



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 3516
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Business & Non-Instructional Operations

Reporting Crime, Violence and Vandalism

1. Purpose and Scope

To provide guidelines and establish procedures for reporting incidents of crime, violence, vandalism, fire and theft that occur on school district property or at school-sponsored activities.

2. Regulations

The State Department of Education has established regulations requiring the reporting of information related to crime, violence and disruption on campuses or in programs and activities in which schools are engaged. A uniform reporting system requiring filing of reports by all public schools has been instituted.

In compliance with Penal Code Section 628 (Assembly Bill 2483, Chapter 1607, Statutes of 1984), the following actions apply:

A. Reports of crime, violence and vandalism:

- (1) Reports will be submitted to the chief of public safety within two (2) working days after each month.
- (2) Reports will be submitted on California State Department of Education Standard School Crime Reporting Form #SSCR-85. The form is self-explanatory.
- (3) The chief of public safety will compile the data submitted and forward the completed State Department of Education District School Crime Report form #DSCR-85 to the Office of School Climate in Sacramento, no later than the following February 1, for the reporting period of July 1 - December 31, and no later than the following August 1, for the reporting period of January 1 - June 30.
- (4) Formulation of internal procedures for compiling the necessary data is the responsibility of the local school principal.

Reporting Crime, Violence and Vandalism (continued)

B. Report of Unusual Occurrence

Submission of the State Department of Education School Crime Reporting form #SSCR-85 in no way invalidates the requirement of submission of the Report of Unusual Occurrence.

- (1) Any incident involving an unusual occurrence will be reported to the Public Safety Department on district form #7.10, Report of Unusual Occurrence.
- (2) The report of Unusual Occurrence will be submitted for incidents involving vandalism/damage, fire, theft, observation, etc. that could possibly result in any type of legal action, insurance claims, or any incident that could result in a controversy. When in doubt, fill it out.
- (3) District form #7.10 does not replace, nor can it be substituted for, the report of injury on the California Highway Patrol Accident Report.
- (4) The Report of Unusual Occurrence will be filled out and submitted within twenty-four (24) hours of the incident.
(cf. 5131.5 - Vandalism)