

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 200-24</b>
<b>Subject:</b> <b>VANDALISM BILLING PROCEDURE</b>	<b>Date of Issue:</b> <b>12/1/85</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended Date:</b> <b>3/2/11</b>

I. Policy

II. Procedures

- A. The building manager/designee will send a memorandum to the executive director of Fiscal Services that provides the names and addresses of the individual or organization responsible for the vandalism. In the case of minors, names and addresses of the parents/guardians will be provided. Principals shall promptly complete the LR1a form, "Loss/Damage of Property Invoicing Notification Report," which may be obtained via "Form Finder" on the Intranet at InsideFCPS. (<http://insidefcps/formfinder/default.cfm>) In no event should the filing of the loss report be delayed pending receipt of information from law enforcement officials.
- B. Upon receipt of a notice of loss or damage and a request for service, the Maintenance Department will determine the estimated cost of repairs within three (3) to five (5) days. Emergency repairs to assure health, safety or security of the facility will be given priority. The actual or estimated cost of repair will be attached to a copy of the original loss or damage form and forwarded to the executive director of Fiscal Services, the Finance Department, the building manager/designee, and the coordinator of School Security.
- C. In cases involving damage to classroom or office equipment and supplies, the school will be responsible for obtaining estimates of replacement costs from either FCPS departments or outside vendors. The estimates will be forwarded to the executive director of Fiscal Services, the Finance Department, the building manager/designee, and the coordinator of School Security.
- D. The Finance Department will send an invoice to the persons responsible. In the case of minors, the invoice will be directed to the parents/guardians and the minors.
  1. In cases of vandalism, the building manager/designee will follow procedures included in Regulation 400-75, "Restitution for Damage to School Property." If monetary restitution is required, the Finance Department will send an invoice to the responsible party. Upon receipt of payment, the Finance Department will notify the building manager/designee, the coordinator of School Security, and the Maintenance Department as appropriate.
  2. In cases of vandalism by persons other than students, the executive director of Fiscal Services is responsible for collection of the funds, using appropriate legal means if necessary. Upon receipt of payment, the Finance Department will notify the building manager/designee, the coordinator of School Security, and the Maintenance Department as appropriate.

3. When damages exceed \$1,000, the executive director of Fiscal Services will be responsible for coordinating all cases of vandalism with the board's insurance carrier to ensure that the carrier recovers from the responsible persons except as otherwise provided in Item 1 above.
4. The executive director of Fiscal Services will coordinate with appropriate juvenile authorities to ensure knowledge of actual damages in each case of vandalism and to facilitate obtainment of the appropriate orders of restitution pursuant to *Courts and Judicial Proceedings, Annotated Code of Maryland*.

Schools shall refer all requests from juvenile authorities to the executive director of Fiscal Services. In the event monetary restitution is required and damages or vandalism by a student exceeds \$2,500, restitution shall be sought.

Reference:

Regulation 400-75 - "Restitution for Damage to School Property"

Regulation 200-10 - "Reporting Loss or Damage of School Property"

Approved:

*original signed by*

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Linda D. Burgee  
Superintendent