

David Douglas School District

THEFT REPORT

Date:	School or District Site:
Location of Occurrence:	
Short Summary of Incident:	
When was the theft discovered?	Date: Time:
Name of person who discovered the theft:	
Was a Police report filed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Case #: Name of Officer:
Was anyone apprehended? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many?
Name(s) of person(s) apprehended:	
If break-in, how was entry made into building?	

DISTRICT PROPERTY STOLEN

QTY	ITEM	SERIAL #	DD #	VALUE

Additional Remarks:

Name of person completing this report:

PLEASE SUBMIT THIS REPORT TO THE BUSINESS OFFICE WITHIN 24 HOURS OF THEFT INCIDENT.

Date Received:

DD Case #:

Technology Theft Report Process

Within 24 hours of a technology theft:

1. Contact the building principal/administrator
2. Notify the police to get a police report
3. Contact Derek Edens
4. Complete the DD Theft Report
5. Send a copy of the DD Theft Report to Derek Edens