

Missing/Stolen Equipment Process

The Employee must immediately notify the following people when technology equipment is missing:

Police Department

File a formal report to include item description, district barcode number, and date item went missing.	Police Officer will provide Employee with case number.
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District Security Department

Send email message or call district security (below) with information provided to Police Department and case number. Bill Brooks, ext. 7696, bbrooks@nsd.org Mike Cook, ext. 7697, mcook@nsd.org Robert Noll, ext. 7693, rnoll@nsd.org or email g.security@nsd.org	Bill or Mike will make notification to the Risk Pool and the State Auditor. They will arrange with the district's insurance/risk pool for the balance of the replacement purchase, if applicable.
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Technology Department

Send email message or call with information provided to Police Department to Tanja Fournier, ext. 7760, tfournier@nsd.org Lauren Orsinger, ext. 7750, lorsinger@nsd.org Technology Coordinator (for info only)	Tanja will update inventory records in asset tracking system. Lauren will provide the cost of replacement to the employee or school after the Tech Leadership team determines whether or not items get replaced. Tech department will issue a replacement from pool as close to the original equipment as possible. The tech department will assess replacement purchases based on the deployment cycle. Purchases will be made at the same time but separately from general deployment and charged to a stolen replacement budget.
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Note:

	The first \$1000.00 of replacement cost comes from the school or department general fund budget or Employee's insurance, depending on the circumstances of the loss/theft.
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Principal, Office Manager

	For information and budget tracking.
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STS or TRT

	For coordination of temporary replacement and for inventory purposes.
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