

Procedure No. VI-22

Break-In Damage and Theft	
Adopted: December 21, 2000	
Next Scheduled Review: 2026-2027	
Procedures: IV- Loss or Damage to Personal Items	

Purpose

This procedure outlines the reporting and response process to be followed by school and HCDSB

- Full completion of the report will ensure that the pertinent details are properly recorded.
- The Break-in & Damage Report should be forwarded to: _____ ;
Superintendent of Business Services; Business Officer responsible for insurance claims; and Senior Manager, Operations.
- A purchase requisition for replacing damaged or lost items or equipment may be initiated and the "[Break-in & Damage Report](#)" should be uploaded to the HCDSB's financial information system