



Vandalism and Unusual Occurrence Reference Manual

May 2021

Index

Submitting a Vandalism & Unusual Property Occurrence Report	3
Sample of Vandalism and Unusual Property Occurrence Report form	6
Adjudication and Approval Application Form Assistance with Non-Injured Losses of Board Owned Property:	8
Restitution	8
Restitution Template.....	10
Appendix A: Vandalism & Unusual Property Occurrence Report.....	11
Appendix B: Adjudication and Approval Application Form Assistance with Non-Insured Losses of Board Owned Property.....	12

Submitting a Vandalism & Unusual Property Occurrence Report

All forms will now be completed using eBase and Form Logic.

In the event that you cannot access eBase then a paper copy Vandalism/ Unusual Occurrence Report (Appendix A), and or Adjudication and Approval Application Form (Appendix B) can be completed for information/tracking purposes. When eBase is again online you will submit the form online.

eBase Form Logic

Log-in to eBase using your administrator log-in for your school:

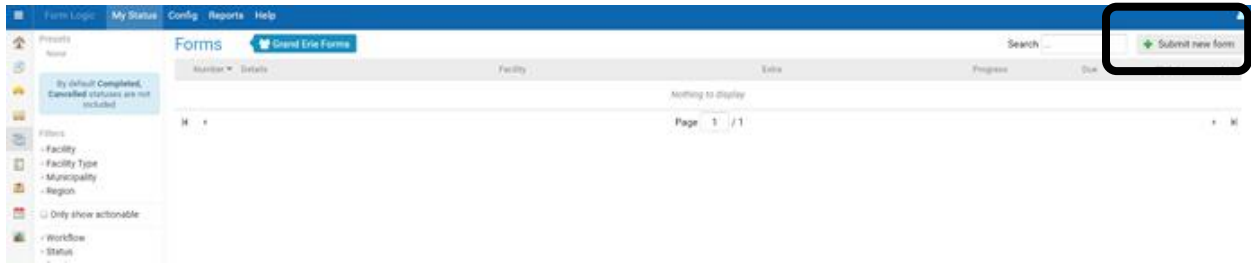
Website: gedsb.ebasefm.com



Select the **Form Logic Module** from the sidebar:



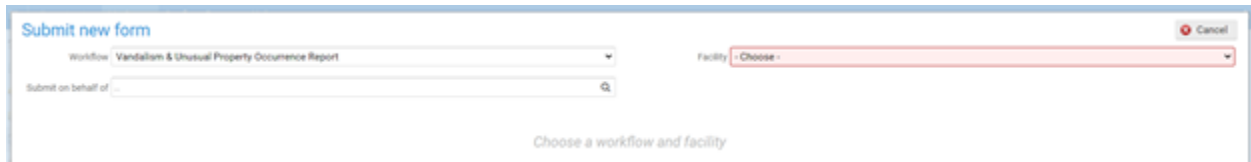
Select **Submit new form** located in the top right corner of the window:



Select **“Vandalism & Unusual Property Occurrence Report”** under Workflow.

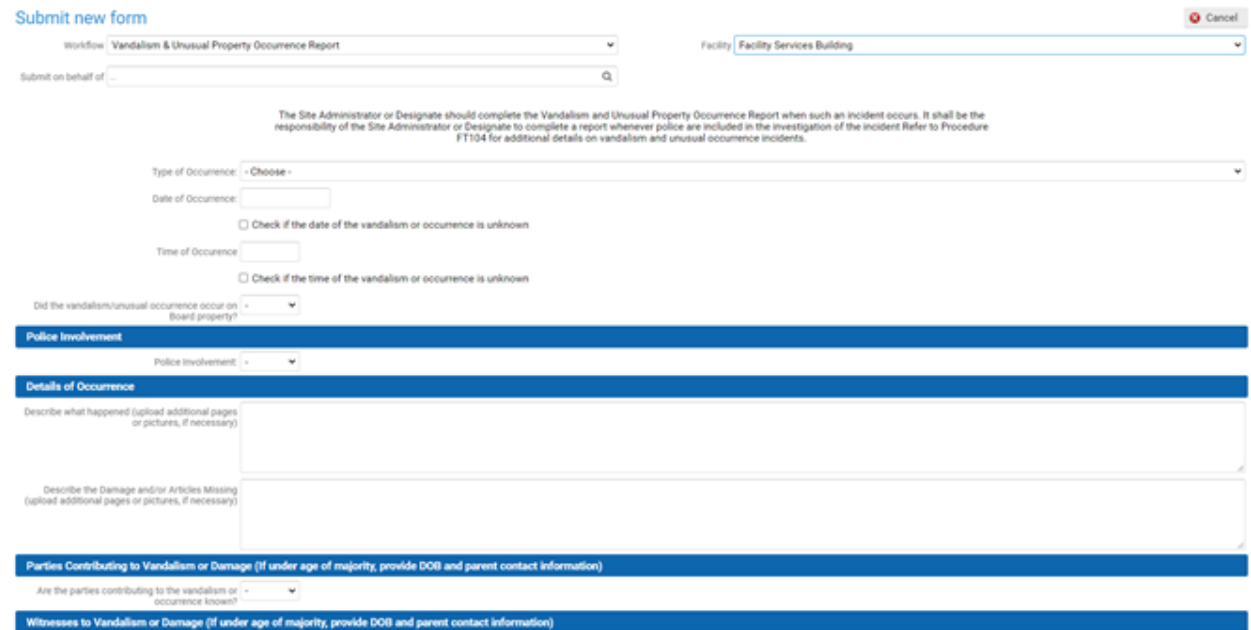
Then select your **Facility** from the dropdown options.

Note: if an individual is submitting this report on behalf of the Site Administrator, they can indicate that by selecting an open under **“Submit on behalf of...”**



The new form will automatically populate, as seen below:

Select submit once all required fields in the form are completed.



Time of Occurrence/Time discovered:

Note: 15-minute interval are provided automatically in a dropdown menu. Once a time is selected, you may write over the time in order to enter an exact time.

The screenshot shows a form with the following elements:

- Time of Occurrence:** An empty text input field.
- Check if the time of the vandalism or occurrence is unknown**
- Time discovered:** A dropdown menu with "6:30 am" selected.
- Did the vandalism/unusual occurrence occur on Board property?** A dropdown menu with "Police Involvement" selected.
- Police Involvement:** A dropdown menu with "Police Involvement" selected.
- Details of Occurrence:** A dropdown menu with "1:00 am" selected.
- Describe what happened (upload additional pages or pictures, if necessary):** A large text area.

Additional photos, statements or descriptions can be uploaded at the bottom of the form:

The screenshot shows the **Attachments** section of the form. It includes a label "Attachments", a "Filename" input field, and a "Nothing to display" message. An **Upload** button is highlighted with a black box.

Sample of Vandalism and Unusual Property Occurrence Report form

The Site Administrator or Designate should complete the Vandalism and Unusual Property Occurrence Report when such an incident occurs. It shall be the responsibility of the Site Administrator or Designate to complete a report whenever police are included in the investigation of the incident. Refer to Procedure FT104 for additional details on vandalism and unusual occurrence incidents.

Type of Occurrence: **Vandalism**

Date of Occurrence: **Apr 01, 2021**

Check if the date of the vandalism or occurrence is unknown

Time of Occurrence: _____

Check if the time of the vandalism or occurrence is unknown

Time discovered: **6:45 am**

Did the vandalism/unusual occurrence occur on Board property? **Yes**

Location of Occurrence on Board property: **Vehicle Compound**

Police Involvement

Police Involvement: **Yes**

Officer and Detachment: **Constable Doe Brantford Police**

Police Incident Number: **123456**

Details of Occurrence

Describe what happened (upload additional pages or pictures, if necessary): **Enter the details here of what happened.**

Describe the Damage and/or Articles Missing (upload additional pages or pictures, if necessary): **Enter the details here of the damage and/or the missing articles.**

Parties Contributing to Vandalism or Damage (If under age of majority, provide DOB and parent contact information)

Are the parties contributing to the vandalism or occurrence known? **Yes**

Name: **Individual's Name**

Date of Birth: **Apr 01, 2021**

Mailing Address: **Address**

Telephone Number: **(123) 456-7890**

If under the age of majority, provide parent name: _____

Are there additional parties known contributing to the occurrence? **No**

Witnesses to Vandalism or Damage (If under age of majority, provide DOB and parent contact information)

Are there witnesses to the vandalism or damage? **No**

Prevention of Future Occurrences:

Describe the plan to prevent future recurrence (attach additional sheet's if necessary): **Enter the plan to prevent future recurrences**

Estimated Damage or Loss:

Theft and vandalism rob precious dollars from education funding. The Board will make every effort to seek restitution from the parties involved in these acts. The submission of this form by the Site Administrator or Designate / Manager will indicate acknowledgement of, and agreement to, the process

Estimated Value of Damage or Loss: **\$1,000**

Restitution Supported: **Yes**

Restitution Collected (if yes, submit to accounts receivable with form): **Yes**

Work Order

Work Order Required? **Yes**

Attachments

Filename	Size
Nothing to display	

[Upload](#)

[Save draft](#) [Submit](#)

Upon submitting the form, the individual completing the form will be asked to confirm that they want to submit the form and will be asked to assign the form to a Site Administrator for review:

Once the form is submitted, a copy of the form will be sent to the Site Administrator/Principal for review.

The Site Administrator/Principal will complete the form below and submit.

NOTE: If the Site Administrator/Principal indicate that “Yes” an adjudication and approval application form will be submitted, upon submitting they must assign a staff member to complete the adjudication application. If the staff member’s name is not listed, assign the application to yourself and provide a paper copy of the application for your staff to complete. Transfer their answers into the application once they have returned it to you.

Adjudication and Approval Application Form Assistance with Non-Injured Losses of Board Owned Property:

Adjudication and Approval Application Form Assistance with Non-Injured Losses of Board Owned Property
Active

School Name:

Date of Occurrence:

Location of Occurrence:

Reported by:

Description of Item Lost / Stolen / Damaged (attach second page if necessary):

Cause of Loss / Theft / Damage:

Indicators that Due Diligence was Actively Exercised to Prevent Loss / Theft:

Extenuating Circumstances:

Similar Incidents in Last Two Years:

Cost to Replace / Repair Item (including tax):

Item is SEA Equipment (urgent need for replacement):

I confirm that FT104 "Reporting of Vandalism & Unusual Occurrence Incidents" procedures has been followed.

Attach Proof of Loss (pictures, receipt, purchase order, notes, etc.):

Attachments Upload

Filename	Size
Nothing to display	

Once the form is completed, the form must be submitted.

The form will then be returned to the Site Administrator/Principal for approval in support of adjudication or denial of support of adjudication.

Completed by Manager / Principal / Supervisor
Active

Reviewed by:

Date Reviewed:

I have reviewed the application and found it to be complete and appropriate for adjudication:

Restitution

- a) Typical costs of Items can be found in the template below Other costs will be evaluated by Facility Services for Building and Grounds items and by Purchasing Services for Furniture and Equipment items. If an external contractor is needed to repair or remove any act of vandalism, the cost shown on the invoice plus a ten percent (10%) administrative fee will be forwarded for restitution.
- b) When vandalism restitution is collected at the school level, funds are to be submitted to Accounts Receivable with the log number of the Vandalism / Unusual Occurrence Report which indicates Facility and Business Services staff do not need to pursue. The form will also be updated to indicate restitution was collected.
- c) When restitution is not obtained at the school level, and where the person responsible for the vandalism is known, the Manager of Facility Services or designate shall be responsible for advising the person responsible or their parents/guardians (where the person is a minor),

in writing, of the assessed damages and for the seeking of restitution. The notice will include information that amounts unpaid after 60 days may be forwarded to a collection agency.

- d) Business Services staff shall be responsible for creating an invoice and delivering it along with the letter notifying the parents/guardians or age of majority student from whom the Board is seeking restitution.
- e) Facility Services staff will track damage caused by vandalism through work orders and invoices and prepare reports as required for the Superintendent of Business.
- f) Occurrences which happen during the school's hours of operation and not indicated as vandalism by the Site Administrator or Designate but deemed to be such by senior management, will be chargeable to an appropriate school budget. Related restitution collected by the Board will be credited to the matching school account.
- g) In the event of a conviction in a court of law as a result of an act of vandalism, the court shall be asked to order restitution, where applicable, and the Board shall forthwith enter a judgment against the offender in the appropriate court pursuant to the relevant sections of the Criminal Code of Canada.

Restitution Template

AREA OF VANDALISM	TYPE OF DAMAGE	Cost of Replacement Glass (subject to change)	Cost of Parts (subject to change)	Custodial Labour (Rates will be adjusted annually or as required)	Maintenance Labour (Rates will be adjusted annually or as required)	Administration Fee	Total Charges
CEILING TILES	Broken, Missing		\$15/tile	Regular Time = Number of Hours X \$25.00 Overtime = Number of Hours X \$50.00 Contact your Custodian to calculate the number of hours	Regular Time = Number of Hours X \$34.00 Overtime = Number of Hours X \$70.00 Contact Maintenance Dispatch to calculate the number of hours	A \$50.00 Administration Fee will be added to the cost of each act of vandalism.	Total of Glass Cost + Part Cost + Custodial + Maintenance + Administration Fee + HST
DOORS	Door Closures		\$300				
	Locksets - Knob 63K		\$400				
	Heavy Duty Lever Handle		\$500				
	Crashbar/Panic Hardware		\$600				
GRAFITTI	Small Area (Metre Square or less)		\$200				
	Medium Sized Area (1-2 Metres Square)		\$400				
	Large Sized Area (2 Metres Square +)		\$800				
	Portable Classroom		\$200				
	Washroom Stall		\$200				
	Entire Washroom		\$1,500				
LOCKERS	Door Replacement		\$150 ea.				
	Full locker replacement		\$400 ea.				
WALLS	Small Area of Damage (1 Metre Square or less)		\$300				
	Large Area of Damage (More Than 1 Metre Sq.)		\$500				
WASHROOMS	Door Partition		\$500				
	Panel Partition		\$500				
	Plugged Toilet		\$150				
	Toilet Tissue Dispenser		\$60				
WINDOWS	Double Diamond	\$5.60/sq. ft	\$7/sq. ft				
	Laminated	\$15.00/sq. ft	\$7/sq. ft				
	Thermo (Double Pane)	\$15.00/sq. ft + \$30	\$7/sq. ft				

ONLY USED IF EBASE CANNOT BE ACCESSED

Appendix A: Vandalism & Unusual Property Occurrence Report



Unusual Occurrence	<input type="checkbox"/>
Vandalism	<input type="checkbox"/>
Work Order #	

In case of **EMERGENCY**: report immediately by telephone to Facility Services 519-752-6387

School or Facility:		Date of Occurrence:				
Location of Occurrence:		Time of Occurrence:				
Police Involvement:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Officer & Detachment	Police Report Incident #			
Describe What Happened (attach additional sheet/s if necessary)						
Describe the Damage and/or Articles Missing (attach additional sheet/s if necessary):						
Names, Addresses, Telephone # of Parties <small>Contributing to Vandalism or Damage (If underage of majority, provide DOB and parent/guardian contact information)</small>		Names, Addresses, Telephone # of Witnesses <small>(If underage of majority, provide DOB and parent/guardian contact information)</small>				
Name		Name				
DOB		DOB				
Mailing Address		Mailing Address				
Telephone		Telephone				
Parent/Guardian Name		Parent/Guardian Name				
Describe the plan to prevent future recurrence (attach additional sheet/s if necessary):						
Estimate value of loss:	\$	Additional notes attached:	<input type="checkbox"/> Yes	Restitution Supported	<input type="checkbox"/> Yes	<input type="checkbox"/> No <small>(attach note of explanation)</small>
			<input type="checkbox"/> No	Restitution Collected	<input type="checkbox"/> Yes	Submit to Accounts Receivable w/ Form

Theft and vandalism rob precious dollars from education funding. The Board will make every effort to seek restitution from the parties involved in these acts. The signature of the Site Administrator or Designate / Manager will indicate acknowledgement of, and agreement to, the process:

Signature of Person Completing Report

Signature of Site Administrator/Designate/Manager

Name of Person Completing Report

Name of Site Administrator/ Designate/ Manager

Distribution:

Original emailed to Executive Assistant to the Superintendent of Business & Superintendent of Business and copied to facility@granderie.ca
1 copy retained on site

ONLY USED IF EBASE CANNOT BE ACCESSED



SUCCESS for Every Student

Appendix B: Adjudication and Approval Application Form Assistance with Non-Insured Losses of Board Owned Property

School Name _____ Date of Occurrence _____
 Location of Occurrence _____ Reported by _____

1. Description of Item Lost / Stolen / Damaged (attach second page if necessary)

2. Cause of Loss / Theft / Damage

3. Indicators that Due Diligence was Actively Exercised to Prevent Loss / Theft

4. Extenuating Circumstances

5. Similar Incidents in Last Two Years

6. Cost to Replace / Repair Item \$ _____ 7. Item is SEA Equipment (urgent need for replacement) Y N

8. Attach Proof of Loss (pictures, receipt, purchase order, notes, etc.)

9. FT104 "Reporting of Vandalism & Unusual Occurrence Incidents" procedures must be followed, and Appendix A MUST be attached to this form.

This area to be completed by Manager / Principal / Supervisor			
I have reviewed the application and found it to be complete and appropriate for adjudication			
Reviewed by:		Date:	
Signed:			
This area to be completed by Superintendent of Business			
Authorization to provide assistance in the amount of \$ _____		or	_____ %
Approved by:		Date:	
Conditions of financial assistance:			
Signed:			

Distribution: Original emailed to [Executive Assistant to the Superintendent of Business](#)