

REPORTING OFFICER NARRATIVE

Clay County Sheriff's Office

		OCA 2007-006302
Victim CLAY CO SCHOOL BOARD	Offense BURGLARY	Date / Time Reported Tue 02/27/2007 07:44

While assigned to Orange Park High School Ann Miller, Principal at Dr`s Inlet Elementary School contacted me. Ann said that an unknown person(s) had broken into portable number 896 and removed a Dell computer.

I responded to Dr`s Inlet and met with Ann and custodian Don Johnson. Don said he was the first to find the portable had been broken into when he had to unlock the door for a substitute teacher. Don said it looked as if someone had tried or did, kick the lock open on the front door. Don also said they kicked the lock on the boys bathroom (rm# 919) but did no damage inside the bathroom.

Don told me he noticed that the computer that normally sits beside the teacher was missing. Don then called for Ann to come and see. Don, Ann and the substitute teacher all went in and out of the door using the handle before I could dust for latent prints. I photographed the door and room.

I also observed what appeared to be fresh pry marks on the door in the lock and striker plate area. I also photographed this area. Don said there were footprints on the floor but he, Ann and the substitute had walked over them.

This case is pending.



CLAY COUNTY DISTRICT SCHOOLS

BOARD MEMBERS

PROPERTY CONTROL OFFICE
814 Walnut Street
Green Cove Springs, Florida 32043

Telephones:

904/284-6500 (GCS) 904/272-8100 (OP)
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David Owens
Superintendent of Schools

Carol Vallencourt
District 1
Carol Studdard
District 2
Charles Van Zant, Jr.
District 3
Charles Fields
District 4
Lisa Graham
District 5

TO: Phillip Hans, Property Coordinator
FROM: Katina Allen, Assistant Principal 0352/LES
RE: Trade-In of a Ricoh Copier
DATE: April 5, 2007

We are unable to purchase a maintenance contract on the Ricoh JP1030 duplicator, property number 71966. Copyfax no longer guarantee parts availability due to the age of the copier. We have negotiated a trade-in for the Ricoh JP1030 duplicator with Copyfax. Listed are the details for your approval:

Trade-in:

- a. Ricoh Priport Model JP1030
- b. Property Number 71966
- c. Serial Number 3630065295
- d. Acquisition Cost: \$2895.00
- e. Acquisition Date: 08/09/2001
- f. Allowance of Trade-In: Remaining copies will be transferred to another Ricoh copier that is currently over its copy limit.
- g. Reason for Trade-In: Maintenance support not available due to age of copier

Item To Be Purchased:

- a. Ricoh Priport DX4542 Duplicator
- b. Vendor: Copyfax
- c. Cost of New Copier: \$4,084.00
- d. Method of Payment: Internal Accounts