Administrative Procedure 618

BREAK-IN, THEFT, VANDALISM

Background

The Division requires that provisions be made for the security of its facilities in order to restrict unauthorized access and vandalism of its property.

Procedures

1. Responsibility of principals:
   - 1.1 In the case of a break-in, theft, or vandalism, the principal shall report the incident immediately to the police, Superintendent of Facilities and their Superintendent.
   - 1.2 Measures are to be taken to secure the building. The Superintendent of Facilities shall call in staff to secure if needed.
   - 1.3 The principal shall provide an electronic report using the Saskatchewan School Boards Association Property & Liability Claim Form to their Superintendent copying the Superintendent of Facilities and CFO indicating:
     - 1.3.1 The date and time of the event;
     - 1.3.2 A brief description of the vandalism;
     - 1.3.3 List of items that may have been stolen.

2. Responsibility of the Superintendent of Facilities
   - 2.1 In the case of a break-in, theft, or vandalism, the Superintendent of Facilities shall report the incident immediately to the police, Director and the CFO.
   - 2.2 The Superintendent of Facilities shall provide an electronic report using the Saskatchewan School Boards Association Property & Liability Claim Form to CFO indicating:
     - 2.2.1 The date and time of the event;
     - 2.2.2 A brief description of the vandalism;
     - 2.2.3 List of items that may have been stolen.

3 Replacement and Repair
   - 3.1 The CFO shall provide direction to the principal in terms of replacement and repair of equipment.
   - 3.2 The Superintendent of Facilities shall coordinate all repair and construction to facilities and grounds.
   - 3.3 The principal may attempt to recover the cost of property replaced or repaired where it is established that there is a basis of claim that can be made against a student or parents concerned.

Reference: Section 85(1)(bb) *The Education Act, 1995*

Approved: May 12, 2014