

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**Concepts and Roles in Business and Non-Instructional Operations**

**Recovery for Property Loss or Damage**

County Office of Education employees shall report all damage or loss of school property to the Program Administrator or designee within a timely manner after such damage or loss is discovered. In those instances in which insurance reimbursement may be involved, the Program Administrator or designee shall contact the appropriate County Office of Education official.

**Investigation**

The Superintendent or designee shall ensure that a prompt and thorough investigation is conducted at the site where the vandalism occurred.

The Program Administrator or designee shall conduct a prompt and thorough investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

**Recovery of Damages**

The Superintendent or designee may seek reimbursement of damages and rewards from any individual or from the custodial parent/guardian of any minor who commits any act of theft or vandalism.

**Payment of Reward**

The Superintendent or designee may offer a reward in any amount deemed appropriate for information leading to the identification and apprehension of any person whose willful misconduct results in injury or death to any person or who willfully damages or destroys any property.

An authorized reward shall be paid to the party who provides information sufficient to identify and apprehend the person or persons subsequently found responsible for the damage or loss. If more than one informant provides information, the reward shall be divided among the informants. The Superintendent or designee shall determine who is entitled to what portion of the reward. The identity of the informant shall be considered confidential and shall not be made public by the County Office of Education.

A reward shall be paid only when the guilt of the person responsible for the crime has been established by a confession, criminal conviction, or other appropriate judicial procedures.

Legal References: See next page

Legal Reference:

EDUCATION CODE

- 19910 Malicious cutting, tearing, defacing, breaking, or injuring
- 19911 Willful detention of property
- 44810 Willful interference with classroom conduct
- 48904 Liability of parent or guardian for willful pupil misconduct;  
withholding of grades, diplomas, and transcripts

CIVIL CODE

- 1714.1 Liability of parents or guardians for willful misconduct by a minor

GOVERNMENT CODE

- 53069.5 Reward for information concerning person causing death, injury or  
property damage; liability for reward
- 53069.6 Actions to recover civil damages for damaging or taking of property
- 61601.1 Abatement of graffiti

PENAL CODE

- 484 Theft defined
- 594 Vandalism
- 640.5 Graffiti; facilities or vehicles of governmental entity
- 640.6 Graffiti