



Superintendent's Circular

School Year 2011-2012

NUMBER:
FMT-12

DATE:
September 1, 2011

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.

Additional copies are to be forwarded to the following departments:

Facilities Management
Academic Superintendents
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: | Nick Sacramona |
| Department: | Facilities Management |
| Mailing Address: | 1216 Dorchester Ave., Boston, MA 02125 |
| Phone: | 617-635-8300 |
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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).**

| Product | Model | Serial # | Asset Tag # |
|--|-------|----------|-------------|
| <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