

CHAPTER 7.00 - BUSINESS SERVICES

LOST OR STOLEN PROPERTY

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- I. The principal or designee shall notify the following individuals when any school 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 system office by telephone; and,
 - C. In writing with a copy of such notice being sent to the Superintendent.
- II. The custodian of the property records shall prepare a written report and recommendation to the Superintendent if the property is not recovered within thirty (30) days.
- III. The Superintendent shall report to the Board any property that has been lost or stolen if not recovered within thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.

STATUTORY AUTHORITY:

**CODE OF ALABAMA
16-1-30**

LAW(S) IMPLEMENTED:

**CODE OF ALABAMA
16-8-8, 16-11-9, 16-12-3**

ALABAMA ADMINISTRATIVE PROCEDURE ACT: _____

HISTORY:

**ADOPTED: October 18, 2006
REVISION DATE(S): _____
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