

FINANCE

Risk Management

Reporting Procedures for Vandalism, Theft, or Break-In

This regulation supersedes Regulation 5780.

I. PURPOSE

To prescribe procedures to be followed by school principals and program managers when incidents of vandalism, theft, or break-in occur at schools or administrative facilities and result in loss to the school system.

II. PROCEDURES FOR REPORTING

When vandalism, theft, or a break-in occurs, principals and program managers shall take the following actions:

1. Immediately telephone a report to the Fairfax County Police Department and provide as much detailed information as possible, including when, where, what, how, and who, if known.
2. Immediately notify the Security Section, Office of Safety and Security.
3. If the loss is discovered as a result of an inventory or similar process and there is no knowledge of the length of time the item has been missing, possible suspects, or other details of the loss:
 - a. Contact the police at 703-691-2131. The operator will refer you to the appropriate citizen-reporting unit (CRU) for making a TEL-SERVE larceny report when an on-site investigation is not requested. Online reporting to the police is also available at: <http://www.fairfaxcounty.gov/ps/police/CRS/CRSDiscl.htm> for incidents meeting the criteria.
 - b. Request that the missing item be entered into the National Crime Information Center (NCIC) computer system, if appropriate, and be prepared to furnish the make, model, and serial number of the item. The police operator will advise what items should be entered into NCIC.
4. Submit to Risk Management, Office of Budget Services, Department of Financial Services, a Vandalism, Theft, Break-In Report, SD-15, as soon as possible, but not more than 30 days after discovery of the loss. Form SD-15 can be obtained at <http://fcpsnet.fcps.edu/it/records/forms>. This link is available only from computers within the Fairfax County Public Schools (FCPS) network (FCPSnet).

5. To request repair to the facility, submit an online work order on the facilities management system at <http://fcpsnet.fcps.edu/fts> and click on request line. This link is available only from computers within the FCPS network (FCPSnet). If a record of the repair cost is needed to recover the repair cost from the person responsible for the damage, use the Estimate Request link.
6. To request repair and/or replacement of contents, follow procedures provided in the current version of Regulation 5720, or call Risk Management. All reports must be received in Risk Management, Office of Budget Services, Department of Financial Services, not more than 30 days after discovery of the loss.
7. If assistance is needed in coordinating an investigation with the police, call the Office of Safety and Security.

See also the current versions of:

Regulation 1410, Procedures for Reporting and
Investigating Fraud and Embezzlement
Policy 5710, Property and Casualty Coverage and Bonds
Regulation 5720, Property Losses

Attachment



VANDALISM, THEFT, BREAK-IN REPORT

Please complete and forward to Risk Management

School or Office:		Date:		
Principal or Program Manager (Print):		Principal or Program Manager (Signature):		
Type of Loss: <input type="checkbox"/> Vandalism <input type="checkbox"/> Theft <input type="checkbox"/> Break-In				
Date of Loss or Damage:		Date of Discovery:		
Date Last Used or Observed:		Location in Building:		
Description of Loss (Provide a narrative statement; include how loss or damage was discovered.):				
Description of Equipment (If replacement is needed, see Regulation 5720 for instructions.):				
Type of Equipment	Manufacturer, Model	Serial Number	Size, Color, Etc.	Replacement Unit Cost
Police Notification Made by:		Date of Police Notification:		
<input type="checkbox"/> School or Office Personnel <input type="checkbox"/> School Security Personnel				
Name and Telephone Number of Police Office:		Date of On-Site Investigation:		
Tel-Serve Report Made by School or Office Personnel:		Date Tel-Serve Report Made:		
<input type="checkbox"/> Yes <input type="checkbox"/> No				