

58413v2

ECAC
JICB-E

VANDALISM, BURGLARY, THEFT

VANDALISM

Incidents of willful or malicious abuse, destruction, defacing, and theft of the property of the Division are clearly contrary to the best interests of the Division and injurious to the rights and welfare of the entire community. It shall be the policy of the Board to prosecute to the fullest extent of the law persons found to have committed such acts.

Full restitution for the damage caused shall be sought from such persons — or, in the case of minors, from their parents — under the Law.

All employees and students of the Division are urged to report to the school principal, to the Manager of Facilities and Maintenance and to the Secretary-Treasurer, any incidents of vandalism of property belonging to the Division, teachers or pupils, along with the names of the person(s) believed to be responsible.

A "Damage/Loss Report" (see exhibit ECAC-E) is to be completed and filed with the administrators listed above.

BURGLARY AND THEFT

As is the case with vandalism, all employees and students of the Division are urged to report cases of burglary and theft to the Administrators listed above. In cases of break and enter and burglary/theft of greater than \$100, the school principal will notify the police, complete a Damage/Loss Report and forward a copy of the report to the Secretary-Treasurer for possible insurance claim purposes and further investigations. Theft of personal belongings of students and staff is not covered by the Division's insurance policy. Theft of Division property with value of less than \$1000 is not covered as well since the Division's insurance deductible is \$1000. However, all cases must be reported on the Damage/Loss Report, ECAC-E.

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Schools are encouraged not to keep large amounts of cash in order to reduce the risk of theft. Bank deposits should be made on a frequent basis if larger amounts of cash will be collected. Until deposits are made, cash must be stored in a locked desk or cabinet.

Schools are encouraged to operate a Crime Stoppers Program to increase the level of restitution payments to the Division. Principals should apply to the Secretary-Treasurer for reimbursement for the amounts paid out for tips received. The payment of tips is contingent upon the Division receiving restitution or for information leading to prosecution of the case. The schedule of payments for tips is as follows:

Amount of Damage & Restitution Received	Value of Tip
Less than \$100	\$50
Between \$101 and \$500	\$100
Over \$500	\$200

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