



Reporting of Vandalism and Unusual Property Occurrence Incidents

Board Received: January 30, 2017

Review Date: February 2021

Accountability:

1. Frequency of Reports – As Needed
2. Criteria for Success – Incidents reported immediately and accurately.
– Safety always considered first.

Procedures:

1. Responsibility of the Site Administrator or Designate:

- a) It shall be the responsibility of the Site Administrator or Designate to determine whether an act of vandalism or an unusual occurrence has taken place.
- b) It shall be the responsibility of the Site Administrator or Designate to complete a report whenever police are included in the investigation of the incident.
- c) In the event the Site Administrator or Designate is not available during extended school breaks, Senior Administration and / or Facility Services personnel will make the determination and complete Appendix A, The Vandalism & Unusual Property Occurrence Report.

2. Vandalism:

Definition: Vandalism shall be defined to include the willful damaging or defacing of property owned by the Grand Erie District School Board and shall be deemed to include the offences contained in the relevant Criminal Code of Canada.

a) If the damage is considered by the Site Administrator or Designate to be an act of vandalism:

- i) The Site Administrator or Designate will complete a Vandalism and Unusual Property Occurrence Report (Appendix A), ensuring that the Vandalism box has been checked, the work order number is recorded and that as much information as possible regarding the vandalism is reported. In emergency situations, a call should be made to Facility Services.
- ii) The original signed Vandalism and Unusual Property Occurrence Report is sent to the Superintendent of Business and copied to Facility Services. A copy of this report should also be kept at the site.
- iii) The Site Administrator or Designate shall proceed to speak to the parties involved in the incident, if known, and then inform the parents of underage students. The Site Administrator or Designate responsible for informing the parents and/or the student(s) that restitution may be required.
- iv) In circumstances where restitution is not supported by the Site Administrator or Designate, a note explaining why must accompany the report form. While administrator input is valuable, the final decision regarding matters of restitution is at the discretion of the Superintendent of Business.
- v) Attached as Appendix B is a Restitution Template indicating the repair and staff cost of typical vandalism/unusual occurrence damage. The Site Administrator or designate will

may use this template to assess and request restitution at the time damage and the person/s responsible for the vandalism is/are identified. Other costs will be evaluated by Facility Services for Building and Grounds items and by Purchasing Services for Furniture and Equipment items. The template will be updated as required to keep costs current.

- vi) When vandalism restitution is collected at the school level, funds are to be submitted to Accounts Receivable with a copy of the Vandalism / Unusual Occurrence Report which indicates Facility and Business Services staff do not need to pursue.
- vii) When restitution is not obtained at the school level, and where the person responsible for the vandalism is known, the Manager of Facility Services shall be responsible for advising the person responsible or their parent(s) (where the person is a minor), in writing, of the assessed damages and for the seeking of restitution. The notice will include information that amounts unpaid after 60 days may be forwarded to a collection agency.
- viii) Business Services staff shall be responsible for creating an invoice and delivering it along with the letter notifying the parent/s or age of majority student from whom the Board is seeking restitution.
- ix) Facility Services staff will track damage caused by vandalism through work orders and invoices and prepare reports as required for the Superintendent of Business.
- x) Occurrences which happen during the school's hours of operation and not indicated as vandalism by the Site Administrator or Designate but deemed to be such by senior management, will be chargeable to an appropriate school budget. Related restitution collected by the Board will be credited to the matching school account.
- xi) In the event of a conviction in a court of law as a result of an act of vandalism, the court shall be asked to order restitution, where applicable, and the Board shall forthwith enter a judgment against the offender in the appropriate court pursuant to the relevant sections of the Criminal Code of Canada.
- b) Each school shall establish programs aimed at reducing vandalism both at the school and in the community. Examples may include lighting, surveillance cameras, student, parent and community awareness etc.
- c) The Board may pay a reward in any amount, not to exceed \$500, for information resulting in a conviction of any person or persons responsible for damage to property owned or under the control of the Grand Erie District School Board. In the event that more than one person provided information which led to a conviction of vandalism, the reward shall be divided and distributed, in equal amounts, among those providing the information.
- d) If a student commits an act of vandalism, the School Administrator shall administer discipline within the parameters of the Education Legislation of Ontario and in accordance with Board policies and procedures.

3. Unusual Occurrences:

Definition: Unusual occurrences shall be defined as an occurrence that involves damage or loss caused to buildings, grounds, Board property and personal property on a Board site, equipment or vehicles that are of an unusual nature, but not classified as vandalism.

- a) The Site Administrator or Designate should complete the Vandalism and Unusual Property Occurrence Report when such an incident occurs. The Report must be signed by the staff member completing the Report and also signed by the Site Administrator or Designate.
- b) The original signed Vandalism and Unusual Property Occurrence Report is emailed to facility@granderie.ca. A copy of this report should also be kept at the site
- c) Further investigation of the incident will be at the discretion of the Superintendent of Business.
- d) This Report must be completed in the case of theft or disappearance of Board equipment.

- e) Personal injuries should not be reported on the Vandalism and Unusual Property Occurrence Report.
 - f) Occurrences arising outside the regular business hours of the School Board shall be reported to the Board's Answering Service who shall immediately contact the Facility Services staff member who is on call at that time.
4. Restitution:
- a) Final decisions on matters of restitution are at the discretion of the Superintendent of Business.
 - b) School Administrators shall inform students, and the parents of underage students who were involved in vandalism that restitution may be required and that amounts unpaid after 60 days may be forwarded to a collection agency.
 - c) Correspondence regarding restitution shall be completed by the Facility Services and Business Services staff as set out in 2 a) vii and viii.
 - d) Work Orders for vandalism damages will be arranged by the Facility Services staff.
5. Insurance:
- a) Incidents involving insurance investigation of Board property or equipment will be at the decision of the Superintendent of Business and will be investigated by Purchasing Services and/or Facility Services who will complete the insurance claim/report.
 - b) The Board's insurance policy does not provide coverage for personal items. Staff or students experiencing damage to or loss of personal property are advised to seek compensation from their Comprehensive General Insurance or Homeowner's policy.

Appendix A

Grand Erie District School Board

Vandalism & Unusual Property Occurrence Report

| | |
|--------------------|--|
| Unusual Occurrence | |
| Vandalism | |
| Work Order # | |

In case of **EMERGENCY**: report immediately by telephone to Facility Services 519-752-6387

| | | | | | | |
|--|------|----------------------------|-----------------|--|-----------------------|-------------------------------------|
| School or Facility: | | | | Date of Occurrence: | | |
| Location of Occurrence: | | | | Time of Occurrence: | | |
| Police Involvement: | Yes: | Officer & Detachment: | | Police Report Incident # | | |
| | No: | | | | | |
| Describe What Happened (attach additional sheet/s if necessary): | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Describe the Damage and/or Articles Missing (attach additional sheet/s if necessary): | | | | | | |
| | | | | | | |
| | | | | | | |
| Names, Addresses, Telephone # of Parties Contributing to Vandalism or Damage (If under age of majority, provide DOB and parent contact information) | | | | Names, Addresses, Telephone # of Witnesses (If under age of majority, provide DOB and parent contact information) | | |
| Name | | | Name | | | |
| DOB | | | DOB | | | |
| Mailing Address | | | Mailing Address | | | |
| Telephone | | | Telephone | | | |
| Parent Name | | | Parent Name | | | |
| Describe the plan to prevent future recurrence (attach additional sheet/s if necessary): | | | | | | |
| | | | | | | |
| | | | | | | |
| Estimate value of loss: | \$ | Additional notes attached: | Yes: | Restitution Supported | Yes: | No: (attach note of explanation) |
| | | | No: | | Restitution Collected | |
| Submit to Accounts Receivable w/ Form | | | | | | |

Theft and vandalism rob precious dollars from education funding. The Board will make every effort to seek restitution from the parties involved in these acts. The signature of the Site Administrator or Designate / Manager will indicate acknowledgement of, and agreement to, the process:

Signature of Person Completing Report

Signature of Site Administrator/Designate/Manager

Name of Person Completing Report

Name of Site Administrator/ Designate/ Manager

Distribution: Original e- mailed to **Supt of Business** and copied to facility@granderie.ca ; 1 copy retained on site
Restitution Template

Appendix B

| AREA OF VANDALISM | TYPE OF DAMAGE | Cost of Replacement Glass (subject to change) | Cost of Parts (subject to change) | Custodial Labour (Rates will be adjusted annually or as required) | Maintenance Labour (Rates will be adjusted annually or as required) | Administration Fee | Total Charge |
|-------------------|--|--|--------------------------------------|---|---|--|--|
| CEILING TILES | Broken, Missing | | \$15 / tile | Regular Time = Number of Hours X \$25.00 Overtime = Number of Hours X \$50.00 Contact your Custodian to calculate the number of hours | Regular Time = Number of Hours X \$34.00 Overtime = Number of Hours X \$70.00 Contact Maintenance Dispatch to calculate the number of hours | A \$50.00 Administration Fee will be added to the cost of each act of vandalism. | Total of Glass Cost + Part Cost + Custodial + Maintenance + Administration Fee + HST |
| DOORS | Door Closures | | \$300 | | | | |
| | Locksets - Knob 63K | | \$400 | | | | |
| | Heavy Duty Lever Handle | | \$500 | | | | |
| | Crashbar/Panic Hardware | | \$600 | | | | |
| GRAFFITI | Small Area (Metre Square or less) | | \$200 | | | | |
| | Medium Sized Area (1-2 Metres Square) | | \$400 | | | | |
| | Large Sized Area (2 Metres Square +) | | \$800 | | | | |
| | Portable Classroom | | \$200 | | | | |
| | Washroom Stall | | \$200 | | | | |
| | Entire Washroom | | \$1,500 | | | | |
| LOCKERS | Door Replacement | | \$150 ea | | | | |
| | Full locker replacement | | \$400 ea | | | | |
| WALLS | Small Area of Damage (1 Metre Square or less) | | \$300 | | | | |
| | Large Area of Damage (More Than 1 Metre Sq) | | \$500 | | | | |
| WASHROOMS | Door Partition | | \$500 | | | | |
| | Panel Partition | | \$500 | | | | |
| | Plugged Toilet | | \$150 | | | | |
| | Toilet Tissue Dispenser | | \$60 | | | | |
| WINDOWS | Double Diamond | \$5.60/sq ft | \$7/sq ft | | | | |
| | Laminated | \$15.00/sq ft | \$7/sq ft | | | | |
| | Thermo (Double Pane) | \$15.00/sq ft + \$30 | \$7/sq ft | | | | |