



RATIONALE:

School District employees have a responsibility to safeguard district property and equipment.

PROCESS:

Reporting and Investigation:

- Incidents of vandalism should be reported to the school principal or supervisor without delay.
- The school principal or supervisor will investigate the incident and follow up with the Manager of Facilities and Transportation and the RCMP if necessary.

1. Major Incident

- 1.1 In cases where major damage has occurred the school principal or supervisor will ensure the cause of the loss has ceased and take whatever steps are necessary to protect and secure the premises/property. The Principal will submit a Property Incident Report to SPP through their on-line reporting system at www.incident-request.org, advise the Secretary-Treasurer of the incident and, where possible, provide the name and address of the person(s) involved. The Manager of Facilities and Transportation will work with SPP and/or an insurance adjuster/to begin repairs.
- 1.2 The Manager of Facilities and Transportation will have a work order created to repair the damage. The cost of false fire alarms will be determined by the charges extended by the City. The District, where possible, shall invoice the individual(s) responsible for the damages.

2. Minor Incident

- 2.1 In cases where minor damage has occurred and the individual identified as committing the vandalism attends the school, the Principal and the Secretary-Treasurer will decide whether it would be more appropriate that the school contacts the family to arrange reimbursement for the damages. In all other cases, the District shall invoice the individual responsible for the damages.
- 2.2 The cost of false fire alarms will be determined by the charges extended by the City. The district shall invoice the individual responsible.
- 2.3 The school will submit a work order to repair the damage. Upon completion of the work, the maintenance department will advise the finance department so that an invoice may be prepared and sent to the school, or to the individuals responsible, for the full cost of repairs.
- 2.4 If after a reasonable time the District is unable to collect on the invoice, the Finance Department shall consult with the Secretary-Treasurer and the Principal to determine appropriate action to be taken.