

Vandalism Protection

All personnel shall report any vandalism to their immediate supervisor. Personnel are expected to lock or otherwise secure any files, records, safes or similar compartments at the close of each business day.

In the event of vandalism, the board may offer a reward according to law.

Restitution for Damages

The board shall seek restitution according to law for loss and damage sustained by the service center.

Any supervisor shall notify the executive director of any loss of, or damage to, service center property. The executive director shall investigate the incident. The cost involved in repairing the damage and/or replacing equipment will be determined after consultation with appropriate personnel.

When a juvenile is involved, the executive director shall contact the parents and explain their legal responsibility. The parents shall be notified in writing of the dollar amount of loss or damage. Routine procedures will be followed for any necessary follow-up to secure restitution from the responsible party.

Restitution payments shall be made by juveniles or their parents to the business office, and accounts shall be kept. Persons of legal age shall be held responsible for their own payments. If necessary, provisions may be made for installment payments.

Accounts not paid in full within the specified time may be processed for legal action.

Return of Service Center Property

Service center property must be returned by students. If a student does not return service center property, the executive director may take action allowed by law.

Offering a Reward

The board may offer a reward for information leading to the discovery, arrest and conviction of persons committing acts of vandalism. The offer will conform to state law and the policy adopted by the board.

When the board decides to offer a reward, the notice to be published by the executive director shall conform to the following:

The board of directors, as authorized by K.S.A. 12-1672a, hereby offers a \$\_\_\_\_\_ (up to \$500.00) reward to any person who first provides information leading to the discovery, arrest and conviction of the person or persons responsible for acts of vandalism on property, real or personal, owned by the service center or rightfully located on service center premises by its employees or students.

Persons having any knowledge are urged to contact the executive director of the service center at 13939 Diagonal Rd, Clearwater, KS 67026, telephone (620)584-3300. The board reserves the right to determine the deserving recipients of the reward in the event of corroborating and supplementary information.

Approved: SCKESC Board of Directors 11/2008, 9/2014