

**ADMINISTRATIVE REGULATION**

**Subject Category: Board & General  
Administrative Matters**

**PROPERTY LOSS OR DAMAGE  
(DISTRICT AND/OR PERSONAL)**

**I. PURPOSE**

To provide guidelines for reporting loss of District property and loss or damage to employees' personal property.

**II. PERSONS AFFECTED**

All employees. \*

**III. REGULATION:**

Employees are expected to exercise reasonable caution in safeguarding District property and their personal property against loss or damage. The District assumes no responsibility for loss or damage to an employee's personal property unless otherwise provided for in the current Collective Bargaining Agreement.

**V. RESPONSIBILITIES**

It shall be the responsibility of each employee to:

- A. Report the theft or loss of District and/or personal property to the local police jurisdiction.
- B. Report the theft or loss also to the Chief of Protective Services and Investigations on Ext. 4811 immediately and follow-up with a written report outlining the circumstances within 24 hours. The written report should include the circumstances under which the property is missing; namely, where, what, when, how, cost and serial number if applicable.

- C. Should injury or unforeseen circumstances prevent the employee from making the report, oral or written, it shall be the responsibility of the employee's supervisor to complete A and B above.

VI. PROCEDURES

- A. All personal items should be safely secured when an employee is absent from his/her immediate work area.
- B. Personal items which are lost, stolen or damaged in the workplace may be reimbursed by the employee's personal homeowner or tenant insurance policy carrier.

\* This Regulation applies to ALL District employees.

REFERENCE: PREVIOUSLY MANAGEMENT PROCEDURE NO. 501

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ADMINISTRATIVE REGULATION -- NO. 160