

# Reporting Seized Devices

## Reporting Seized Devices

1. Law enforcement signs Chain of Custody form.
2. Create workorder to report device seized.
  - a. Attach Chain of Custody form
  - b. Work order placed on hold
3. No loaner is given
4. Change student's password immediately
5. Device should be returned to IT department by law enforcement for reimage  
(Define the process for SRO - Dave Cabinet)
6. If device is returned to school instead of IT
  - a. The device should be immediately be given to IT for reimage
  - b. Original work order should be updated to show device has been returned
7. If device was returned to IT
  - a. Device will be reimaged
  - b. Original work order will be used to return device to school
8. Device is returned to student if approved by school administration

---

Revision #1

Created 16 April 2020 12:02:26

Updated 16 April 2020 16:30:02