

INCIDENT/INVESTIGATION REPORT

Agency Name <i>Clay County Sheriff's Office</i>			Case# <i>2008-009248</i>		
ORI <i>FL0100000</i>			Date / Time Reported <i>03/20/2008 10:59 Thu</i>		
Location of Incident <i>2300 Kingsley Av, Orange Park FL 32073-</i>		Premise Type <i>School/college</i>	Zone/Tract <i>2</i>	Last Known Secure <i>12/12/2007 00:00 Wed</i>	
				At Found <i>01/20/2008 10:00 Sun</i>	
#1	Crime Incident(s) <i>Grand Theft - Value 300 To 4,999</i> <i>812-014/2C1</i>	(Com) F	Weapon / Tools <i>NOT APPLICABLE/NONE</i>		Activity
			Entry	Exit	Security
#2	Crime Incident	()	Weapon / Tools		Activity
			Entry	Exit	Security
#3	Crime Incident	()	Weapon / Tools		Activity
			Entry	Exit	Security

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MO		# of Victims <i>I</i>	Type: BUSINESS	Injury:		Domestic: N				
V I C T I M	V1	Victim/Business Name (Last, First, Middle) <i>CCSB</i>		Victim of Crime # <i>I,</i>	DOB <i>Age</i>	Race	Sex	Relationship To Offender	Resident Status <i>N/A</i>	Military Branch/Status
	Home Address <i>900 WALNUT ST, Green Cove Springs, FL 32043-</i>								Home Phone <i>904-272-8100</i>	
	Employer Name/Address						Business Phone		Mobile Phone	
	VYR	Make	Model	Style	Color	Lic/Lis	VIN			

O T H E R S	CODES: V- Victim (Denote V2, V3) O = Owner (if other than victim) R = Reporting Person (if other than victim)										
	Type: PERSON/INDIVIDUAL(NOT A LE OFFICER)										
	Code <i>IO</i>	Name (Last, First, Middle) <i>JAHN, TED</i>			Victim of Crime #	DOB <i>07/25/1943</i> <i>Age 64</i>	Race <i>W</i>	Sex <i>M</i>	Relationship To Offender	Resident Status	Military Branch/Status
	Home Address <i>5541 W Rainey Av Orange Park, FL 32073</i>								Home Phone <i>904-278-0197</i>		
Employer Name/Address <i>OPHS, Kingsley Ave, Op, Fl</i>						Business Phone <i>904-272-8110</i>		Mobile Phone			
Type: PERSON/INDIVIDUAL(NOT A LE OFFICER)											
Code <i>RP</i>	Name (Last, First, Middle) <i>FLETCHER, WILLIAM DANIEL</i>			Victim of Crime #	DOB <i>01/02/1957</i> <i>Age 51</i>	Race <i>W</i>	Sex <i>M</i>	Relationship To Offender	Resident Status	Military Branch/Status	
Home Address <i>2300 Kingsley Av Orange Park, FL 32073</i>								Home Phone <i>904-742-1957</i>			
Employer Name/Address <i>Orange Park High School, 3802 County Rd., 220 Middleburg, Fl (ASST</i>						Business Phone <i>904-272-8110</i>		Mobile Phone			

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 Frm/To	Value	OJ	QTY	Property Description	Make/Model	Serial Number		
<i>1</i>	<i>55</i>	<i>S</i>	<i>\$1,200.00</i>		<i>1</i>	<i>DELL LAPTOP (COUNTY PROPERTY)</i>		<i>C25W207</i>		
<i>1</i>	<i>55</i>	<i>S</i>	<i>\$880.00</i>		<i>1</i>	<i>DELL DESKTOP</i>		<i>F8CPMF1</i>		

Officer/ID#	<i>DAVIS, R. K. (06163)</i>	Outstanding Stolen Val [Total Stolen]:	<i>\$2,080.00</i> [<i>\$2,080.00</i>]
Invest ID#	<i>DAVIS, R. K. (06163)</i>	Supervisor	<i>COLLINS, M. D. (00615)</i>
Status	Complainant Signature	Case Status <i>Inactive</i>	Case Disposition: <i>04/09/2008</i>

REPORTING OFFICER NARRATIVE

Clay County Sheriff's Office

OCA 2008-009248
Date / Time Reported Thu 03/20/2008 10:59

Victim CCSB	Offense GRAND THEFT - VALUE 300 TO 4,999
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On 03-20-08 while assigned to the Juvenile Crime Section (OPHS), I investigated a grand theft complaint.

Upon meeting with Mr. Bill Fletcher (assistant principal) he said that two Dell computers were missing from the school.

Mr. Fletcher discovered the computers missing as he was doing his yearly inventory.

Mr. Fletcher further said that the listed property was possibly signed out by teachers, or might be on campus unaccounted for.

However, Mr. Fletcher said that he has been searching for the listed property since the beginning of January.

Investigation revealed that the listed equipment was assigned to Ted Jahn (Network Spec.).

Upon interviewing Mr. Jahn, he said the Dell lap top was assigned to a "rolling lab" in which six-teen different teachers signed for the lap top this year.

Ted Jahn also said that Mrs. Melody Melvin (teacher) was responsible for signing the lab top out.

According to the sign out sheet, all sixteen teachers that signed out the lab top also returned it.

Upon talking with Mrs. Melvin, she said that the lab top was discovered missing on December 12, 2007.

To this date no one has been able to locate the missing property. Mrs. Melvin was unable to provide any additional information.

According to Mr. Fletcher, the Dell desk top computer was never assigned to anyone.

Mr. Fletcher said that once it was delivered at OPHS, it was supposedly placed in one of the storage rooms (west campus).

At this time there are no known suspects regarding this case.

This case is pending.

Stolen Property: (1) Dell Lap top D520, and (1) Dell Desk top (see property report).

Incident Report Related Property List

Clay County Sheriff's Office

OCA: 2008-009248

1	Property Description DELL LAPTOP (COUNTY PROPERTY)			Make		Model		Caliber	
	Color	Serial No. C25W207		Value \$1,200.00		Qty 1.00	Unit	Jurisdiction Locally	
	Status Stolen	Date 12/12/2007	NIC #		State #		Local #		OAN
	Name (Last, First, Middle) Ccsb,				DOB //		Age	Race	Sex

Notes

2	Property Description DELL DESKTOP			Make		Model		Caliber	
	Color	Serial No. F8CPMFI		Value \$880.00		Qty 1.00	Unit	Jurisdiction Locally	
	Status Stolen	Date 12/12/2007	NIC #		State #		Local #		OAN
	Name (Last, First, Middle) Ccsb,				DOB //		Age	Race	Sex

Notes

KEYSTONE HEIGHTS ELEMENTARY SCHOOL
"Where Every Kid Is A Winner"

MARY S. MIMBS
Principal

ANGELA M. GENTRY
Assistant Principal



MELBA JOHNSON
Guidance Counselor

JACQUELYN WELCH
Guidance Counselor

TO: Clay County School Board Members

FROM: Angela M. Gentry, Assistant Principal *Angela M. Gentry*

DATE: May 5, 2008

VIA: Chris Lee, Coordinator of Property

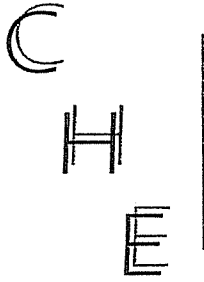
We are purchasing a copier and would like to trade-in the old one. The information on the machine is as follows:

Copier To Be Traded-In:

A. Model: Aficio 220 Digital Copier (J5137)
CCSB Number: 71040
Acquisition Date: 08/30/2001
Acquisition Cost: \$2,901.00
Reason For Trade-In: Age of Copier and Unavailability of Parts For Repairs
Allowance For Trade-In: First 20,000 Copies Free For Trade In of J5137

Copier To Be Purchased:

A. Model: Aficio MP2500 Digital Copier w/DF3020 Auto Document Feeder and Cabinet FAC 37; Features includes 25 Copies Per Minute, Reduction/Enlargement Duplexing
Vendor: Copyfax
Cost: \$2,526 (Including Trade-In Allowance)
Method Of Payment: Purchase Order (University of Florida ITN07DD-162TC)



Clay Hill Elementary School



6345 CR 218 West
Jacksonville, Florida 32234

Main Office: 289-7193 • Fax: 289-9667 • Guidance: 289-9947 • Clinic: 289-9163 • Cafeteria: 289-7954

Evelyn Chastain
Principal

www.clay.k12.fl.us/che

Kimberly Phillips
Assistant Principal

TO: Phillip Hans, Property Coordinator
FROM: Evelyn Chastain, Principal
Clay Hill Elementary School
RE: Trade-In of RICOH Priport Copier
DATE: April 29, 2008

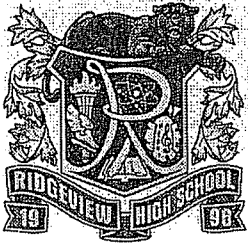
Our RICOH Priport copier, property number 80915 has past the point of reliability, repair and parts have exceeded the economical life of the copier. We have negotiated a trade in on a new copier with Copyfax. Listed below are the details for your approval:

Trade-in:

a. Description	RICOH Priport Copier
b. Property Number	80915
c. Serial Number	F2631150053
d. Acquisition Cost	\$ 4966.00
e. Acquisition Date:	02/200/
f. Allowance of Trade-In	\$ 350.00 (to be used as free copies in new machine)
g. Reason for Trade-In	Maint. agreement too expensive

Item to be purchased:

a. Description	Ricoh AFICIO MP4000 Digital Copier
b. Vendor	Copy Fax
c. Cost of New Copier	\$4109.00
d. Method of Payment	Purchase Order



Ridgeview High School

466 Madison Avenue
Orange Park, Florida 32065

To: Clay County School Board
From: Mr. Westmoreland – Principal *gw* Mr. Feltner - Property
Via: Chris Lee, Coordinator of Property

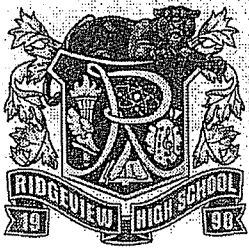
Subject: Trade-in-request

We have purchased a new duplicator and would like to trade-in the old one.
Information on both machines is as follows:

Model:	Sharp SF-2052 Copier
CCSB Number:	00072658
Acquisition date:	07/29/1999
Acquisition cost:	6500.00
Reason for Trade-in:	Maintenance costs too expensive
Allowance for Trade-in:	First 25,000 copies free

Item to be purchased

Model:	Aficio MP4000B Digital Copier
Vendor:	COPYFAX, Inc.
Cost:	\$3,980.00
Method of Payment:	Purchase order



Ridgeview High School

466 Madison Avenue
Orange Park, Florida 32065

To: Clay County School Board
From: Mr. Westmoreland – Principal *gw* Mr. Feltner - Property
Via: Chris Lee, Coordinator of Property

Subject: Trade-in-request

We have purchased a new duplicator and would like to trade-in the old one.
Information on both machines is as follows:

Model:	Ricoh Aficio 220 Digital Copier
CCSB Number:	00075970
Acquisition date:	09/13/2001
Acquisition cost:	3811.00
Reason for Trade-in:	Maintenance costs too expensive
Allowance for Trade-in:	Free maintenance thru June 30, 2008

Item to be purchased

Model:	Aficio MP2000 Digital Copier
Vendor:	COPYFAX, Inc.
Cost:	\$2,080.00
Method of Payment:	Purchase order



Ridgeview High School

466 Madison Avenue
Orange Park, Florida 32065

To: Clay County School Board
From: Mr. Westmoreland – Principal *W* Mr. Feltner - Property
Via: Chris Lee, Coordinator of Property

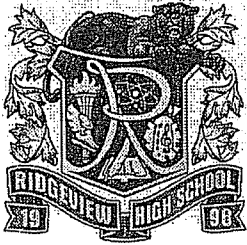
Subject: Trade-in-request

We have purchased a new duplicator and would like to trade-in the old one.
Information on both machines is as follows:

Model:	Ricoh Aficio Digital 1055 Copier
CCSB Number:	00081479
Acquisition date:	07/22/2004
Acquisition cost:	8429.50
Reason for Trade-in:	Maintenance costs too expensive
Allowance for Trade-in:	First 100,000 copies free

Item to be purchased

Model:	Ricoh Aficio MP7500 Copier
Vendor:	COPYFAX, Inc.
Cost:	\$11,976.00
Method of Payment:	Purchase order



Ridgeview High School

466 Madison Avenue
Orange Park, Florida 32065

To: Clay County School Board
From: Mr. Westmoreland – Principal *gw* Mr. Feltner - Property
Via: Chris Lee, Coordinator of Property

Subject: Trade-in-request

We have purchased a new duplicator and would like to trade-in the old one.
Information on both machines is as follows:

Model:	Ricoh Aficio 1515 Copier
CCSB Number:	00082997
Acquisition date:	01/13/2005
Acquisition cost:	1415.00
Reason for Trade-in:	Maintenance costs too expensive
Allowance for Trade-in:	Free maintenance thru June 30, 2008

Item to be purchased

Model:	Aficio MP2000 Digital Copier
Vendor:	COPYFAX, Inc.
Cost:	\$1,742.00
Method of Payment:	Purchase order



David L. Owens
Superintendent of Schools

SCHOOL DISTRICT OF CLAY COUNTY

900 Walnut Street
Green Cove Springs, Florida 32043
Telephones:
904/284-6500 (GCS) 904/272-8100 (OP)
1-888-663-2529 (KH)
FAX 904/284-6525 TDD 904/284-6584

BOARD MEMBERS

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

TO: Christopher Lee, Coordinator of Property
FROM: Sharon Chapman, Assistant Superintendent for Instruction *S. Chapman*
RE: COPIER – TRADE-IN
DATE: May 6, 2008

We have purchased a new copier and would like to trade in the old one. Information on both machines is as follows:

Copier to be traded in:

Ricoh Aficio 700, ID#J4620, CCSB# 74584, Serial #900189

Acquisition Date: October 18, 2000

Acquisition Cost: \$13,848.00

Allowance for Trade-in: Credit for 50,000 copies on maintenance agreement (because of low price of new copier, could not give a larger trade-in)

Reason for Trade-in: Could no longer obtain maintenance agreement on copier due to age and unavailability of parts.

Copier to be purchased:

Ricoh Aficio 8000, ID# 9131, CCSB#94089, Serial #M9485100004

SR970 Finisher, Serial #K6287501926

Vendor: Copyfax

Method of Payment: CCSB P. O. 08008700

Cost: \$13,222.00