

Administrative Procedure 357

VANDALISM

Background

Vandalism to Division property will not be tolerated and those responsible will be held accountable.

Procedures

1. All vandalism must be reported to the Facilities Department by submitting a work order through eBase. A detailed description of the incident must be provided on the work order.
2. Necessary repairs will be carried out using current standard procedures.
3. Costs associated with the work will include material and labour.
4. For collection purposes, the Facilities Department will provide the Principal with an invoice for the total costs.
5. The Principal will make every effort to identify the individual(s) responsible for the vandalism. If an individual is identified an invoice for damages will be sent for payment within thirty (30) days of receipt.
6. Should the Principal be unable to collect the total amount of the costs of the damage or make arrangements for the total damage costs to be paid, the invoice may be handed over to a collection agency.
7. All monies collected for work done as a result of vandalism will be accredited to the Facilities Department budget.
8. In any acts of vandalism, the Division reserves the right to press criminal charges.

Reference: Section 31,32,33,52,53,68,197,222,257 Education Act