

### **Purpose/Background**

The Administrative Procedure sets out procedures for handling theft and/or vandalism in schools.

It applies to all schools and relevant Education Centre departments.

### **Procedures**

1. The Principal shall by phone, notify the Director of Maintenance and Grounds as soon as possible if there is damage to the building, which constitutes a safety or security risk.
2. The Director of Maintenance and Grounds shall advise the Superintendent and the Associate Superintendent of Business and Operations of any major vandalism, fire, graffiti or unusual occurrences.
3. As soon as possible after the incident, the Principal shall notify the police and complete a police report.
4. The Principal shall notify the Associate Superintendent of Business and Operations (RVS Administrative Form AF5317 Report of Theft of Vandalism) providing the police report number, a detailed list of all equipment lost or vandalized (include serial numbers if possible), a summary of the damage to the building, and whether restitution is to be sought. The Associate Superintendent of Business and Operations shall submit a copy of this report to the Supervisor of Supply Management to enable him/her to adjust the capital asset list and to the Director of Maintenance and Grounds for his/her information.
5. The Associate Superintendent of Business and Operations shall authorize equipment to be replaced and advise the Supervisor of Supply Management so that replacement equipment can be secured from suppliers.
6. If restitution is being sought, the Maintenance Department Secretary shall correspond with the police, requesting that the Court award restitution for the loss incurred, and subsequently track disposition of the case.
7. If restitution is ordered by the Court, then the Maintenance Department Secretary shall advise the Accounting Manager, who shall monitor receipt of the funds.

The Associate Superintendent of Business and Operations shall notify the insurance company of loss, if the loss exceeds insurance deductibles

### *Reference:*

- RVS AF5317-A Report of Theft or Vandalism/Damage
- School Act

ADMINISTRATIVE  
PROCEDURE

5317

**THEFT OR DAMAGE IN SCHOOL**

Business Administration – Maintenance,  
Grounds and Caretaking



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