Guideline on Reporting Misuse of State Property by State Employees

North Carolina General Statute § 114-15.1 creates an obligation on State employees who are informed of or have evidence of misuse of State property by a State employee to report that information within three (3) days to the reporting employee's immediate supervisor. The statute further specifies that the information must then be reported to the immediate supervisor's institutional head, and, in turn, within ten (10) days, to the director of the State Bureau of Investigation. Misuse includes such offenses as arson, attempted arson, damage of, theft from, or theft of, or embezzlement from, or embezzlement or otherwise misuse of any State-owned personal or real property.

Each chancellor is appointed to function as institutional head as contemplated under N.C.G.S. § 114-15.1.

The President's office will administer N.C.G.S. § 114-15.1 with respect to General Administration.

Attached is a form for submitting written reports to the SBI. The SBI also requests, that in addition to the written report, immediate telephone notification be made to SBI headquarters (919-733-4311) as soon as such information is available. A copy of any report made by local law enforcement authorities relating to the offense should be forwarded to the SBI.

[This is a rewrite of Administrative Memorandum #84.]
STATE PROPERTY MISUSE REPORT TO S.B.I.

(SUBMIT IN DUPLICATE AS REQUIRED BY G.S. 114-15.4, FORM FOR USE BY DEPARTMENT HEAD TO REPORT INFORMATION OR EVIDENCE OF AN ATTEMPTED ARSON, OR ARSON, DAMAGE OF, THEFT FROM, OR THEFT OF, OR EMBEzzLEMENT FROM, OR EMBEzzLEMENT OF, OR MISUSE OF ANY STATE-OWNED PERSONAL PROPERTY, BUILDINGS, OR OTHER REAL PROPERTY.)

Department: ___________________________ Div/Inst/Agency: ___________________________
Address: _______________________________ Tel.: ___________________________
Employee Reporting Info: ___________________________ Bus. Tel.: ___________________________
Type of Crime: ___________________________ Property Attacked: ___________________________
Date of Crime: ___________________________ Time: ___________________________ City & County: ___________________________
Description of Crime: ___________________________

STOLEN/DAMAGED PROPERTY:

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<th>(QUANTITY)</th>
<th>(ITEMS)</th>
<th>(EQUIP. #)</th>
<th>(SERIAL #)</th>
<th>(MODEL)</th>
<th>(COLOR)</th>
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SUSPECTS:

Name: ___________________________ Race: _______ Sex: _______ Age: _______ Add: _______________
Name: ___________________________ Race: _______ Sex: _______ Age: _______ Add: _______________
Name: ___________________________ Race: _______ Sex: _______ Age: _______ Add: _______________

(If reported to Local Authorities: Department: ___________________________ Date: ________________
(Attach copy of Local Authorities’ Report)
Was Stolen Property Entered into NCIC: ___________________________

(DATE OF REPORT) ___________________________ (DEPARTMENT HEAD) ___________________________

FOR SBI USE

SBI File #: ___________________________
Date Report Received: ___________________________

__________________________  Filed with no Bureau Action. Info. copy sent to ________________ District on
__________________________  Referred to ________________ District for investigation on
__________________________  Case handled by local Department
__________________________  Case referred to ________________ Dept. for administrative action on
__________________________  Other (Specify):

__________________________

(DATE) ___________________________ (AGENT) ___________________________