

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: COC-RA, COC-EA, DNA-RA

Responsible Office: Chief Operating Officer

Loss of MCPS Property

I. PURPOSE

To establish procedures for identifying and reporting property loss, including both accidental and malicious damage, theft of property, and fire loss or damage; and for deleting stolen or destroyed items from the inventory; and to establish responsibility for follow-up procedures

II. DEFINITION

The term *appropriate administrator* refers to a principal/designee or responsible administrator in the central offices.

The term *risk management specialist* refers to a person in the Division of Insurance and Retirement in the Office of Financial Management.

III. PROCEDURES

A. Report of Destruction and/or Theft of Property

When MCPS property has been damaged, destroyed, or removed from the premises without authorization, the appropriate administrator is notified. The appropriate administrator is responsible for:

1. Determining whether the loss is the result of an accident or a theft or is malicious in nature
2. Requesting assistance from the police, if necessary and appropriate

The police are notified in all cases when equipment is lost or stolen.

3. Completing MCPS Form 230-5: *Work Order* for each incident

The report should be as complete as possible. It is necessary to enter all available information concerning the property stolen or destroyed. The information should include the make, model number, serial number (if applicable), or purchase order number. (It may be necessary to estimate the cost for some damages.)

4. Assuring that MCPS Form 234-17: *Furniture/Equipment Inventory Property Report: Delete* is completed
5. Forwarding copies of MCPS Form 230-5: *Work Order* and, if appropriate, MCPS Form 234-17: *Furniture/Equipment Inventory Property Report: Delete* within 48 hours after the destruction of property or discovery of unauthorized removal of property
6. Contacting the risk management specialist when assistance or additional information is required

B. Request for Repair or Replacement

1. The appropriate administrator makes every effort to recover MCPS property or obtain restitution for the amount of the property loss when an apprehension has been made or the liability of an individual or agency has been determined. In carrying out this responsibility, the following procedures are implemented:

- a) A conference is held with the individual or agency representative or, in the case of a student, with the student and parent/guardian to:

- (1) Determine the extent of liability
- (2) Provide information concerning the amount of restitution to be made to MCPS

In accordance with Education Article 7-305, students and parents can be liable up to \$5000 for repair or replacement for one incident and up to a maximum of \$10,000 for more than one incident.

- (3) Make arrangements for payment of damages

- b) When the appropriate administrator is unable to reach a satisfactory agreement for recovery of MCPS property or restitution for the amount of the property loss, the local school security staff, or central office security division staff, is contacted for assistance in making appropriate contact with the police and/or courts
2. In the event the appropriate administrator recovers MCPS property or money, the risk management specialist is notified only if a claim had been previously reported. Funds collected in restitution for a property loss are transmitted by the appropriate administrator to the Department of School Safety and Security for account identification, reporting, and forwarding to the Department of Finance. The Department of Finance distributes the funds to the appropriate department or to the risk management specialist if the loss or theft is over \$1,000 and a claim has been filed. When an inventory item is recovered or replaced, MCPS Form 234-18: *Furniture/ Equipment Inventory Property Report: Add/Correction* is completed by the appropriate administrator.

Administrative History: Formerly Regulation No. 230-3, March 16, 1974; reviewed April, 1988; revised May 26, 1992; revised September 29, 1999; updated office titles June 1, 2000.