



Superintendent's Circular

NUMBER:
FMT-12
Version 01

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

*This Circular will remain in effect unless rescinded or superseded
by a subsequent version.*

In all cases of loss or damage to Boston School Department buildings, grounds, or other property, heads of school, principals, and responsibility center managers must complete Form A (attached) and follow prescribed procedures upon the discovery of such incidents. 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 is considered to be all willful acts causing damage to school department property.

Heads of school, 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. Heads of school, 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.

Superintendent's Circular FMT-12

Page 2 of 4

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-01 School Safety / Contingency Plans for additional information.

For more information about this circular, contact:

| | |
|------------------|--|
| Owner: | Sr. Supervisor Electrical/Security |
| Department: | Facilities Management |
| Mailing Address: | 1216 Dorchester Ave., Boston, MA 02125 |
| Phone: | 617-635-8300 |
| Fax: | 617-635-7855 |
| Email: | Operations-Department-Heads@bostonpublicschools.org |

Mary Skipper, 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 enter. 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:

Superintendent's Circular FMT-12

Page 4 of 4

Please complete the following information if this report is the result of loss, theft, 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 Mgt. personnel notified | _____ Date/Time |
| _____ Signature | _____ Title |

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