

P.C.	
P.E.	
D.E.	
OTHER	

PLANT SECURITY REPORT
 MIAMI-DADE COUNTY PUBLIC SCHOOLS
 SCHOOL POLICE
 MAIL CODE 9913
 TELEPHONE (305) 757-7708



GENERAL INFORMATION

NOTE: ALL PLANT SECURITY REPORT MUST BE SUBMITTED WITHIN 24 HOURS OF DATE OF DISCOVER

DATE: _____ SCHOOL POLICE CASE NO.: _____

AREA: _____ LOCATION NO.: _____ LOCATION NAME: _____

ADDRESS: _____ ZIP: _____

TELEPHONE: _____ DATE/TIME OF INCIDENT: _____

WAS BULDING ENTERED? _____ WAS MAINTENANCE CALLED? _____ IF YES, WORK ORDER NO.: _____

TYPE OF DAMAGE:
 VANDALISM: _____ THEFT: _____ ARSON: _____ FIRE: _____ WINDSTORMS/FLOOD: _____

DETAILS OF LOSS OR DAMAGE: _____

LIST MATERIAL AND EQUIPMENT STOLEN, DESTROYED, OR DAMAGED

No. of Items	Name of Item	P.C. No., Model, Serial	Stolen	Destroyed	Damaged	Cost

ADDITIONAL TRANSPORTATION INFORMATION

BUS NUMBER: _____ DRIVER NAME: _____ TERMINAL: _____

RUN NO.: _____ TRIP NO.: _____ REGULAR RUN: _____ FIELD TRIP: _____

OTHER DETAILS: _____

PREPARED BY: _____ PRINCIPAL/ADMINISTRATOR: _____
 (Name and Title) (Manual Signature)

SEND COPY OF THIS REPORT TO:
SCHOOL POLICE REGIONAL SUPERINTENDENT TRANSPORTATION / MAINTENANCE DEPT. ORIGINAL FILE

INSTRUCTIONS

1. The School Police must be notified by telephone immediately in each instance of illegal entry, vandalism, theft, fire, and property damage due to vehicle accident.
2. The School Police are to be notified by telephone in each instance of serious damage to a building that would render impossible the physical security of the property.
3. A Plant Security Report is to be completed and filed with the School Police within 24 hours of the telephoned report.
4. The Maintenance Department must be given the **School Police Case number** if they are contacted to make repairs as a result of damage due to illegal entry, vandalism, theft or fire. Requests for emergency repairs will be accepted by telephone.
5. Additional related losses must be reported to the School Police by memorandum within two weeks following the initial report.
6. Requisitions for replacement of stolen or destroyed property must be received by the School Police within six weeks of the initial loss report.
7. Plant Security Reports must **not be used**:

A	To report inventory shortages of un-located property.
B	To report losses of personal property.
C	To report minor accidental damage
D	To report requested maintenance caused by normal use.

8. Parents or guardians of offenders identified as responsible for theft or damage of property are liable for such losses under Florida Law or this reason it is imperative that each Plan Security Report reflect only the loss suffered by the specific event being reported.
9. Billing and collection of all restitution is the responsibility of the School Police only.
10. Continuation pages are to be attached for any section of this report requiring more space than has been provided. Identify each such page with location name and **School Police Case number**.

Wit/Off/Sus _____ Address _____ Zip _____

Date of Birth _____ Father's Name _____ Mother's Name _____

Guardian's Name _____ School Attending _____

Wit/Off/Sus _____ Address _____ Zip _____

Date of Birth _____ Father's Name _____ Mother's Name _____

Guardian's Name _____ School Attending _____

Wit/Off/Sus _____ Address _____ Zip _____

Date of Birth _____ Father's Name _____ Mother's Name _____

Guardian's Name _____ School Attending _____

Was admission of guilt received? _____ Date _____ Time _____
(Yes/No)

By Whom? _____ Title _____

DO NOT WRITE IN THIS SPACE						
Work Order Number						
Trade						Total
Maintenance Cost of Labor						
Maintenance Cost of Material						
Cost of Replacement						
Custodial Cost						
Other						
TOTAL COST						