

INVESTIGATION OF LOST OR STOLEN PROPERTY

Date of investigation:

Law Enforcement contact date (attach incident report):

Findings of Fact:

Example(s)

1. I find that _____ did follow district procedures.
2. I find that _____ did not follow district procedures.

List each procedural violation:

Recommendations for replacement/reimbursement:

1. The employee will reimburse the district for the monetary loss in the amount of _____.
2. The employee has insurance as follows:

State any insurance that may be available for recovery

3. The district should pursue reimbursement.

Recommendations for disciplinary action:

1. No action required.
2. Letter of reprimand by the supervisor.
3. Recommendation for suspension without pay with due process rights for a period of time. (To be determined by the value of the lost, damaged or stolen item.)
4. Recommendation for termination.

Signature of employee

Date

Signature of supervisor

Date

CC: Employee