrator.
 - b. Facility damage -Director of Maintenance
 - c. District vehicle damage -Director of Transportation

- 5.2. If a personal property item becomes missing due to unknown circumstances (loss), or suspected/known theft, then the person who has the loss has the option to either report or dismiss.

- 5.2.1 If reporting, Safety and Security will be notified.

- 5.3. After hours, on school grounds, personal property item that become missing due to unknown circumstances (loss), or suspected/known theft are the responsibility of the owner of the lost, missing, or vandalized property.

- 5.4 During travel, any district property item that becomes missing due to unknown circumstances (loss), or suspected/known theft. All loss/theft/vandalism must be reported to the local police agency no matter the dollar value.

- 5.5 After notification, the Director of Safety, Security, and Risk Management will;

- 5.5.1 Conduct or assist in any investigation of the loss or theft as required

- 5.5.2 Review the district incident report ([Theft/Loss Report 05/12/2017](#)) and any other follow- up reports as required.

LOSS/THEFT/VANDALISM OF DISTRICT PROPERTY SEC-P001

- 5.5.3 Obtain any police reports pertaining to the loss or theft.
- 5.5.4 Obtain totals of any cost associated with the loss or theft to be used in court proceedings for the purpose of obtaining restitution from the loss or theft.
- 5.5.5 Maintain a school district incident report and any law enforcement records of the loss/theft.
- 5.5.6 Report loss to Finance for insurance notification and audit tracking.

- 5.6 If technology related equipment, the Director of Operational Technology will;
 - 5.6.1 Take the missing item list and verify it with the assigned TSS and the building database.
 - 5.6.2 Provide the missing item list with model/serial number information to;
 - 1. Building/department administrator
 - 2. Director of Safety and Security
 - 3. Finance
 - 5.6.3 Calculate the replacement item model and cost.
 - 5.6.4 If primary staff teaching computer, order replacement items within 5 business days.
 - 5.6.5 If student equipment, equipment ordered at building/department expense.
 - 5.6.6 Recommend options to prevent future loss.
 - 5.6.7 Ensure databases are updated.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Safety and Security Theft Report (online)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
22-APR-15	A	Original Release
12-MAY-17	B	Update Section 5.5, 5.6