

## REPORTING BREAK-INS

When a break-in has been discovered, Colorado Springs School District 11 (the District) staff will report this discovery to law enforcement and to the District's Security Department. The conditions of the building are to remain as found until law enforcement arrives.

The principal of a school or the Director or designee at a non-school based location, will file a written report of a break-in with the District's Security Department. This report should describe fully the probable time of the break-in, time of discovery, who made the discovery, conditions as found, and damage or losses. In the absence of the principal, the building manger should file the report.

Approved September 1972  
Revised June 23, 1982  
Revised January 1985  
Revised March 13, 2013  
Reviewed September 9, 2015  
Reviewed September 12, 2018

LEGAL REFS.: C.R.S. 9-1-101 through 9-1-106  
C.R.S. 22-3-101 through 22-3-104  
C.R.S. 22-32-109.1  
C.R.S. 22-32-110 (1) (k)  
C.R.S. 22-32-124 (2),(3)  
C.R.S. 24-10-106.5

CROSS REFS.: ADD, Safe and Secure Schools  
ADD-R-1, Safe and Secure Schools Plan  
DM, Cash in School Buildings  
EBCA, Disaster Plans  
ECA/ECAB, Security/Access to Buildings  
ECA/ECAB-R, Access to Buildings (Keys), Regulation to Policy ECA/ ECAB,  
Security/Access to Buildings  
JIH, Student Interrogations, Searches, and Arrests  
JICDE, Bullying Prevention and Education  
KLG, Relations with Law Enforcement Authorities