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Applicability: DDSN Central Office, District Offices, Regional Centers, DSN County Boards and Contracted Service Providers

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## **PURPOSE**

This document establishes minimum procedures for reporting lost, stolen, or missing property which is under the jurisdiction of the South Carolina Department of Disabilities and Special Needs (DDSN), DSN County Boards and Contracted Service Providers. Each District Director is responsible for the implementation of these requirements in the Regional Office. Each Facility Administrator/Director/CEO is responsible for the implementation of these requirements in the residential area. This system of reporting property losses will ensure that all such losses are investigated and that adequate internal controls are established to prevent recurrence. This document does not affect the immediate reporting requirements of DDSN Directive 100-09-PD: Reporting of Critical Incidents.

## **RESPONSIBILITIES**

Any property which is determined to be missing, lost, or stolen from a residence, office, vehicle, or any section within the department should be reported, regardless of value due to the nature of the item. For example, a flash drive with personal information or keys to a security box, these items would need an investigation on how it was lost or stolen and a report filed. The "Missing

### **DISTRICT I**

P.O. Box 239  
Clinton, SC 29325-5328  
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500  
Whitten Center - Phone: 864/833-2733

### **DISTRICT II**

9995 Miles Jamison Road  
Summerville, SC 29485  
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Salceby Center - Phone: 843/332-4104

Property Report” (Attachment) will be used to report the loss of state owned/leased property, any individual’s personal property, or the property of a DDSN employee from state-owned property.

It is the responsibility of each employee to report a suspected loss of any property from DDSN jurisdiction to his immediate supervisor. Failure to do so may result in disciplinary action.

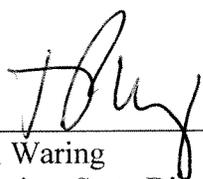
The reporting employee’s immediate supervisor will verify that a loss has occurred and notify the Facility Administrator, Officer on Duty, or security and safety officer (herein known as “investigating officer”). The immediate supervisor will complete Section I of the Missing Property Report, then forward it on to the investigating officer for review and initiate an investigation as deemed necessary. Routine contact and requests for assistance from local law enforcement authorities will be made based upon the professional judgment of the Facility Administrator. However, contact with any outside assistance must be approved by the State Director.

After an investigation a Missing Property Report will be completed and distributed as follows: Section II, Follow-Up and Prevention, and distribute the Missing Property Report to the Facility Administrator, DDSN internal audit, security or safety officer, and to the originating section’s program administrator.

If the missing property is equipment owned by DDSN, DSN Boards or Contracted Service Providers, the investigating officer will notify the regional property control office so that action can be initiated to adjust the records of the fixed asset system.

If the missing property is owned by an individual, the loss will be recorded in the individual’s property record in accordance with DDSN Directive 604-01-PD: Individual Clothing and Personal Property, and a copy of the Missing Property Report will be filed in the individual’s record under the personal needs section.

Internal audit will review the Missing Property Report and follow-up as necessary on losses which have department-wide implications.

  
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Tom Waring  
Associate State Director-Administration  
(Originator)

  
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Beverly A.H. Buscemi, Ph.D.  
State Director  
(Approved)