



**DEPARTMENT OF JUVENILE JUSTICE**  
**SUPPORT STATEMENT FOR NOTIFICATION OF MISSING, LOST OR STOLEN PROPERTY**

For use in compliance with Chapter 3A-21, F.A.C. All items of information must be completed.

Org. Code: \_\_\_\_\_ Serial Number: \_\_\_\_\_

Property Number: \_\_\_\_\_ Acq. Cost: \_\_\_\_\_

Description: \_\_\_\_\_

Acquisition Date: \_\_\_\_\_

1. The property described above has been (check one):  
 Lost       Stolen       Destroyed by Client       Unaccounted for
2. The last date this item was used or inventoried: \_\_\_\_\_
3. Date the item was discovered missing: \_\_\_\_\_
4. What are the circumstances leading up to the loss of this item?  
 Misplaced Item       Destruction by Client       Break-in at office  
 Unable to locate at inventory\*       Other: \_\_\_\_\_
5. What steps were taken prior to the incident to secure the property?  
 Guard on Premises       Locks/Chains on Door/Fence  
 Periodic Inspection       Alarm System       Other: \_\_\_\_\_
6. What steps have been taken to recover the property?  
 Thorough Search       Inquires of Responsible Parties       Other: \_\_\_\_\_
7. What steps have been taken to prevent a similar loss?  
 Alarm System       Guard on Premises       Sign In/Out Sheets  
 Stringent Inventory Control       Keys to Designated Employees
8. Attach a legible copy of the Incident Report/Police Report.

Signature: \_\_\_\_\_  
(Property Liaison or Property Coordinator)

Type or Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Property Management Office – HQ )

\*Processed for write-off after second inventory