



Superintendent's Circular

School Year 2007-2008

NUMBER:
SAF-5

DATE:
September 1, 2007

LOSS OR DAMAGE RESULTING FROM FIRE, THEFT, VANDALISM OR UNLAWFUL ACTS

In all cases of loss or damage to Boston School Department buildings, grounds, or other property, headmasters, principals, and responsibility center managers must complete Form A (Attached) and follow prescribed procedures upon the discovery of such incident. Form A is to be used to report all acts of fire, theft, vandalism, destruction of property, graffiti, breaking and entering and attempts to break and enter. Vandalism shall be considered to be all willful acts causing damage to school department property.

Headmasters, principals, and other responsibility center managers must also contact the Boston Police or Safety Services and request that an official Police Department incident report (commonly referred to as a 1-1) be prepared. This report serves as documentation that the incident has been reported to and logged by the Police Department. Headmasters, principals, and responsibility center managers should keep a copy of both Form A and the official police report for their records.

The original Form A and a copy of the police report are to be sent to the Department of Safety Services, 213 Townsend Street, Dorchester, MA 02121. Copies are to be forwarded to the following departments:

Facilities Management
Triad Operational Leader
Central Office Program Director
Others, as necessary

In the event of emergency or hazardous conditions, notify Facilities Management immediately.

Refer to Superintendent's Circular #FSE-1: School Safety / Contingency Plans for additional information.

For more information about this circular, contact:

Name:	Rob Roy, Director
Department:	Facilities Management
Mailing Address:	26 Court Street, Boston, MA 02108
Phone:	617-635-9129
Fax:	617-635-9252
E-mail:	rroy@boston.k12.ma.us

Carol R. Johnson, Superintendent

FORM A

**REPORT OF LOSS OR DAMAGE RESULTING FROM
 FIRE, THEFT, VANDALISM OR UNLAWFUL ACTS**

This form is to be used to report all acts of fire, theft, vandalism, destruction of property, graffiti, breaking and entering, or attempts to break and entry. Vandalism shall be considered to be all willful acts causing damage to school property

 School or other facility

 Date of report

 Specific location of incident

 Point of entry

 Name of person who discovered the incident

 Date/time of incident

 Description of damage or loss. Identify property by manufacturer, model, serial number and school department identification number.

Please complete the following information if this report is the result of a lost, stolen or damage to a laptop/desktop. **Once completed forward a copy to your Technical Support Teacher (TST).**

<i>Product</i>	<i>Model</i>	<i>Serial #</i>	<i>Asset Tag #</i>
<input type="checkbox"/> Laptop			
<input type="checkbox"/> Laptop case			
<input type="checkbox"/> Cables			
<input type="checkbox"/> Lock			
<input type="checkbox"/> Desktop Monitor			
<input type="checkbox"/> Desktop CPU			

 Name of responding Police Officer

 CC Number

 Name of Facilities Management personnel notified

 Date/Time

 Signature

 Title

cc: Facilities Management Copy
Safety Services Copy
Triad Office Copy
Office of Instructional and Information Technology