

Theft/Stolen/Damage Property Procedure

DATE: August, 2006

PURPOSE: To provide a record keeping system of when and where thefts/vandalism are taking place.

DEFINITION: To assure that all students and staff personal belongings are safe and secure. Reports are located in the main office.

PROCEDURE: STUDENTS

1. If a student reports that their property has been stolen or vandalized, they need to be directed to report to the main office to fill out a theft report.
2. Student fills out a theft/vandalism report and this gets forwarded to security.
3. Security/Administration will investigate and report back to student about the outcome of the investigation.
4. Per District policy, only Administration or Security may perform locker or student searches.
5. Any police or disciplinary action will be determined by Administration.

PROCEDURE: STAFF

1. If school property is stolen/vandalized, a report **MUST BE** made to Administration **ASAP**.
2. Administration/Security will investigate.
3. Any police or discipline will be determined by Administration.
4. If personal property is stolen/vandalized, a report needs to be filled out and given to security.
5. Security/Administration will investigate and report back to staff about the outcome of the investigation.
6. Any police or discipline will be determined by Administration.