

DIVISION OF PARKS AND RECREATION

July 30, 2004

STAFF DIRECTIVE 04-03

TO: Division Staff

FROM: Lewis R. Ledford, Director

SUBJECT: State Property Incident Report Requirement

General Statute 114-15.1, titled Department Heads to Report Possible Violations of Criminal Statutes Involving Misuse of State Property to State Bureau of Investigation applies to all Division employees. The statute requires each state employee to notify their supervisor within 3 days of becoming aware of misuse of any state owned personal property, buildings or other real property. In addition to misuse, the statute requires notification of the following concerning state property:

- attempted arson
- arson
- damage of
- theft from
- theft of
- embezzlement

Notification shall follow the employee's established supervisory chain of command. In instances where the supervisor is not available, the staff "acting" in their place shall carry out the notification process. Division staff shall notify their supervisor as promptly as practical, but no later than two working days from receipt of the information. They are submitted to the SBI through DENR General Council. **The State Bureau of Investigation has advised there is not a minimum dollar amount regarding when a report should be made.**

Notification shall take place using the attached State Property Incident Report form. This form is available as an attached file and should be completed on a computer to insure legibility. The completed form can then be submitted up the supervisory chain of command to the Director as an e-mail attachment if there are no attached law enforcement reports (including Division PR63/DCI reports.) In the case of attached reports, use the state routing system or the US mail. When completing the report, please note the following:

- For department, use Environment and Natural Resources.
- For division, use Parks and Recreation.
- For address, use the mailing address of the affected park, office etc. In the case of a park, include the park name in the address.
- For telephone use the park office or administrative number.

- For employee reporting incident, use the appropriate Superintendent, Supervisor, Program Manager or Section Chief.
- For type of incident, check the appropriate box.
- For property involved, describe affected state property.
- For date and time of incident: If known, use the exact date and time of the incident. If unknown, use the date & time the incident was discovered.
- For county and city, use the appropriate county in which the incident occurred.
- If the incident occurred within a city, identify the appropriate city.
- For reported to local law enforcement, identify the appropriate law enforcement agency(s) if applicable. If park officers investigate the incident, use "Division Law Enforcement". Attach any associated law enforcement reports including Division PR63/DCI reports.
- For description of incident, describe the facts as known. In incidents involving Division staff, do not use their name.
- For suspects, check the appropriate box.
- For department head, use the Directors name.
- For date, use the date the form was filled out.
- For address, use Division of Parks and Recreation, 1615 MSC, Raleigh, NC 27699-1615

In the stolen or damaged property section:

- For quantity, describe the number of property items damaged, lost, etc.,
- For item, provide a brief description of affected state property
- For FAS #, provide FAS # if applicable.
- For serial #, provide serial number if applicable.
- For model, provide model number or model name of affected state property if applicable.
- For value, provide the replacement cost of state property destroyed, stolen or the estimated repair cost of damaged state property.
- For recovered, use the most applicable Recovery Key at the bottom of the form.

In regards to Division officers, this form does not take the place of the Division Case Incident or DCI report. This staff directive is effective immediately.