



## Process for Reporting Vandalism/Incidents at Sites

1. Incident Report Forms are posted in a fillable format in the *staff room* under both *Business and Maintenance & Operations departments* (Incident Report – Site and Incident Follow-Up Report – M&O).
2. **The day that the vandalism/incident happens/discovered**, the site administrator/designee completes the form and sends a copy to both Ann Inglis and Kristy Cocuzzi. Site administrator/designee will be responsible for reviewing camera footage. If there are any repairs required at the site, the site custodian will submit a work order in School Dude. Site administrator/designee completing the incident report will also send the form to Rolinda Christman for tracking repair costs on the form.
3. If the site does not know the asset tag numbers of equipment needing to be replaced/repaired, please contact Kristy Cocuzzi who can try and locate numbers in our asset management system.
4. Kristy will forward to the site designee and copy site principal and secretary a link to “We Tip” if needed. [WeTip Website](#) [WeTip Flyer](#)
5. Ann will forward the incident report together with any photographs, and list of asset numbers to our claims administrators to let them know that a claim may need to be opened.
6. If there is damage at the site that require repairs, Rolinda will track the costs and complete “Incident Follow-Up Report – M&O” and forward to Ann & Kristy once a **total of all costs** has been finalized. Rolinda will attach all documentation as back-up (work orders, invoices, and POs, if applicable). If the damage is due to vandalism, Rolinda will use the LO2 vandalism code for all repair costs
7. If the cost of the repair is more than our deductible, Ann will forward the cost breakdown to our claims administrators to have them process a claim.

**IF SITES DO NOT COMPLETE AN INCIDENT FORM AND SUBMIT TO THE DISTRICT OFFICE IN A TIMELY MANNER, THEN SITE FUNDS WILL BE USED FOR THE COST OF THE REPAIRS ETC.**

**If you are contacted from law enforcement or the courts about restitution, do not agree to any amounts offered for restitution. Please direct restitution questions to Ann Inglis at the District Office (916) 630-2234.**