North Carolina Department of Public Safety

Prevent. Protect. Prepare.

Pat McCrory, Governor

Kieran J. Shanahan, Secretary

MEMORANDUM

TO: Senior Staff
Division Directors
Section Heads

FROM: Kieran J. Shanahan, Secretary
North Carolina Department of Public Safety

DATE: January 11, 2013

SUBJECT: State Property Incident Reports

As state employees, we each have a responsibility to preserve and protect state assets. Under N.C. Gen. Stat. § 114-15.1, any person with information or evidence of arson, attempted arson, theft, damage, embezzlement or misuse of state property must report such information within three (3) days to his or her supervisor, who shall, in turn, report such information to the head of the department. The department head shall report the information to the Director of the State Bureau of Investigation within ten (10) days of receipt of said information. Reports of theft or misuse of state property must be made on a State Property Incident Report, Form SBI-78, a copy of which is attached hereto and may be found on the SBI's website at http://www.ncdoj.gov/Files/About-DOJ/SBI/Professional-Standards/SBI-78-Misuse-Report.aspx.

To fulfill this statutory requirement, I have designated Bennie Aiken, Chief Deputy Secretary for Administration, to serve as the responsible person for the department with regard to state property incidents. It will be his responsibility to send the reports to the SBI, to keep me informed about all reports submitted by this department, and to monitor any SBI action taken in response to the information reported. To facilitate this requirement, Timothy Harrell, DPS Internal Audit Director, will assist Mr. Aiken in the collection, reporting and management of this information. Please submit all completed reports to Mr. Harrell via email at statepropertyincidentreports@ncdps.gov, or U.S. mail at the following address:

Timothy Harrell
Internal Audit Director
NC Department of Public Safety
4209 Mail Service Center
Raleigh, NC 27699-4209

Please be sure to leave the Department Head/Designee signature, date and address blocks on SBI-78 blank for Mr. Aiken's signature and address. Thank you for your assistance and please feel free to contact Mr. Aiken or Mr. Harrell with any questions you may have.

/tdc

MAILING ADDRESS:
4201 Mail Service Center
Raleigh, NC 27699-4201
Telephone: (919) 733-2126

www.ncdps.gov
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OFFICE LOCATION:
512 N. Salisbury Street
Raleigh, NC 27604-1159
Fax: (919) 715-8477

STATE PROPERTY INCIDENT REPORT

For use by state department head to report to the Director of the State Bureau of Investigation information or evidence of an attempted arson, arson, damage to, theft from, or theft of, or embezzlement from, or misuse of any State owned personal property, buildings or other real property. Send report to: Assistant Director, Professional Standards Division, NC State Bureau of Investigation, P.O. Box 29500, Raleigh, NC 27626-0500.

DEPARTMENT:	
DIVISION, INSTITUTION OR AGENCY:	
ADDRESS:	TELEPHONE:
EMPLOYEE REPORTING INCIDENT:	
TYPE INCIDENT: ARSON ☐ DAMAGE ☐ EMBEZZLEMENT ☐ THEFT ☐ MISUSE ☐	
PROPERTY INVOLVED:	
DATE OF INCIDENT:	TIME OF INCIDENT:
COUNTY AND CITY:	
IF REPORTED TO LOCAL LAW ENFORCEMENT DEPARTMENT, PROVIDE AGENCY NAME AND ATTACH POLICE INCIDENT REPORT IF NOT REPORTED, WHY NOT: MONEY/PROPERTY RECOVERED ☐ ADMINISTRATIVE ACTION TAKEN ☐ NOT A CRIME ☐ OTHER ☐ _____	
BRIEF DESCRIPTION OF INCIDENT:	
LIST STOLEN OR DAMAGED ITEMS AND VALUE ON REVERSE SIDE	
SUSPECT(S): EMPLOYEE ☐ STUDENT ☐ CONTRACT WORKER ☐ NON-EMPLOYEE ☐ UNKNOWN ☐	
DEPARTMENT HEAD/DESIGNEE: (Signature & Title)	DATE:
ADDRESS:	

SBI-78 (2/06)

STOLEN OR DAMAGED PROPERTY

Qty	Item	Fas #	Serial #	Model	Value	Recovered
TOTAL VALUE						

Recovery Key
R -Recovered; **D** -Destroyed; **U** -Unrecoverable; **NA** -Not Applicable

FOR SBI USE ONLY	Reference Number: _____
SBI FILE NUMBER:	REPORT RECEIVED:
☐ ASSIGNED TO DISTRICT FOR INVESTIGATION AND/OR APPROPRIATE ACTION.	
☐ FILED - INVESTIGATION HANDLED BY LOCAL DEPARTMENT	
☐ OTHER:	
ASSISTANT DIRECTOR:	DATE: