

P2391 VANDALISM, BREAK-INS, AND THEFTS

BOARD POLICY:

Personnel from the Safety Services Department have been designated to assist school administrators in handling all acts of burglary, vandalism, and/or theft, and to be the liaison between the Board of Education and the Wichita Police Department or the Sedgwick County Sheriff's office. When an occurrence is discovered, it is important that proper procedures be set in motion quickly.

Administrative Implemental Procedures:

1. The building should be checked quickly for open water faucets, smoldering fires, or open gas valves.
2. The clean-up process should not be started or items handled which might be marked with fingerprints.
3. Supervisor of Security, the Executive Director of Safety Services Department, and/or their designees shall be called. (The exception to these directives occurs when an intruder is found committing burglary or vandalism; in such cases, the police are to be called immediately and then the individuals listed above are to be called.)
4. All requests by law enforcement agencies for signatures on official complaints against individuals should be referred to the Supervisor of Security or Executive Director of Safety Services Department.
5. Authorized district employees are required to call the district Security Communication Center when returning to buildings after hours, on weekends and holidays.
6. The principal or designee will be notified in case of burglary, vandalism, thefts, or other destruction to the building.
7. The principal shall be notified after each instance of false alarm or alarm failures resulting from human error.
8. All losses of BOE property should clearly be listed on the incident report form to include description, costs, and BOE label number.
9. All reports of vandalism, break-ins, and thefts shall be documented on a Security Incident Report Form. The report shall be submitted within 24 hours to Security Services.

Administrative Responsibility: Safety Services Department

Latest Revision Date: April 2011

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