



Policy Statement Background

The division has a responsibility to protect all of its property and will seek restitution for damages from anyone found guilty of vandalism.

Procedures

1. The principal and the Area Maintenance Supervisor shall report all incidents of vandalism, theft, and abuse involving divisional property to the R.C.M.P.
2. The principal and the Area Maintenance Supervisor shall advise the superintendent of any reported incidents of vandalism, theft and abuse of divisional property. Such report should include, wherever possible, an estimated amount of the damage, the circumstances surrounding the incident and all parties involved including any witnesses.
3. A copy of the incident report shall also be forwarded to the Superintendent for insurance reporting purposes.
4. Any issues related to facilities damages shall be brought to the attention of the Supervisor of Plant Operations.
5. Any issues, related to transportation vehicles should be brought to the attention of the Transportation Coordinator.