

State Property Form

**Subject:** State Property Form  
**From:** Bryan Dowdy <bryan.dowdy@ncmail.net>  
**Date:** Tue, 17 May 2005 10:19:00 -0400  
**To:** DENR.STATE-PARKS.DPR@ncmail.net  
**CC:** eric Dousharm <Eric.Dousharm@ncmail.net>, Scott Kershner <Scott.Kershner@ncmail.net>

Superintendents and Applicable Staff,

We've had several recent inquiries about obtaining the SBI's "State Property Incident Report - SBI-78" form from the SBI website and about the requirements for submitting this form. This form is **NOT** currently available online from the SBI's new website for downloading but I have attached the updated form(4/03) in Word and Wordperfect for you to complete using your computer. Please follow the normal chain of command for submission of these forms. We will advise when and if it does become available again online for downloading.

I have also attached Tom Jackson's State Property Incident Report directions memorandum from January 2, 2005 for you information as well.

thanks  
Bryan D.

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## **DIVISION OF PARKS AND RECREATION**

**January 2, 2005**

*Revised 5-17-05*

### **MEMORANDUM**

**TO:** Park Superintendents  
District Superintendents

**FROM:** Tom Jackson, Chief Ranger

**SUBJECT:** State Property Incident Report Requirement

The Division Director is currently working to obtain clear direction from the DENR Legal Counsel concerning when the State Property Incident Report must be submitted. Until this information is received, please follow the below directions in submitting these required reports.

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. The Department Head must notify the SBI within ten days of the misuse. 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. The State Bureau of Investigation has advised there is not a minimum dollar amount regarding when a report should be made. This is the question the Director is attempting to obtain an answer to. Loss or damage caused by routine wear & tear should not be reported.

Notification shall take place using the attached State Property Incident Report form. The form should be typed or legibly printed in black ink. The completed form can then be submitted up the supervisory chain of command to the Director. Upon completion of the report, submit it immediately to your District Superintendent due to the 10-day SBI submission requirement. Attach associated reports (including Division PR63 / DCI reports). 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 number.
- For employee reporting incident, use the appropriate superintendent or acting superintendent.
- 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 Secretary's name.
- For date, use the date the form was filled out.
- For address, use NCDENR 1601 MSC, Raleigh, NC 27699-1601

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. The correct State Property Incident Report (SBI 78) to use, is dated 4/03 in the bottom left hand corner. A copy of the 2 page report (front/back) ~~form—may be downloaded from the SBI Website: <http://sbi.jus.state.nc.us/sbimain/nesbi.htm>~~ **is not currently available online from the SBI's new website but is attached to this email (5-17-05) from Bryan Dowdy as a word and wordperfect document.**

TLJ/tlj

cc: Susan Tillotson, Superintendent of State Parks

Bryan Dowdy, Law Enforcement Specialist