ATTENTION

The State Property Incident Report (SBI-78), which follows, is the only form the SBI will accept for the reporting of lost, stolen, damaged, or misused state property. Due to filing requirements, it is preferred the completed **State Property Incident Reports** NOT be forwarded to us by fax.

Send completed reports to: **State Property Incident Reports,** NC State Bureau of Investigation
3320 Garner Road, P.O. Box 29500 Raleigh, NC 27626-0500
or by email: statepropertyreports@ncsbi.gov

All reports MUST be submitted to the head of your agency or the agency's assigned designee for review and submission to NCSBI.

QUICK TIPS	
Leave Blank	Leave the Agency Head/Designee Signature, Date, & Address blocks blank UNLESS you are the agency head/designee
Attachments	Police reports/additional documentation
Recovered Amount	If applicable, enter the value amount of the item(s) recovered
Incident Description	Give a brief overview of events. Note resolution or outcome
Law Enforcement contact	Note any notification reported, including Warrants

(FOR NCDPS AGENCIES ONLY)

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

PLEASE DO NOT SIGN AS DEPARTMENT HEAD/DESIGNEE AND
DO NOT COMPLETE THE DATE & ADDRESS BLOCKS. EACH SHOULD BE LEFT BLANK.

Please submit all completed reports as a word document or PDF file. If applicable, any attachments (Police reports or additional documentation) should be faxed to 919-733-7449.

Questions: Call Internal Audit at 919-710-8885

QUICK TIPS		
Leave Blank	On the SBI-78 Leave the following 3 blocks blank:	Department Head/Designee Signature, Date, and Address blocks
Attachments	Fax to 919-733-7449	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 designated NC State Agency department heads or designees to report to the Director of the State Bureau of Investigation information or evidence of any arson, attempted arson, damage to, theft of, embezzlement from, or misuse of any State owned personal property, buildings or other real property in accordance to NCGS § 143B 920.

SUBMISSION INSTRUCTIONS:
This report MUST be forwarded to your agency's head or appointed designee for submission to SBI.
Agency Head/Designee please send reports to:
State Property Incident Reports, NC State Bureau of Investigation
3320 Garner Road, P.O. Box 29500 Raleigh, NC 27626-0500 or statepropertyreports@ncsbi.gov
(For NCDPS Agencies Only): statepropertyincidentreports@ncdps.gov

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Department:	
Division, Institution, or Agency:	
Address:	Telephone:
Employee reporting incident:	

Incident type: ☐ arson ☐ damage ☐ embezzlement ☐ theft ☐ misuse

Property involved:	
Date of incident:	Time of incident:
NC 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

Suspects(s): ☐ employee ☐ student ☐ contract worker ☐ non-employee
☐ unknown

Agency head / designee: (signature and title)	Date:
Address:	

** ALL FIELDS ARE MANDATORY

STATE PROPERTY INCIDENT REPORT

RECOVERY KEY
R – Recovered in value   **D** – Destroyed   **U** – Unrecoverable   **N/A** – Not Applicable

Qty	Item	FAS #	Serial #	Model #	Total Loss Value	Recovery Key
TOTAL VALUE						

FOR SBI USE ONLY	Reference #:
SBI File #:	Report Received:
☐ Assigned: (District for investigation and/or appropriate action)	
☐ Filed: (Investigation handled by local department)	
☐ Other: (Handled Administratively by State Agency)	
Assistant Director:	Date: