

Greater Albany SD 8J
Administrative Regulation

Code: **ECAB-AR(1)**
Adopted: 2/2/83
Readopted: 3/12/01
Orig. Code(s): AR 7404

Guidelines Covering the Replacement of Stolen Equipment

1. The building administrator will be responsible for evaluating each loss and determining whether or not the item stolen needs to be replaced.
2. After each loss, a waiting period of two weeks will be required before a decision is made to replace or not replace any of the stolen items. This will allow the law enforcement authorities adequate time to try to recover the stolen items. When special circumstances requires immediate replacement, the two-week waiting period may be waived by the superintendent.
3. When it has been determined that a stolen item will be replaced, the building budget will be responsible for funding 10% of the total cost of the items to be replaced up to a total replacement cost of \$5,000 except that no building will be charged more than 50% of their annual capital outlay budget. Any costs of improving or upgrading the replacement equipment will be incurred by the building.
4. Items on loan from the media center or another school are the responsibility of the administrator in the building from which the item was stolen, however, the decision to replace will be made by the building administrator lending the equipment.
5. Should a stolen item be recovered after a replacement item has been purchased, the building administrator and the director of business will determine where the stolen item and the replacement item would be placed. Should the two be unable to reach an agreement, the superintendent shall make the decision.
6. The district will not replace any personal property (community, staff or student).