

Related Entries: (Not identified at this time)

### Lost or Stolen Property

The following procedures shall be followed for lost or stolen property:

- (1) Upon discovering that any school property has been stolen, the principal or department head shall:
  - (a) Notify the proper law enforcement agency, giving such information as may be available, including but not limited to the School District of Lee County property identification number, a complete description of the property, serial number, manufacturer name, model number, etc.
  - (b) File a report of loss with the Superintendent or designee and notify the Safety, Security and Inspections Department.
  - (c) Forward a copy of the police report to the Insurance & Benefits Department.
  - (d) The Superintendent or designee shall file a report of property losses with the Board, including a recommendation for appropriate action removing such stolen property from inventory. Every effort shall be made to recover stolen property and to take appropriate legal action against any person found guilty of stealing School District property.
- (2) Upon discovering that any school property has been lost the principal or department head shall:
  - (a) Make every attempt to locate the property through the next inventory cycle, including but not limited to a thorough search of the campus and obtaining a statement by the employee who last had the property in his/her possession as to the possible location of the property.
  - (b) If the property is not found prior to the next inventory of the location, the Superintendent or designee shall file a report of property losses with the Board, including a recommendation for appropriate action removing such lost property from inventory. Every effort shall be made to recover lost property and to take appropriate legal action against any person found guilty of damaging, losing or stealing School District property.

**STATUTORY AUTHORITY:** 1001.42, 1001.43, F.S.

Adopted: 1/6/09