ATTENTION!

The *State Property Incident Report* (SBI-78 2/06),

which follows,

is the only form the SBI will accept.

**E-mail completed reports to: statepropertyincidentreports@ncdps.gov**

Due to filing requirements, it is preferred the completed *State Property Incident Reports* NOT be forwarded to us by fax or mail.

Please submit all completed reports as a word document (.doc or .docx) NOT as a PDF file.

If applicable, any attachments

(Police reports or additional documentation)

should be faxed to 919-716-3923.

Questions: Call Internal Audit at 919-733-4080

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| **Quick Tips** | | |
| **Leave Blank** | On the SBI-78 Leave the following 3 blocks blank: | Department Head/Designee Signature, Date, & Address blocks. |
| **Attachments** | Fax to 919-716-3923 | Police reports/additional documentation. |
| **DPS assets** | Report any loss, damage or misuse | As soon as possible after knowledge of incident. |
| **Canteen shortages** | Report any shortage  $100 above tolerance | Page 2 value will be total loss amount (including tolerance amount) |
| Note shortage as “Canteen Inventory” and/or “Cash” | Do not list each missing canteen item on page 2. |
| **Incident Description** | Give a brief overview of events | Note resolution or outcome. |
| **Law Enforcement contact** | Note any notification reported, including Warrants | Fax documentation once received. |

## 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.

E-Mail completed form to: **statepropertyincidentreports@ncdps.gov**

|  |  |
| --- | --- |
| 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** |
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| **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: |