

## **Confiscation Procedure**

Whenever personal property is confiscated for violation of any Board policy, the following procedures shall be followed by school personnel:

1. If circumstances permit, the taking of personal property shall be done by administrative personnel in the presence of an adult witness. If criminal activity is indicated by the circumstances of the taking, the appropriate government agency shall be called and the contraband turned over to that agency;
2. The possessor of contraband items shall be given a receipt for the item identifying the time and place of the taking, the place where the item will be stored or the agency to whom the item will be delivered, the name of the person taking possession of the item, and the name of the witness. The receipt shall also contain the name, current address, and telephone number of the owner or possessor, for purposes of notification and return;
3. Unless delivered to another governmental agency, confiscated property shall be stored in a secure area of the administration office building. The property shall be clearly marked with the date of confiscation, the name of the owner or possessor (if known), and the name of the person who took possession of the property;
4. By the end of the next business day, after the property is confiscated, the district shall send a letter to the owner informing the owner of the following:
  - a. The location of the property;
  - b. The reason for holding the property; and
  - c. The time and place to claim and recover the property.
5. If personal property is to be held for use as evidence in any proceeding, the owner shall be informed of the nature of the proceeding and an estimate of when the confiscated property shall be made available to the owner or possessor. Within seven days after the final determination of any disciplinary hearing in which the item is used as an exhibit, it shall be made available to the owner or possessor. The owner or possessor shall sign for any property released to them;
6. Confiscated property that is not claimed or delivered shall be treated as surplus district property and shall be disposed of pursuant to Board policy DN. Prior to destruction or sale, the district shall provide written notice to the owner or possessor of the district's intent and a date certain for owner or possessor to appear and claim the personal property.