



AP 535 – BREAK-INS, THEFT AND VANDALISM

BACKGROUND

The director will develop procedures to be followed in the case of break-ins, theft and/or vandalism.

PROCEDURES

1. The principal shall advise his or her staff members that, should they discover a break-in or school vandalism requiring immediate attention, the principal or assistant/vice principal along with the on-call manager should be notified immediately.
2. Upon reviewing the circumstances related to the break-in or vandalism, the principal should notify:
 - 2.1. the Saskatoon Police Service,
 - 2.2. the superintendent of education
 - 2.3. the manager of maintenance,
 - 2.4. the manager of operations, and
 - 2.5. the financial analyst/manager of transportation
3. Where appropriate, the principal shall, within three school days after the incident, complete the insurance damage loss report in accordance with the instructions on the report, and submit it to the financial analyst/manager of transportation.
4. All break-ins and theft of equipment should normally be reported to the Saskatoon Police Service by the principal.

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