

INCIDENT/INVESTIGATION REPORT

Agency Name Clay County Sheriff's Office		Case# 2014-029984	
ORI FL0100000		Date / Time Reported 11/07/2014 09:20 Fri	
Location of Incident 900 Orchid Av, Keystone Heights FL 32656-		Premise Type School/college	Zone/Tract 18
Last Known Secure 10/24/2014 13:00 Fri		At Found 11/07/2014 09:20 Fri	
#1	Crime Incident(s) Theft - Grand 812	(Com)	Weapon / Tools NOT APPLICABLE/NONE
#2	Crime Incident	()	Weapon / Tools
#3	Crime Incident	()	Weapon / Tools
Entry		Exit	Security
Entry		Exit	Security
Entry		Exit	Security

INCIDENT DATA

MO *Accomplices/Unknown, Point Of Entry/Unknown Point, Point of Exit/Unknown, Reason/Unknown*

VICTIM

# of Victims 1	Type: BUSINESS	Injury:		Domestic: N	
V1	Victim/Business Name (Last, First, Middle) CLAY COUNTY SCHOOL BOAD	Victim of Crime # I	DOB Age	Race W	Sex F
Home Address 814 WALNUT ST, Green Cove Springs, FL 32043-		Relationship To Offender UK		Resident Status N/A	Military Branch/Status
Employer Name/Address		Business Phone		Mobile Phone	
YR	Make	Model	Style	Color	Lic/Lis
				VIN	

OTHERS INVOLVED

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)	Injury:	
Code RP	Name (Last, First, Middle) VERPLANCK, ERIN	Victim of Crime # 09/08/1978
Home Address 16612 Sw 15th Ave Newberry, FL 32669		DOB Age 36
Employer Name/Address Keystone Heights High School, 900 Sw Orchid Av., Keystone Heights, Florida 32656		Race W
Type: PERSON/INDIVIDUAL(NOT A LE OFFICER)		Sex F
Code IO	Name (Last, First, Middle) COX, BRIAN G	Victim of Crime # 01/05/1973
Home Address 900 Orchid Av Keystone Heights, FL 32656		DOB Age 41
Employer Name/Address Keystone Heights High School, 900 Orchid Av., Keystone Heights, Florida 32656		Race W
Type: PERSON/INDIVIDUAL(NOT A LE OFFICER)		Sex M
Home Address 900 Orchid Av Keystone Heights, FL 32656		Resident Status Resident
Employer Name/Address Keystone Heights High School, 900 Orchid Av., Keystone Heights, Florida 32656		Military Branch/Status
Business Phone 352-473-5920		Home Phone 904-291-3088
Mobile Phone		Home Phone 904-291-3088

PROPERTY

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 Fm/To	Value	OJ	QTY	Property Description	Make/Model	Serial Number
1	233	S	\$2,339.99		1	Lawn Mower - Powered (e.g. rotary mowers)	HUSQVARNA/Rz4623	4213007843

Officer/ID# LEE, R. E. (06609)	Outstanding Stolen Val [Total Stolen]: \$2,339.99 [\$2,339.99]	
Invest ID# LEE, R. E. (06609)	Supervisor PARKER, J. C. (05061)	
Status	Complainant Signature	Case Status Inactive Case/suspended 11/20/2014
Case Disposition:		Page 1

REPORTING OFFICER NARRATIVE

Clay County Sheriff's Office

OCA 2014-029984
Date / Time Reported Fri 11/07/2014 09:20

Victim CLAY COUNTY SCHOOL BOAD	Offense THEFT - GRAND
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On 11/07/14 at 0830 hours, in my capacity as a School Resource Officer at Keystone Heights High School, I was contacted by Assistant Principal Brian Cox (involved/other) who said it was brought to his attention by Agricultural Teacher Erin Verplanck (reporting Party) that a riding lawn mower was missing from the Keystone Heights High School campus.

Myself and B. Cox checked the school property in an attempt to locate the mower. We were unable to find it on campus.

I then spoke with E. Verplanck who stated she was gone from campus on a field trip the week of 10/27/14. She stated the last time she thinks she remembered seeing the missing lawn mower was the afternoon of 10/24/14. She stated it was parked in an unlocked shed across from her portable. She stated the shed the mower was parked in is capable of being locked, but never is. She described the lawn mower as a 2012 almost new looking Husqvarna zero-turn lawnmower (Serial # 4213007843) with a 46 inch deck. She stated the lawnmower was orange and black with a black seat. It was valued at \$2339.99. E. Verplanck also stated the lawnmower had Clay County School Board property ID markers on it. The Clay County School Board ID number is 13000009.

E. Verplanck provided a sworn written statement.

A check of the campus did not reveal any signs of forced entry to any of the locked gates. There were no visible drag marks or any tire tracks that would indicate where the lawn mower was taken or how it was removed from campus. The Keystone Heights High School campus does not have any video or security cameras.

The stolen mower was entered into NCIC by ECO Lovett ID#7007

A Crime Intel bulletin was completed on the stolen lawn mower.

This case is active.

Investigative time 2 hour at \$20.50 per hour = \$41.00

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

TO: Clay County School Board

VIA: Property Control Coordinator

COST CENTER: 0471-PES

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

Description of Item: Copier: Priport Ricoh Copyfax Property Number: 87601

Serial Number: F1051100033 Model: JP4500

Acquisition Date: 02/09/2006 Current Value: \$6215.00

Allowance for trade-in (Provided by vendor): 0.00

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 Digital Duplicator Model: JP4500

Vendor: Copyfax, Inc. Cost: \$3920.00

Method of Payment: District Funds - Budget Line: _____

OR Internal Accounts - Activity Account Name/Number: Yearbook - 3700

Amy Vann
Report Prepared By (Type Name)


Principal/District Administrator's Signature

Oct 21, 2015
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: 0471-PES

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

Description of Item: Copier: Digital w/doc feeder Property Number: 87629

Serial Number: K9366000492 Model: Ricoh Aficio 3035

Acquisition Date: 02/08/2007 Current Value: \$5742.00

Allowance for trade-in (Provided by vendor): 0.00

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 Color Copier Model: J12403

Vendor: Copyfax, Inc. Cost: \$4367.00

Method of Payment: District Funds - Budget Line: _____

OR Internal Accounts - Activity Account Name/Number: Boxtops - 4201

Amy Vann
Report Prepared By (Type Name)


Principal/District Administrator's Signature

Oct 21, 2015
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: 9003-INST RESOURCES

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

Description of Item: Ricoh Aficio 3035 J805 Property Number: 91767

Serial Number: K9365901044 Model: MP1600

Acquisition Date: 06/14/2007 Current Value: \$ 7372.00

Allowance for trade-in (Provided by vendor): 15,000 Monochrome print fee & 1 Year Bottle

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 MPC4503SP Color Copier Model: MPC4503SP

Vendor: Copy-fax Cost: \$ 6255.00

Method of Payment: District Funds - Budget Line: 0100.6300.0641.9003.1516
0421.6300.0641.9104.1453

OR Internal Accounts - Activity Account Name/Number: _____

Report Prepared By (Type Name) _____

Kathleen Schug
Principal/District Administrator's Signature

10-19-15
Date

Email to
Principal/District Administrator

Submit to
Property Control