



File EF-R

VANDALISM, BREAK-IN, & THEFT REPORTS

The procedures for reporting break-ins and thefts are as outlined below:

1. As soon as the break-in is discovered, the RCMP shall be contacted to make certain that they are aware of the crime.
2. A written report providing details of the total loss and/or damage shall be sent immediately following discovery of the break-in and/or theft to the Superintendent/Secretary-Treasurer.

This report should include the following information:

- a) The date and time the break-in was discovered, and the person who discovered it.
- b) The date and time the police were advised.
- c) The circumstances under which the break-in took place.
- d) A list of all articles stolen, indicating:
 - Brand names and serial numbers where applicable.
 - Whether the articles were purchased from student funds, Home and School Association funds, or School Division budget.
 - When the articles were purchased (if available).
 - The cost of the articles when they were purchased (if available).
 - Particulars of damage of school property.

Note: When the Principal is away from the school during vacation, the report shall be prepared by the Custodian.

3. A requisition for the replacement of the stolen articles should be arranged with the Superintendent/Secretary-Treasurer. (Note: Do not include on this requisition any personal property of students, Teachers, or other employees).