

CHAPTER 7.00 – BUSINESS SERVICES

LOST OR STOLEN PROPERTY

7.11

- 1) An employee shall immediately notify the employee’s principal or supervisor when any school property assigned to the employee, or is otherwise aware such property, has been vandalized, stolen, or lost.
 - a) The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;
 - b) The Director of Purchasing and Risk Manager in writing, within forty-eight (48) hours.
- 2) The property records custodian shall prepare a written report including copies of related police reports and recommendations to the Superintendent and the Director of Purchasing if the property is not recovered within thirty (30) days.
- 3) The principal or department head shall contact maintenance personnel to request repairs if needed to secure the area vandalized or from which property has been stolen.

STATUTORY AUTHORITY: 1001.42, F.S.

LAWS IMPLEMENTED: 1001.43, F.S.

STATE BOARD OF EDUCATION RULE: 6A-1.087

**HISTORY: ADOPTED: 08/18/1998
REVISION DATE(S): 08/08/2006**

