



November 1, 1988

ADMINISTRATIVE MEMORANDUM NUMBER TWO
VANDALISM

This memorandum describes district procedures for the reporting and accounting of property losses due to vandalism, burglary, robbery, larceny, arson, and loss. It also states specific guidelines on repair, replacement, and recovery of stolen or vandalized equipment. The purpose of these procedures and guidelines is to help us manage and account for valuable school property as responsibly as possible, and to minimize losses to the taxpayer.

A. **PROCEDURE FOR REPORTING VANDALISM, BURGLARY AND SIMILAR INCIDENTS**

1. Report all incidents of vandalism, burglary, larceny, robbery, arson or loss on the four-part district form entitled **REPORT OF VANDALISM AND OTHER INCIDENTS**. Be sure to read and follow the instructions on the back of the vandalism form. This memo is only a supplement to those instructions.
2. Use a separate report for each incident. This is important, since we need to keep an accurate count and record of the number of incidents that happen.
3. Observe the definitions of vandalism, burglary, larceny, robbery, arson and loss, very carefully and objectively (see Instruction #8). It doesn't do anybody any good to call something vandalism which doesn't fit the definition, or to omit incidents which should be reported. The speed or likelihood of repairs is in no way influenced by whether the damage is due to vandalism. Maintenance work and equipment replacements are done on the basis of measured need in relation to available resources. The cause of the need is irrelevant.
4. Similarly, the decision to repair property damage does not rest on the availability of funds in the vandalism budget as opposed to the regular maintenance budget. Vandalism funds will be transferred and used for regular maintenance (or vice versa), depending on the priority need of work to be done--not on how the damage was caused.
5. It is the principal's responsibility to apply the definitions objectively and to determine whether something is vandalism or not. The judgment of maintenance workers and others may be helpful indeed, but it is not their responsibility to decide.
6. To assist district police and maintenance workers in their follow-up efforts, it is very important that reports include special details on what happened, where, and what is damaged

or missing. Serial numbers, brand names and identifying marks are often absolutely essential in tracking down and recovering valuable school property.

7. The cost figures used in the report represent best estimates of actual cost to taxpayers or replacing or restoring the school property involved. If you question figures used, don't hesitate to inquire about them. They will be explained or corrected as needed.
8. Be sure to follow through on your responsibilities after the incident is over and the report has been submitted. Steps must be taken as needed to investigate, fix responsibility, recover losses, report all recoveries, determine any negligence involved, correct problems, prevent future loss, and so forth.

B. REPLACEMENT AND REPAIR OF STOLEN OR VANDALIZED SCHOOL PROPERTY

1. To increase the likelihood that follow-up and recovery efforts will be successful, it is essential that telephone contacts with district police, et al, be made immediately when called for, and that reports be submitted within 24 hours after discovery of an incident. Failure to report promptly may mean that the district will not cover, from district funds, the losses resulting from that incident.
2. Losses involving supply items should be reported, but supply items will not be replaced by the district. Items costing less than \$25 are arbitrarily defined as supplies in Granite District. Also, if an item is consumable or expendable, it is a supply item. The standard accounting distinctions between supplies and equipment will be observed.
3. Equipment items not appearing on the current Fixed Assets Inventory, with the inclusion of a serial number, where applicable, will not be replaced by the district. Personal property, borrowed equipment, donated art objects, vending machines, etc. will have to stand as a loss to the owners, original purchasers, or the school.
4. Equipment not appearing on official district equipment lists will not ordinarily be replaced by the district.
5. Equipment originally purchased by categorical funds and being used in categorical programs, if to be replaced, will be as a charge to such categorical program.
6. Used equipment will be replaced with comparable used equipment where possible and practical.
7. Like equipment will be replaced with like equipment, providing it is in the district's best position to do so.
8. Equipment purchased through surplus will not be replaced or repaired by the district.

C. RECOVERY

1. Principals should make every reasonable effort to collect fair and full payment from persons responsible, if they can be identified. The Granite School District does not encourage the assignment of work in the district in order to pay for acts of vandalism or theft. Leadership of the custodial staff, along with experienced administrators, report this arrangement to be difficult and likely non-beneficial to the students or the district.

2. If stolen or vandalized property is recovered after the school has received the new replacement equipment, the new replacement is to be sent to the district warehouse through the use of an Equipment Transfer Form. It then becomes the responsibility of the Purchasing Department to place said equipment in a new location.
3. Any funds recovered by the school for payment of vandalism, theft, or arson must be forwarded to the district Police Department. The district Police Department should also be notified if any equipment is recovered. The amount of recovery will be credited to the school on the quarterly vandalism report.
4. Principals are cautioned never to propose withholding prosecution of a child if parents make restitution in behalf of the child. The Juvenile Court has warned us that this action constitutes a form of coercion that is improper under the law.

/s/

Loren G. Burton
Superintendent