

### Administrative Procedure 8032 MR1 *Protection of Property*

#### 1. Reporting

##### 1.1 Principal/Administrator

The principal or administrator will report incidents of break-in, theft, vandalism, or unnatural disappearance of school district property to the RCMP and the district health and safety officer, and complete an Incident Report Form within twenty-four (24) hours and forward it to the district health and safety officer.

##### 1.2 District Health and Safety Officer

1.2.1 The health and safety officer will forward the Incident Report form to the Schools Protection Program and advise the secretary-treasurer of any major incidents, complete with estimated costs.

1.2.2 The health and safety officer will maintain a log of all incidents, which will assist in preparing reports for the board, in tracking currency of claims with the Schools Protection Program, and in the replacement of missing items.

##### 1.3 Maintenance Department

The Maintenance department will investigate the premises and provide the health and safety officer with a report on security and damages and a statement of costs for labour and materials for repair.

##### 1.4 Secretary-Treasurer

The secretary-treasurer will periodically report incidents of break-ins, theft, and vandalism to the board, not less than annually.

#### 2. Replacement of Missing Equipment

2.1 Where the RCMP have confirmed an external break-in or evidence of theft or unnatural disappearance of school district property, equipment will be replaced as follows:

- (a) If the missing equipment is deemed to be essential to the daily operation of the school or department, it will be replaced without delay.
  - (b) If the missing equipment is deemed not to be essential to daily operation, there will be a waiting period of two months prior to replacement in order to permit the RCMP to investigate and attempt to recover the equipment. It is the responsibility of the principal or administrator to advise the health and safety officer when the two (2) month waiting period has elapsed.
- 2.2 All purchase orders raised under this regulation must be signed by the principal or administrator and the district health and safety officer before being forwarded to the secretary-treasurer for approval.

2.3 Sharing of Cost

- 2.3.1 Sharing of the cost for replacement of stolen or missing equipment will be as follows:

In the case of a confirmed break in, theft, or unnatural disappearance of school district property (caused either internally or externally and confirmed by a full police investigation) the school will be responsible for twenty percent (20%) of the agreed upon cost to a maximum of three hundred dollars (\$300.00). The district will pay the remainder contingent upon a pre-existing equipment inventory.

- 2.3.2 Equipment purchased through trust funds **may not** be replaced from district funds, depending on any notations made at the time of the initial approval of acquisition. Replacement of items not covered by the district may be made through school trust funds or other sources.