



# PROCEDURE

FT104

## Reporting of Vandalism and Unusual Property Occurrence Incidents & Adjudication Process for Non-Insured Losses

Board Received: May 31, 2021 Review Date: June 2025

### 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 an Occurrence report.
- c) It shall be the responsibility of the Site Administrator or Designate to contact Police to report an act of vandalism at the site of an unknown perpetrator.
- d) 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, The Vandalism & Unusual Property Occurrence Report through eBase and Form Logic.

#### 2. Definitions

##### Vandalism:

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.

##### Unusual Occurrences:

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.

#### 3. Submitting Vandalism/Unusual Occurrence Forms

- a) Process for submission using eBase and Form Logic is outlined in the Vandalism and Unusual Occurrence Reference Manual
- b) Completed forms will be retained in eBase for FY + 6 years (FY = Fiscal Year)

#### 4. Restitution

- a) 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 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/guardian and community awareness etc.

- i) 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.
- ii) 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.
- iii) Final decisions on matters of restitution and responsibility for restoration costs are at the discretion of the Superintendent of Business.
- iv) School Administrators shall inform students, and the parents/guardians 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.
- v) 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.

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

Staff requests for financial assistance to replace Board property that have been lost or damaged and which do not qualify for replacement under the Board's insurance policy or the total sum of the loss falls below the policy deductible. Loss of personally owned items is handled through the staff member's personal insurance policy for home or vehicle.

Extenuating circumstances may have contributed to the loss or damage of items. Executive Council will examine submitted applications for consideration. If approved by Executive Council, the Superintendent of Business 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 and provided the established process for appeal has been followed.

**Situations for Consideration**

1. Board property damaged at or missing from a board location or a board vehicle
2. Board property damaged at or missing from a non-board location (e.g., staff residence or vehicle)

**Process for Appeal & Supporting Documentation Required**

1. Staff (who experience a loss of or damage to Board items):
  - a. If the Site Administrator/Principal indicate that "Yes" an adjudication and approval application form will be submitted, upon submitting they must assign a staff member to complete the adjudication application. Attach proof of value of loss or cost to repair damage (third party estimation, invoice, purchase order, etc.) to the Application Form, submitted proof of value should include costing from current suppliers and follow the Purchasing Policy
  - b. Indicate on the Application Form what steps were taken or what precautions were in place to prevent loss or damage
  - c. The form must be submitted.

- d. The form will then be returned to the Site Administrator/Principal for approval in support of adjudication or denial of support of adjudication.
2. Supervisor (of staff person making application - manager, principal, supervisor):
  - a. Review the application and advise the staff person 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
3. Superintendent of Business will:
  - a. Present the application to Executive Council for adjudication
  - b. Advise Business Services staff 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

## Sample of Vandalism & Unusual Property Occurrence Report Form:

The Site Administrator or Designate should complete the Vandalism and Unusual Property Occurrence Report when such an incident occurs. 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. Refer to Procedure FT104 for additional details on vandalism and unusual occurrence incidents.

Type of Occurrence: **Vandalism**

Date of Occurrence: **Apr 01, 2021**

☐ Check if the date of the vandalism or occurrence is unknown

Time of Occurrence:

☒ Check if the time of the vandalism or occurrence is unknown

Time discovered: **6:45 am**

Did the vandalism/unusual occurrence occur on Board property? **Yes**

Location of Occurrence on Board property: **Vehicle Compound**

**Police Involvement**

Police Involvement: **Yes**

Officer and Detachment: **Constable Doe Brantford Police**

Police Incident Number: **123456**

**Details of Occurrence**

Describe what happened (upload additional pages or pictures, if necessary): **Enter the details here of what happened.**

Describe the Damage and/or Articles Missing (upload additional pages or pictures, if necessary): **Enter the details here of the damage and/or the missing articles.**

**Parties Contributing to Vandalism or Damage (If under age of majority, provide DOB and parent contact information)**

Are the parties contributing to the vandalism or occurrence known? **Yes**

Name: **Individual's Name**

Date of Birth: **Apr 01, 2021**

Mailing Address: **Address**

Telephone Number: **(123) 456-7890**

If under the age of majority, provide parent name:

Are there additional parties known contributing to the occurrence? **No**

**Witnesses to Vandalism or Damage (If under age of majority, provide DOB and parent contact information)**

Are there witnesses to the vandalism or damage? **No**

**Prevention of Future Occurrences:**

Describe the plan to prevent future recurrence (attach additional sheet/s if necessary): **Enter the plan to prevent future recurrences**

**Estimated Damage or Loss:**

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 submission of this form by the Site Administrator or Designate / Manager will indicate acknowledgement of, and agreement to, the process.

Estimated Value of Damage or Loss: **\$1,000**

Restitution Supported: **Yes**

Restitution Collected (if yes, submit to accounts receivable with form): **Yes**

**Work Order**

Work Order Required? **Yes**

**Attachments**

Filename:  Size:  **Upload**

Nothing to display

**Save draft** **Submit**

