

**REPORTING VANDALISM, BREAK-INS AND THEFTS**

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The procedure for reporting vandalism, break-ins and thefts is outlined below:

- A. As soon as the damage, break-in or theft is discovered, the person who discovered it must contact the police.
- B. This same individual must contact the Maintenance Manager.
- C. The principal must immediately send the Maintenance Manager a report providing details of the total loss and/or damage. This report should include:
  - The date and time the damage, break-in or theft was discovered
  - The person who discovered it
  - The date and time the police were contacted
  - The circumstances under which the vandalism, break-in or theft took place
  - A list of all articles damaged or stolen, indicating:
    - Brand names and serial numbers where applicable
    - When the article was purchased (if available)
    - The cost of the article when it was purchased (if available)
    - Details about the damage to school property

NOTE: When the principal is away from the school during vacation, the report will be prepared by the custodian and Maintenance Manager.

If items must be replaced, a purchase order for the replacement of the damaged/stolen articles will be entered in the system.

<b>Cross Reference:</b>		
<b>Date Adopted:</b> August 1, 2017	<b>Date Amended:</b>	<b>Board Motion(s):</b>
<b>Procedure:</b> ECAC	<b>Guidelines:</b>	<b>Exhibit:</b> ECAC-E