

## **Vandalism/Malicious Mischief/Theft**

In the assessment of damages, the following factors shall be considered:

1. Actual cost of salary and benefits for clean-up and repairs;
2. Actual cost of materials for repairs;
3. Replacement cost of stolen items, with full consideration given to undamaged items recovered;
4. Special emergency costs or losses incurred by the district in mitigating the damage.

The determination of responsibility for loss or damage shall be made from appropriate school records, reports of law enforcement agencies, court records and insurance companies.

### **Reporting Damages**

1. Report losses incurred through fire, theft, accident or vandalism to the director of business services as soon as they are discovered.
2. The immediate supervisor or principal may report such losses to an appropriate law enforcement or other agency.
3. The director of business services shall report losses to the district's insurance agent of record.
4. The director of business services may also report losses to the superintendent and the superintendent shall report to the Board.

### **Recovery of Damages**

1. Data generated under items above shall be provided to the attorney for the district who shall proceed with recovery of damages under ORS 339.270 where applicable.
2. In cases where ORS 339.270 does not apply, the information shall be provided to the appropriate court with the district request that restitution be a part of the sanction imposed by the court.

### **Losses Covered by Insurance**

1. The provisions of this administrative regulation shall be fully applicable when losses are covered by insurance.
2. The amount recovered may be deducted from the final settlement received by the district.