

**BUSINESS AND GENERAL SUPPORT SERVICES**

**SUBJECT: Security of Buildings and Grounds**

Buildings constitute one of the greatest investments of the Riverside County Office of Education. It is in the best interest of pupils, staff, and taxpayers to protect that investment adequately.

Rules and regulations shall be established as may be needed to provide for proper security.

**Vandalism**

Employees are to report all acts of vandalism, damages, or theft involving property of this Office to the appropriate division or program immediately by telephone, to be followed by a thorough written report. In addition, the on-site administrator must also be immediately apprised of any vandalism.

The proper written report is to be submitted to the Risk Management Office in the Division of Personnel Services within two working days from the discovery of the act of vandalism.

Legal Reference:

Education Code

32020 - Access Gates

39211 - Repair Plan