

(17) CRIME OR VIOLENCE SITUATION - INCIDENT - CRIMINAL MISCHIEF (VANDALISM)

Pre-Plan Action	Immediate Action	Follow-Up Action
* Have written policy for those who are caught in the act of vandalism to include restitution and consequences.	* Arrange with custodial staff to have a plan for removing all graffiti before start of next school day.	* Principal conducts appropriate follow-up to make sure restitution has been made.
* Instill a commitment from school staff that first act of criminal mischief (vandalism) will be dealt with.	* Graffiti should be photographed and turned over to police.	* If act of vandalism is an expellable offense make sure appropriate paperwork is completed.
* Instill in teachers and enforce with students respect for property.	* When vandalism is observed it is immediately reported to the appropriate administrator.	* Teachers and staff should monitor and report physical damage to the building and parking lot area.
* Complete the monthly clean campus report.	* If vandalism is of nature to constitute criminal charges it should be report to local police.	* Complete clean campus report.
* Utilize school security alarm system.	* Graffiti that is visible should be removed immediately after police release crime scene.	* File District vandalism report.
* Have local police conduct crime prevention survey.	* Notify Area Superintendent and District Public Information Officer.	* Support Appendix #77 - Record Keeping Process and Procedures for Critical Incident Response Reports and Training Documentation.
* Support Appendix #70 - Chain of Command.		* Critique incident.
* Support Appendix #71 - Emergency Phone Numbers.		