Stolen Property Report

School Site or Department:	
Contact Person:	
Phone:	
Date of Incident:	
Police Report Filed?	L4E and SBAC: Serial number mandatory with police report, provide copy to Dept. of Technology. Visit http://sanfranciscopolice.org/Reports.

For computer/mobile device losses incl. L4E and SBAC issued devices e-mail completed form to help@sfusd.edu and copy riskmanagement@sfusd.edu. All others to riskmanagement@sfusd.edu only.

Description of Stolen Equipment (e.g. Model of laptop, Audio/Visual equip., Furniture)	Serial # / SFUSD Asset# (Serial Number is Mandatory for L4E/SBAC Devices)	Estimated Cost

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How do I report lost or stolen SFUSD-owned equipment?

Dave Pankenier - SFUSD IT Desktop Support Services   Follow

October 31, 2016 17:34

Lost and Stolen Equipment Procedure – Technology Items and Devices

Unfortunately laptop computer theft is very common, please remember that leaving anything of value in your vehicle (even the trunk) is never a good idea and an open invitation to thieves.

The very first thing to do is file a police report in the same city the laptop computer or other equipment was stolen.

Information you will need to provide to the police and to SFUSD:

- Manufacturer, model and serial number of the laptop/equipment.

- Date and time of theft.

- Approximate address of theft and general description of event.

- Your current contact information.

- Details: were other items stolen? Power cord, case, flashdrive, etc.

Next, visit the SFUSD Risk Management Department internal website (https://district.sfusd.edu/dept/risk/default.aspx) obtain a copy of the 'Stolen Property' form and fill it out completely. Make 2 copies and submit one to the Department of Technology at 555 Franklin Street or fax to 415-202-0758, and one to the Risk Management Department at 555 Franklin Street.

Along with your Stolen Property form, please submit a copy of the police report to the Department of Technology.

The information on the police report must include:

- Police Agency Information (ex: SF police Dept. Taraval Station).

- Precinct Information (Phone number, Precinct number, contact info).

- Police Report file number.

- Investigating officer ID and full name and any relevant contact information.

The information the Department of Technology needs in order to initiate an investigation is:

- Serial number of the laptop/equipment

- Your employee ID number

- Model of laptop or other stolen equipment

- You SFUSD username/login username

- Your current contact information

SFUSD IT in conjunction with the Police Department and our tracking software vendor will then initiate an investigation and try to recover the laptop. We will keep you up to date as we receive information or a resolution.

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Please note: The district is not insured for and does not reimburse programs, departments or schools for damaged, lost, or stolen computer equipment. Any funding for replacement will be determined through an investigation conducted by the appropriate program manager. If negligence is found, the employee responsible may be asked to personally reimburse the program for replacement of the lost or stolen equipment.

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