

**DETROIT BOARD OF EDUCATION**  
**Thefts and Damage Report**

If you or any of your staff members notice that there has been a break in, please contact DPD/DPS Public Safety immediately. **Please Note: All thefts must be reported within 48 hours. Fax completed form to the Office of Public Safety at (313) 873-1164 then proceed with form distribution as shown in the box.**

- Complete this form in its entirety and include an inventory list of all stolen/damaged items. Please include the make, model and serial numbers of all equipment.
- If the items are Grant Funded please indicate the funding source on this form.

<b>(Form Distribution)</b>	
Original & Fax: Office of Public Safety	_____
Copy : File of Reporting Person or Unit	_____
Copy: Office of Inspector General	_____
Copy: Office of Risk Management	_____
Copy: Office of Capital Assets	_____

**SCHOOL:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**TELEPHONE NO:** \_\_\_\_\_ **STOLEN ITEMS FUNDING SOURCE:** \_\_\_\_\_

**DATE OCCURRED / DISCOVERED:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **AM/PM:** \_\_\_\_\_ **POLICE NOTIFIED:** \_\_\_\_\_

**PRECINCT NO. :** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **AM/PM:** \_\_\_\_\_ **POLICE REPORT NO. :** \_\_\_\_\_

**OFFENSE INFORMATION:**

*Was building entered?* \_\_\_\_\_ *If yes, HOW? (Window, door, etc. - give room no.):* \_\_\_\_\_

*Was alarm system in operation?* \_\_\_\_\_

*Was person(s) in building with permission?* \_\_\_\_\_ *If yes, explain:* \_\_\_\_\_

*List names of suspects or persons arrested (include ages, if known):* \_\_\_\_\_

*School person last securing building (name, age, home address, and telephone number):* \_\_\_\_\_

*Damaged property\*(describe, give glass sizes where necessary):* \_\_\_\_\_

*Stolen property\*(list and describe, include make, model, serial no. and color):* \_\_\_\_\_

**Remarks:** \_\_\_\_\_

\*If additional space is required, type or print on plain white paper.

**Report completed by:**

\_\_\_\_\_  
*Name and Title*

**Signed:**

\_\_\_\_\_  
*Principal, Recreation Director, or Other – enter title*

**Date:** \_\_\_\_\_

