

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. 114-15.1, 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/Instit/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:

	(QUANTITY)	(ITEMS)	(EQUIP. #)	(SERIAL #)	(MODEL)	(COLOR)	(SIZE)	(VALUE)
1.								
2.								
3.								
4.								

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)