



## **MD-0023 Work Orders Involving Vandalism**

**To better track the impact that vandalism has on the Maintenance Department, the following procedure must be followed. The official definition of vandalism is provided at the end of this document, taken from Administrative Procedure 10201 Attachment 1A.**

When vandalism occurs on PGCPs property that requires the Maintenance Department to respond, a work order must be created to repair the damage. The following steps must be taken:

- Submit a work order that states vandalism has occurred in the description.
- The requester will either attach a security incident report to the work order, or email Lacy Lanham ([lacy.lanham@pgcps.org](mailto:lacy.lanham@pgcps.org)) with the work order number and security incident report to be attached.
- The supervisor, or dispatch, assigning the work order will update the purpose *and* budget fields to "Vandalism."
- The technician assigned, will attach before and after photos, and log all labor and material costs associated with the repair.
- Total costs will be reported to Risk Management and the school. Any payments provided in relation to the vandalism will be sent to the Building Services Department.

***Until a security incident report is provided and attached to the work order, no work will be performed other than making the situation safe. Any work orders pending a security incident report will have the status updated to "On Hold" as well as a comment left in the action taken field stating the requirement.***

If a technician suspects vandalism on a work order that is not specifically reporting it:

- If the technician estimates that the work order will take less than a half hour to complete, it will be considered a minor repair. Reports will not be required for minor repairs and the technician can complete the work order.
  - Vandalism will be typed in the action taken field and purpose will be updated to "vandalism" by the technician, or the technician will call a supervisor/dispatch to update the work order.

- If the work order is not a minor repair, the technician will make the situation safe, attach a photo(s) and notify their supervisor, without beginning any further repairs.
- The technician will inform the Principal (or designee) and the Building Supervisor that a security incident report must be provided. If the school refuses to provide a security incident report, the technician will notify their supervisor and have the location's assigned Maintenance Coordinator investigate. If the Coordinator determines that vandalism was involved, they will notify the Principal (or designee) and Building Supervisor to produce a security incident report to attach to the work order prior to completion.
- Once a report has been attached, the steps listed above will be followed.
- If it is determined that vandalism is not involved, the request will be treated as a routine work order.

***If there are repetitive vandalism work orders for the same area/issue, it should be noted in the actions taken field.***

When a supervisor closes the work order, they will ensure that the budget and purpose fields are updated properly with the "Vandalism" purpose and budget codes.

#### **Administrative procedure 10201 Attachment 1A:**

##### **Definition of Act:**

VANDALISM AND/OR DESTRUCTION OF PROPERTY - The act or attempted act of willful destruction or defacement of school or private property either on the school grounds, or during a school activity, function, or event off school grounds.

Vandalism resulting in substantial damage to school property, or personal property on the school grounds, or during any school sponsored event on or off campus.

The Board of Education views the above as gross misconduct, and as grounds for immediate suspension for as long as the balance of a current semester, or the balance of the school year, or expulsion.

##### **Steps to Take:**

###### **Immediate**

- School based person, upon discovering destruction of property, brings this information to the attention of the principal or the Department of Security Services.
- Principal assesses damage and determines if Maintenance needs to respond immediately.

###### **Required Reporting Procedures**

- Principal notifies County Police Department and the Department of Security Services (301-499-7000).

- Incident Report Form (#10) to be filed with the Department of Security Services by the end of the first school day following the incident.

**Follow-up Action**

- Investigate as necessary by the Department of Security Services or Police Department.
- Principal takes appropriate disciplinary action in accordance with the Code of Student Conduct.