

**Greater Albany SD 8J**  
**Administrative Regulation**

Code: **ECAB-AR(2)**  
Adopted: 8/76  
Revised/Readopted: 3/12/01, 8/13/07;  
8/22/11  
Orig. Code(s): AR 8230-A, AR  
8230-B

**Break-in & Vandalism Procedures**

**Building Level**

1. Notify police department;
2. Notify district office;
3. Don't clean up area until police have arrived;
4. Repair and clean up area;
5. File a break-in and written vandalism report with district office;
6. Periodically check with police department on status of your case;
7. Notify district office when you have been notified that the criminal has been apprehended.

**District Level**

Once the district office has been notified of a break-in or vandalism, the following procedures will be followed by the physical plant manger:

1. Investigate damage;
2. Notify insurance company when applicable;
3. Determine actual cost of damage;
4. When notified that the criminal has been apprehended, check with police or district attorney as to what charges will be field and when;
5. Check on what judgment or action the court takes;
6. The superintendent or designee will review the court action and decide whether to take further action;
7. Superintendent or designee will consider such actions as:

- a. Establish agreement with parent or guardian<sup>1</sup> and/or person for repayment of damages;
- b. File in small claims court;
- c. File a civil action in a general court.

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<sup>1</sup>As used in this document, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of those factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581.015-0005(18).

**Break-In and Vandalism Report**

School \_\_\_\_\_

Name of person making report \_\_\_\_\_ Date \_\_\_\_\_

Date of break-in or vandalism \_\_\_\_\_

Police Department Notified? \_\_\_\_\_ (Name of department, date notified, investigating officer, telephone number and comments)

Describe in detail how loss occurred:

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Detail breakdown of loss:

| Description of Item | Estimated Cost |
|---------------------|----------------|
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One copy - building principal

One copy - district office