

OPERATIONAL SERVICES – ADMINISTRATIVE PROCEDURES

BUILDING MANAGEMENT – Vandalism and Unlawful Entry

The Regional Office of Education shall take all feasible precautions to prevent vandalism and unlawful entry to the building.

When an act of vandalism or a break-in has occurred, the following procedures must be followed:

1. During Office Hours

In the event that the break-in or vandalism is not discovered prior to the opening of the offices, the Regional Superintendent’s designee(s) shall be accountable for the following actions:

- a. Notifying the Regional Superintendent
- b. Notifying the police department
- c. Preparing a detailed report in duplicate describing the time, place and details of the break-in or vandalism and the date that the police were notified; completing a “Report of Theft or Vandalism” form indicating damaged or missing items; and where possible, providing the cost of the damaged or missing items or a replacement cost of same.

2. Other Than Office Hours

Notification should be made to the Regional Superintendent or his/her designee. He/she will contact the police department.

The Regional Superintendent or his/her designee will be required to prepare the same detailed report as indicated during office hours.

The Regional Superintendent or his/her designee will be responsible for all follow-up actions and will work with the police department as required and will keep supervisors informed as needed.

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It is essential that the “Report of Theft or Vandalism” form be completed in its entirety in order for the insurance company to process a claim. The Regional Office’s inventory book must be checked and all pertinent information placed on the report form. Unclaimed losses will not be reimbursed by the insurance company.

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