

Theft 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) ho#) h)** at (313) 873-1164 then proceed with form distribution as shown in the box.

(Form Distribution)	
Original & Fax: Office of Public Safety	_____
Copy : File of Reporting Person or Unit	_____
Copy: Office of Inspector General	_____
Copy: Office of Risk Management	_____

- 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.

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: _____

