



**NORTH CAROLINA SCHOOL OF
SCIENCE AND MATHEMATICS**

Title	REPORTING MISUSE OF STATE PROPERTY
Authority	Chancellor
History	New
Legal Reference	BOG 300.8.4[G] Guidelines on Reporting Misuse of State Property by State Employees
Additional References	N.C.G.S. 114-15.1
Responsible Offices	Chancellor, Vice Chancellor for Finance and Operations
Classification	3740

North Carolina General Statute § 114-15.1 creates an obligation on State employees who are informed of or have evidence of misuse of State property by a State employee to report that information within three (3) days to the reporting employee's immediate supervisor. The statute further specifies that the information must then be reported to the immediate supervisor's institutional head, and, in turn, within ten (10) days, to the director of the State Bureau of Investigation (SBI). Misuse includes such offenses as arson, attempted arson, damage of, theft from, or theft of, or embezzlement from, or embezzlement or otherwise misuse of any State-owned personal or real property.

Written reports are submitted to the SBI on the form provided by the SBI. The SBI also requests, that in addition to the written report, immediate telephone notification be made to SBI headquarters (919-733-4311) as soon as such information is available. A copy of any report made by local law enforcement authorities relating to the offense should be forwarded to the SBI.

The Chancellor functions as institutional head as contemplated under N.C.G.S. § 114-15.1. The Vice Chancellor for Finance and Operations is designated to administer N.C.G.S. § 114-15.1 with respect to NCSSM.