



# PROCEDURE

# FA-016

## REPORTING OF VANDALISM AND UNUSUAL PROPERTY OCCURRENCE INCIDENTS AND ADJUDICATIONS PROCESS FOR NON-INSURED LOSSES

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| <b>Superintendent Responsible:</b><br>Superintendent of Business and Treasurer | <b>Initial Effective Date:</b> 2014/01/27 |
| <b>Last Updated:</b> 2023/12/20  | <b>Next Review Date:</b> 2027/12/20       |

### Purpose:

To provide a process for Grand Erie District School Board (Grand Erie) employees to report property incidents immediately and accurately.

### Guiding Principles:

#### 1.0 Responsibility of the Site Administrator (or designate)

- 1.1 to determine whether an act of vandalism or an unusual occurrence has taken place,
- 1.2 to complete an Occurrence report,
- 1.3 to contact Police to report an act of vandalism at the site.
- 1.4 In the event the Site Administrator(s) (or designate) is not available (e.g., during extended school breaks), Senior Administration and/or Facility Services will assume responsibility for above.

#### 2.0 Submitting Vandalism/Unusual Occurrence Forms

- 2.1 Forms will be submitted through eBase and Form Logic  
<https://gedsb.ebasefm.com/>
- 2.2 User instructions are outlined in the Vandalism and Unusual Occurrence Reference Manual
- 2.3 Completed forms will be retained in eBase for FY + 6 years (FY = Fiscal Year)

#### 3.0 Restitution

- 3.1 Process for submitting restitution request and typical costs of Items can be found in the Vandalism and Unusual Occurrence Reference Manual. In the event of a conviction in a court of law, as a result of an act of vandalism, the court may be asked to order restitution, where applicable, and Grand Erie may forthwith enter a judgment against the offender in the appropriate court pursuant to the relevant sections of the *Criminal Code of Canada*.
- 3.2 Each school should establish programs aimed at reducing vandalism both at the school and in the community. Examples may include lighting, surveillance cameras, student, parent(s)/caregiver(s) and community awareness etc.
  - a) Grand Erie may pay a reward for information resulting in a conviction of any person or persons responsible for damage to property owned or under the control of Grand Erie.
  - b) If a student commits an act of vandalism, the Administrator may administer discipline following Grand Erie policies and procedures.
  - c) Final decisions on matters of restitution and responsibility for restoration costs are at the discretion of the Superintendent of Business and Treasurer.

- d) Administrator(s) will inform students, and the parent(s)/caregiver(s) of underage students who were involved in vandalism, that restitution may be required.
- e) Work Orders for damages will be arranged by the Facility Services department.

**4.0 Insurance:**

- 4.1 Incidents involving insurance investigation of Grand Erie property or equipment will be at the discretion of the Superintendent of Business and Treasurer and will be investigated by Purchasing Services and/or Facility Services who will complete the insurance claim/report.
- 4.2 Grand Erie's insurance policy does not provide coverage for personal items. Employees or students experiencing damage to or loss of personal property should speak to their personal insurance provider.

**5.0 Adjudication, Approval Process and Form for Assistance with Non-Insured Losses**

- 5.1 Employees may request financial assistance to replace Grand Erie property that has been lost or damaged and which does not qualify for replacement under the Grand Erie's insurance policy, or the total sum of the loss falls below the policy deductible. Loss of personally owned items is handled through the employee's personal insurance policy.
- 5.2 Extenuating circumstances may have contributed to the loss or damage of items. Senior Administration will examine submitted applications for consideration. If approved by Senior Administration, the Superintendent of Business and Treasurer will authorize Business Services to process the approved amount or percentage of the replacement cost. Applications will be considered, taking into account that established budget funds for this purpose are available, provided the established process for appeal has been followed. The following situations may be considered:
  - a) Grand Erie property damaged at or missing from a Grand Erie location or a Grand Erie vehicle
  - b) Grand Erie property damaged at or missing from a non-Grand Erie location (e.g., staff residence or vehicle)

**6.0 Process for Appeal & Supporting Documentation Required**

- 6.1 If the Site Administrator(s) has indicated that "Yes" an adjudication and approval application form will be submitted. The employee submitting the claim must complete the adjudication application and attach proof of value of loss or cost to repair damage (third party estimation, invoice, purchase order, etc.). Submitted proof of value should include costing from current suppliers and follow Grand Erie's procedures.
- 6.2 Indicate on the Application Form what steps were taken or what precautions were in place to prevent loss or damage
  - a) The form must be submitted.
  - b) The form will then be returned to the Site Administrator (s) for approval in support of adjudication or denial of support of adjudication.
- 6.3 Immediate Supervisor(s):
  - a) Reviews the application and advise the employee if the application is not appropriate or if it requires additional information and will initial to indicate this step has been taken
  - b) Submit complete form through eBase to the Executive Assistant to the Superintendent of Business and Treasurer
- 6.4 Superintendent of Business and Treasurer will:
  - a) Adjudicate each incident on a case-by-case basis.

- b) Advise Business Services department, if support is granted; to what extent support will be provided; and, any conditions to be met before support is extended
- c) Will advise unsuccessful applicants of why their application was denied

**Definitions:**

- **Vandalism:** the willful damaging or defacing of property owned by the Grand Erie and may be deemed to include the offences contained in the relevant *Criminal Code of Canada*.
- **Unusual Occurrences:** an occurrence that involves damage or loss caused to buildings, grounds, Grand Erie property and personal property on a Grand Erie site, equipment or vehicles that are of an unusual nature, but not classified as vandalism.

**Reference(s):**

- Vandalism and Unusual Occurrence Reference Manual (FA-16-M)
- Criminal Code of Canada
- Progressive Discipline and Promoting Positive Student Behaviour Procedure (SO-011)
- Purchasing Policy (BU-06)
- Purchasing Procedure (BU-006)

