

# INCIDENT/INVESTIGATION REPORT

Case# 2016-033710  
 Date / Time Reported 12/23/2016 07:56 Fri  
 Last Known Secure 12/23/2016 00:30 Fri  
 At Found 12/23/2016 07:30 Fri

Agency Name  
 Clay County Sheriff's Office  
 ORI FL0100000

Location of Incident 550 Pin Oak Ct, Green Cove Springs FL 32043-  
 Premise Type Home Of Victim-single  
 Zone Tract 12

Crime Incident(s)	Weapon / Tools	Entry	Exit	Security	Activity
#1 Burglary To Auto 810	NOT APPLICABLE/NONE				
#2 Crime Incident					
#3 Crime Incident					

# of Victims 3 Type: PERSON/INDIVIDUAL(NOT A LE Injury: None Domestic: N  
 Victim Business Name (Last, First, Middle) GILHOUSEN, ADAM CHARLES  
 Victim of Crime # 1, DOB 12/10/1980, Race W, Sex M, Relationship To Offender ST, Resident Status Resident, Military Branch Status  
 Home Address 550 PIN OAK CT, Green Cove Springs, FL 32043- Home Phone 904-214-7543  
 Employer Name/Address FORREST HIGH SCHOOL JACKSONVILLE, FL (STUDENT) Business Phone Mobile Phone  
 VYR 2014 Make CHRY Model TOWN AND Style VN Color WHI Lic/Is 9283ID, FL VIN 2C4RC1BG7ER446514

CODES: V- Victim (Denote V2, V3) O = Owner (if other than victim) R = Reporting Person (if other than victim)  
 Type: BUSINESS Injury: None  
 Code 12 Name (Last, First, Middle) CLAY COUNTY SCHOOL BOAD  
 Victim of Crime # 1, DOB Age 36, Race, Sex, Relationship To Offender ST, Resident Status N/A, Military Branch Status  
 Home Address 23 Green St Green Cove City Liml, FL 32043 Home Phone 904-529-4893  
 Employer Name/Address Oakleaf High School, 4035 Plantation Oaks Blvd Business Phone 904-213-1900 Mobile Phone

Type: PERSON/INDIVIDUAL(NOT A LE OFFICER) Injury: None  
 Code 13 Name (Last, First, Middle) GILHOUSEN, ASHLEY L  
 Victim of Crime # 1, DOB 05/26/1985, Race W, Sex F, Relationship To Offender ST, Resident Status Resident, Military Branch Status  
 Home Address 550 Pin Oak Ct, Green Cove Springs, FL 32043 Home Phone 904-716-1269  
 Employer Name/Address Clay County School Board, 23 Green St (BOARD MEMBER) Business Phone Mobile Phone 904- -

L = Lost S = Stolen R = Recovered D = Damaged Z = Seized B = Burned C = Counterfeit/ Forged F = Found  
 ("OJ" = Recovered for Other Jurisdiction)

VI #	Code	Status From To	Value	OJ	QTY	Property Description	Make/Model	Serial Number
3	468	S	550.00		1	Briefcase		
2	386	S	5500.00		1	LAPTOP	DELL	
1	292	S	550.00		1	GIFT CARD	LONG HORN STEAL	
1	291	S	510.00		1	Coins	US	
1	03	Q	50.00		1	2010 BLK, A74SQB FL	GMC Terrain	
1	04N	Q	50.00		1	2014 WHI, 9283ID FL	CHRY Town And Cov	
1	03	Q	50.00		1	2006 BGE, A7Z FL	TINCLs	

Officer ID# HANSELL, J. L. (07572) Outstanding Stolen Val Total Stolen 5610.00 [5610.00]  
 Investigator ID# CAMPBELL, M. T. (06222) Supervisor PUNSKY, R. E. (00649)  
 Complainant Signature Case Status Active Case pending 12/30/2016 Case Disposition Page 1

## Incident Report Related Property List

Clay County Sheriff's Office

OCA - 2016-033710

1	Property Description <b>Coins</b>	Make <b>US</b>	Model	Caliber
Color	Serial No.	Value <b>\$10.00</b>	Qty <b>1.000</b>	Unit
Status <b>Stolen</b>	Date <b>12/23/2016</b>	NIC #	State #	Local #
Name (Last, First, Middle) <b>Gilhousen, Adam Charles</b>		DOB <b>12/10/1980</b>	Age <b>36</b>	Race <b>W</b>
Jurisdiction <b>Locally</b>				
OAN				

Notes

2	Property Description <b>GIFT CARD</b>	Make <b>LONG HORN STEAE</b>	Model	Caliber
Color	Serial No.	Value <b>\$50.00</b>	Qty <b>1.000</b>	Unit
Status <b>Stolen</b>	Date <b>12/23/2016</b>	NIC #	State #	Local #
Name (Last, First, Middle) <b>Gilhousen, Adam Charles</b>		DOB <b>12/10/1980</b>	Age <b>36</b>	Race <b>W</b>
Jurisdiction <b>Locally</b>				
OAN				

Notes

3	Property Description <b>LAPTOP</b>	Make <b>DELL</b>	Model	Caliber
Color	Serial No.	Value <b>\$500.00</b>	Qty <b>1.000</b>	Unit
Status <b>Stolen</b>	Date <b>12/23/2016</b>	NIC #	State #	Local #
Name (Last, First, Middle) <b>Clay County School Board,</b>		DOB	Age	Race
Sex				
Jurisdiction <b>Locally</b>				
OAN				

Notes

4	Property Description <b>Briefcase</b>	Make	Model	Caliber
Color <b>Gray</b>	Serial No.	Value <b>\$50.00</b>	Qty <b>1.000</b>	Unit
Status <b>Stolen</b>	Date <b>12/23/2016</b>	NIC #	State #	Local #
Name (Last, First, Middle) <b>Gilhousen, Ashley L.</b>		DOB <b>05/26/1985</b>	Age <b>31</b>	Race <b>W</b>
Sex <b>F</b>				
Jurisdiction <b>Locally</b>				
OAN				

Notes

**SCHOOL BOARD OF CLAY COUNTY**  
**TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9000

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Fujitsu Property Number: 84165 <sup>02</sup>  
Serial Number: 001841 Model: F1-4220C2  
Acquisition Date: 6/9/05 Current Value: \$ 1232.33  
Allowance for trade-in (Provided by vendor): \$626.00

Reason for trade-in:  Parts (no longer available);  Current condition (item unusable)

Repair (not cost effective)  Other: New computer will not support

**ITEM TO BE PURCHASED:**

Description of Item: Cannon Scanner Model: DR-M160II  
Vendor: Shell Office Cost: \$ 1,426.99

Method of Payment:  District Funds - Budget Line: 0100.7730.0643.9000.0000

OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Robin Huskey  
Report Prepared By (Type Name)

[Signature]  
Principal/District Administrator's Signature

4/20/17  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

Room 32  
Myrna Robinson

**SCHOOL BOARD OF CLAY COUNTY  
TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9060

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: fujitsu scanner Property Number: 8623002

Serial Number: 141979 Model: fj-4120C2

Acquisition Date: 5/12/05 Current Value: \$ 961.92

Allowance for trade-in (Provided by vendor): \$ 626.00

Reason for trade-in:  Parts (no longer available):  Current condition (item unusable)

Repair (not cost effective)  Other: New computer will not support

**ITEM TO BE PURCHASED:**

Description of Item: Cannon Scanner Model: DR-M160II

Vendor: Shell Office Systems Cost: \$ 1,426.99

Method of Payment:  District Funds - Budget Line: 0100.7730.0643.9060.0000

OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Robin Huskey  
Report Prepared By (Type Name)

David Bohner  
Principal/District Administrator's Signature

4/20/17  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

*Angie Saunders  
Room  
45*

**SCHOOL BOARD OF CLAY COUNTY**  
**TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9060

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Fujitsu Property Number: 86231 02  
Serial Number: 153189 Model: fi - 4120C2  
Acquisition Date: 9/22/05 Current Value: \$ 961.92  
Allowance for trade-in (Provided by vendor): \$626.00

Reason for trade-in:  Parts (no longer available);  Current condition (item unusable)

Repair (not cost effective)  Other: New computer will not support

**ITEM TO BE PURCHASED:**

Description of Item: Cannon Scanner Model: DR-M160II  
Vendor: Shell Office Systems Cost: \$ 1,426.99

Method of Payment:  District Funds - Budget Line: 0100.7730.0643.9060.0000

OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Robin Huskey  
Report Prepared By (Type Name)

[Signature]  
Principal/District Administrator's Signature

4/20/17  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

Switchboard

**SCHOOL BOARD OF CLAY COUNTY  
TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9060

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Fujitsu Scanner Property Number: 82248 02

Serial Number: 152325 Model: Pi-4120C2

Acquisition Date: 1/12/06 Current Value: \$ 953.50

Allowance for trade-in (Provided by vendor): \$ 626.00

Reason for trade-in:  Parts (no longer available);  Current condition (item unusable)

Repair (not cost effective)  Other: New computer will not support

**ITEM TO BE PURCHASED:**

Description of Item: Cannon Scanner Model: DR-M160II

Vendor: Shel Office Systems Cost: \$ 1,426.99

Method of Payment:  District Funds - Budget Line: 0100.7730.0643.9060.0000

OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Robin Huskey  
Report Prepared By (Type Name)

[Signature]  
Principal/District Administrator's Signature

4/20/17  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

Jane Thompson #52

**SCHOOL BOARD OF CLAY COUNTY**  
**TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9060

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Fujitsu Property Number: 86249 22

Serial Number: 153177 Model: fi-4120C2

Acquisition Date: 1/12/06 Current Value: \$ 955.49

Allowance for trade-in (Provided by vendor): \$626.00

Reason for trade-in:  Parts (no longer available);  Current condition (item unusable)

Repair (not cost effective)  Other: New computer will not support

**ITEM TO BE PURCHASED:**

Description of Item: Cannon Scanner Model: DR-M460.II

Vendor: Shell office Systems Cost: \$ 1,426.99

Method of Payment:  District Funds - Budget Line: 0100.7730.0043.9060.0000

OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Robin Huskey  
Report Prepared By (Type Name)

Daniel Plummer  
Principal/District Administrator's Signature

4/20/17  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

3/3/17  
English

**SCHOOL BOARD OF CLAY COUNTY**  
**TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9060

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Fujitsu Scanner Property Number: 87762 02

Serial Number: 149179 Model: fi-4120c2

Acquisition Date: 3/27/08 Current Value: \$ 964.39

Allowance for trade-in (Provided by vendor): \$ 626.00

Reason for trade-in:  Parts (no longer available);  Current condition (item unusable)

Repair (not cost effective)  Other: New computers will not support

**ITEM TO BE PURCHASED:**

Description of Item: Cannon Scanner Model: DR-M160II

Vendor: Shell Office Systems Cost: \$ 1,426.99

Method of Payment:  District Funds - Budget Line: 0100.7730.0643.9060.0000

OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Robin Huskey  
Report Prepared By (Type Name)

Dad Behr  
Principal/District Administrator's Signature

4/20/17  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

Karen Beatty  
Room # 46



**SCHOOL BOARD OF CLAY COUNTY  
TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9060

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Fujitsu Scanner Property Number: 87763 2v

Serial Number: 149168 Model: Fi-4120C2

Acquisition Date: 2/9/06 Current Value: \$ 964.39

Allowance for trade-in (Provided by vendor): \$626.00

Reason for trade-in:  Parts (no longer available):  Current condition (item unusable)

Repair (not cost effective)  Other: New Computer will not support

**ITEM TO BE PURCHASED:**

Description of Item: Cannon Scanner Model: DR-M160 II

Vendor: Shell Office Systems Cost: \$ 1,426.99

Method of Payment:  District Funds - Budget Line: 0100.7730.0643.9060.0000

OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Robin Huskey  
Report Prepared By (Type Name)

Dail Shun  
Principal/District Administrator's Signature

4/20/17  
Date

Email to:  
Principal/District Administrator

Submit to:  
Property Control

Gloria Johnson

**SCHOOL BOARD OF CLAY COUNTY**  
**TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9060

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Fujitsu Scanner Property Number: 87764 <sup>2</sup>

Serial Number: 145382 Model: fi - 4120C2

Acquisition Date: 2/9/06 Current Value: \$ 964.39

Allowance for trade-in (Provided by vendor): \$ 626.00

Reason for trade-in:  Parts (no longer available):  Current condition (item unusable)

Repair (not cost effective)  Other: New computer will not support

**ITEM TO BE PURCHASED:**

Description of Item: Cannon Scanner Model: DR-M160II

Vendor: Shell Office Systems Cost: \$ 1,426.99

Method of Payment:  District Funds - Budget Line: 0100.7730.0643.9060.0000

OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Robin Huskey  
Report Prepared By (Type Name)

[Signature]  
Principal/District Administrator's Signature

4/20/12  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

Laura Bergin

**SCHOOL BOARD OF CLAY COUNTY**  
**TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9060

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Fujitsu Fi-5120C Property Number: 91940 <sup>02</sup>  
Serial Number: 061500 Model: F1-5120C  
Acquisition Date: 3/22/07 Current Value: \$ 856.74  
Allowance for trade-in (Provided by vendor): \$626.00  
Reason for trade-in:  Parts (no longer available);  Current condition (item unusable)  
 Repair (not cost effective)  Other: New computer will not support

**ITEM TO BE PURCHASED:**

Description of Item: Cannon Scanner Model: DK-M160II  
Vendor: Shell Office Systems Cost: \$ 1,426.99  
Method of Payment:  District Funds - Budget Line: 0100.7730.0643.9060.0000  
OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Robin Huskey  
Report Prepared By (Type Name)

Dail Rini  
Principal/District Administrator's Signature

4/20/17  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

**SCHOOL BOARD OF CLAY COUNTY**  
**TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 9060

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Fujitsu Property Number: 94056 P<sup>2</sup>  
Serial Number: 105678 Model: fi-5120C  
Acquisition Date: 10/11/07 Current Value: \$ 820.00  
Allowance for trade-in (Provided by vendor): \$626.00  
Reason for trade-in:  Parts (no longer available):  Current condition (item unusable)  
 Repair (not cost effective)  Other: new computers will not support

**ITEM TO BE PURCHASED:**

Description of Item: Cannon Scanner Model: DR-M160II  
Vendor: Shell Office Systems Cost: \$ 1,426.99  
Method of Payment:  District Funds - Budget Line: 0100.7730.0643.9060.0000  
OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Robin Huskey  
Report Prepared By (Type Name)

D. Puri  
Principal/District Administrator's Signature

4/20/17  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

**SCHOOL BOARD OF CLAY COUNTY**  
**TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0261-DIS

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Duplicator JP4500 w/stand - Ricoh Copyfax Property Number: 88757

Serial Number: F45560700029 Model: JP4500

Acquisition Date: 12/14/2006 Current Value: \$4143.00

Allowance for trade-in (Provided by vendor): Free copies to 6/30/2017  
Free maintenance agreement to 6/30/17

Reason for trade-in:  Parts (no longer available):  Current condition (item unusable)

Repair (not cost effective)  Other: \_\_\_\_\_

**ITEM TO BE PURCHASED:**

Description of Item: Ricoh MP3554 Model: J13681

Vendor: CopyFax Cost: \$3098.00

Method of Payment:  District Funds - Budget Line: 0100.5100.0641.0261.1585  
0100.5100.0641.0261.1527

OR  Internal Accounts - Activity Account Name/Number: 0100.5100.0641.0000

R. Casias  
Report Prepared By (Type Name)

[Signature]  
Principal/District Administrator's Signature

4/24/17  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control

**SCHOOL BOARD OF CLAY COUNTY  
TRADE-IN REQUEST**

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0521 FIE

**ITEM TO TRADE IN:** (The required information can be found on the TERMS database if applicable)

Description of Item: Ricoh Copier w/ Doc Feed/cab Property Number: 10001726

Serial Number: N7100100004 Model: Priport DX4545

Acquisition Date: 6/29/10 Current Value: \$ 3,314.00

Allowance for trade-in (Provided by vendor): Free maintenance on newly leased <sup>3 years</sup> duplicator

Reason for trade-in:  Parts (no longer available):  Current condition (item unusable)

Repair (not cost effective)  Other: \_\_\_\_\_

**ITEM TO BE PURCHASED:**

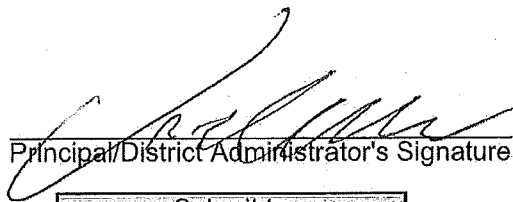
Description of Item: Leasing Model: \_\_\_\_\_

Vendor: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Method of Payment:  District Funds - Budget Line: \_\_\_\_\_

OR  Internal Accounts - Activity Account Name/Number: \_\_\_\_\_

Kim Marks  
Report Prepared By (Type Name)

  
Principal/District Administrator's Signature

4-10-17  
Date

Email to  
Principal/District Administrator

Submit to  
Property Control