

## KILLEEN INDEPENDENT SCHOOL DISTRICT PROPERTY LOSS REPORTING

### Objective

- The objective of the Property Loss Report, KISD Form 285-827 (Exhibit A) is to provide one document to be used to identify missing/damaged items, generate investigations, and to obtain replacements.
- Damage of school district property and the burglary and/or vandalism of school district property require certain actions to maintain property accountability and to continue operations.
- All organizations must use these procedures to report missing school district property to ensure proper accountability and replacement. Property Management cannot remove missing property from the organizations custodial receipt and the school district cannot replace controlled items if these procedures are not followed.
- Missing keys should not be reported on the Property Loss Report but to Facilities Services as a work order through SchoolDude.
- Student-issued electronic devices should not be reported on the Property Loss Report but reported and processed through the campus.
- The school district will not replace property missing or damaged through reasons other than burglary, theft, vandalism, loss caused by fire and windstorm or other covered peril. This property will be replaced with funds from the campus or organization budget unless there is willful misconduct or negligence involved.

### NOTE:

- The loss or damage of property owned by employees or third-parties is not covered by the school district and will not be reported on the Property Loss Report.
- The loss or damage of student devices under the Technology Lending Program is covered by Administrative Procedure III-A, Instructional and Technology Materials Accountability Program.

*Burglary, theft, vandalism, loss caused by fire, windstorm, or other covered peril and lost district property are different events and the procedures to report and follow up on each are distinct.*

### **A. Loss caused by fire, windstorm, or other covered peril:**

When an organization discovers school district property is missing or damaged as a result of burglary, theft, vandalism, loss caused by fire, windstorm, or other covered peril, the Principal/Administrator will immediately (within 24 hours):

1. Call and file a report with the appropriate law enforcement agency.
2. Notify the appropriate Instructional Leader/Executive Director and Risk Management of the incident.

3. Cooperate with the investigating law enforcement agency and preserve the “crime scene” until the law enforcement agency completes its investigations or gives permission to start cleaning up.
4. If actions are needed to secure the building, clean up the area, or repair items to facilitate conducting operations, contact the Director of Maintenance and Operations in Facilities Services. The Director of Maintenance will coordinate and direct the clean-up actions that are necessary to restart or continue campus/organization operations. The Director of Maintenance or a representative can be contacted 24/7 by calling (254) 336-0075.

The day of or the first day after the incident, the principal/administrator will:

1. Perform an initial investigation and summarize the findings.
2. Collect statements from individuals concerned.
3. Complete the Property Loss Report.
4. Obtain a copy of the law enforcement agency report.
5. Attach the original of the documents listed above to the Property Loss Report.
6. Attach a copy of the user level property inventory receipt to the Property Loss Report.
7. Retain a copy and forward the Property Loss Report to Risk Management [(254) 336-0068] within five district business days of the initial loss.

**B. Missing or Damaged Property:**

When an organization discovers school district property is missing or damaged (not a result of burglary, theft or vandalism), the principal/administrator, within three district business days of discovering the loss, will:

1. Conduct a thorough search for the missing property.
2. Collect statements from individuals concerned.
3. Perform an investigation and summarize the findings.
4. Submit a work request for damaged equipment to the appropriate department (maintenance, technology, etc...) for a repair estimate.
5. Complete the Property Loss Report, identifying missing/damaged items, and attach a copy of the original purchase order if possible.
6. Attach the original of the documents listed above to the Property Loss Report.
7. Attach a copy of the user level inventory hand receipt to the Property Loss Report.
8. Retain a copy and forward the original of above items to Risk Management [(254) 336-0068] within five district business days of the initial loss; if willful misconduct or negligence is suspected, follow guidance outlined in Administrative Procedure III-AA, Accountability of Real and Personal Property.

**A. Sequence of Actions with Property Loss Report:**

1. Risk Management will:
  - a. Review the Property Loss Report and attachments.
  - b. Confer with Property Management to determine if property in question is district property. If the property is not identified as district property, no further action is required.
  - c. Process an insurance claim if the loss or damage meets the criteria.
  - d. Process the Property Loss Report through the appropriate department(s) if the loss or damage was a result of burglary or vandalism.
  - e. Determine if further investigation is required.
    - 1) If there is no evidence of willful misconduct or negligence, or voluntary restitution is made, an investigation is not required; the report will be forwarded as described in sub-paragraphs 4-8.
    - 2) Furnish property loss or damage reports to the Deputy Superintendent for occurrences of \$500 or more and the Director for Investigations and Campus Safety for occurrences less than \$500 when willful misconduct or negligence is suspected.
    - 3) Conduct an investigation as outlined in Administrative Procedure III-AA.
2. The Director for Investigations and Campus Safety will review loss or damage reports when willful misconduct or negligence is suspected for occurrences less than \$500, as outlined in Administrative Procedure III-AA.
3. The Deputy Superintendent will review all loss or damage reports when willful misconduct or negligence is suspected for occurrences of \$500 or greater, as outlined in Administrative Procedure III-AA.
4. Property Management will:
  - a. Ascertain that the missing/damaged items were properly recorded on the district's property records. Only controlled/capital items properly recorded on property records can be replaced.
  - b. Replace/repair items available from warehouse assets if available.
  - c. Adjust property records to accurately reflect quantity balances.
  - d. Annotate any action taken in the "Administrative Use Only" section of the Property Loss Report (e.g., repaired, replaced, not on records) and forward the report to Risk Management.
5. Facilities Services/Technology Services will annotate the costs incurred in repairing, cleaning, or opening the campus or department in the "Administrative Use Only" section

of the Property Loss Report and forward the report to Risk Management.

6. Budgetary Services will:
  - a. Charge costs for repairs, replacements, etc., to the appropriate campus or department when district property is lost.
  - b. Charge the centralized insurance replacement fund budget code when replacing district property loss due to burglary, theft, vandalism or loss caused by fire, windstorm or other covered peril.
  - c. Monitor/manage this account and ensure it is replenished when insurance claim checks are received.
  - d. Annotate any action taken in the "Administrative Use Only" section of the Property Loss Report and forward the report to Risk Management.
  
7. Purchasing and Warehouse Departments will:
  - a. Replace controlled/capital items that were not replaced or repaired by Property Management Services from warehouse assets, or order from an approved vendor.
  - b. Annotate purchase order number or warehouse requisition number in the "Administrative Use Only" section of the Property Loss Report. If items were ordered via purchase order, a copy of each purchase order will be attached to the Property Loss Report.
  - c. Purchasing will reflect these items, costs, and purchase order numbers on the Property Loss Report and forward the report to Risk Management.
  
8. Risk Management will:
  - a. Coordinate with other organizations (e.g., Technology Services) for equipment replacement information.
  - b. Submit an insurance claim if the item(s) qualifies for insurance replacement.
  - c. Coordinate with Budgetary Services to ensure insurance reimbursements are credited to the centralized insurance replacement fund budget code.
  - d. Close out and file the report.

DATE: November 2020  
September 2009

CONTACT: Director for Risk Management



# Killeen Independent School District Burglary –Vandalism-Loss Report

Date of Loss: \_\_\_\_\_ Police Case#: \_\_\_\_\_ Police Officer's Name: \_\_\_\_\_

Campus/Organization: \_\_\_\_\_

Type Report (Check one):  Burglary  Vandalism  Loss  Damaged

1. Date/time of discovery & to whom reported: \_\_\_\_\_

2. Items lost/damaged:

Item Description	Model #	Serial #	KISD#	Asset Value (From Property Mgmt Records)	(√) Missing/Damaged		Replacement Desired	
							Yes (√)	No

3. Brief description of loss/damage (include time/day/by whom missing items were last observed):

4. Report submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

5. Name/signature of Principal/Director: \_\_\_\_\_

**Administrative Use Only**

Risk Management Services: Date received: \_\_\_\_\_ Copy sent to Professional Standards: \_\_\_\_\_

\_\_\_\_\_ Maintenance Services: Labor & cost to repair/reoccupy: \_\_\_\_\_

\_\_\_\_\_ Technology Services: Labor & cost to repair: \_\_\_\_\_

\_\_\_\_\_ Property Management Services: KISD Property  Yes  No Inventory Adjusted?  Yes  No

Date repairs/replacements initiated: \_\_\_\_\_ Other Costs: \_\_\_\_\_

\_\_\_\_\_ Budget /Finance: Charge to Account: # \_\_\_\_\_

\_\_\_\_\_ Purchasing & Warehousing Services:

DATE: \_\_\_\_\_ PO or Requisition # \_\_\_\_\_ COST: \_\_\_\_\_

Risk Management Services:

Date claim submitted to Insurance: \_\_\_\_\_ Insurance Claim Number: \_\_\_\_\_