



# North Carolina Department of Public Safety

*Prevent. Protect. Prepare.*

Pat McCrory, Governor

Frank L. Perry, Secretary

February 28, 2014

## Memorandum

To:  DPS Managers and Supervisors  
From:  Frank L. Perry, Secretary  
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, 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/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.ncdps.gov/index2.cfm?a=000003,000008,002840,002850>.

To fulfill this statutory requirement, I have designated Lorrie L. Dollar, Commissioner of Administration, to serve as the responsible person for the department with regard to state property incident reporting. It will be her 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 Commissioner Dollar in the collection, reporting, and management of this information. Please submit all completed reports to Mr. Harrell via e-mail at [statepropertyincidentreports@ncdps.gov](mailto:statepropertyincidentreports@ncdps.gov).

Please be sure to leave the Department Head/Designee signature, date, and address blocks on SBI-78 bank for Commissioner Dollar's signature and address. Thank you for your assistance and please feel free to contact Commissioner Dollar or Timothy Harrell with any questions regarding misuse and/or theft of state property.

Cc: Ms. Lorrie L. Dollar, Commissioner  
Mr. Mark Tyler, Director of Policy and Strategic Planning  
Mr. Timothy Harrell, DPS Internal Audit Director

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