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Applicability: DDSN Central Office, District Offices, and Regional Centers

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). Each District Director is responsible for the implementation of these requirements in the Regional Office. Each Facility Administrator 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 Property Report" (Attachment) will be used to report the loss of state owned property, any individual's personal property, or the property of a DDSN employee from state-owned property.

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
Saleeby Center - Phone: 843/332-4104

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.

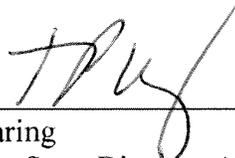
The reporting employee's immediate supervisor will verify that a loss has occurred and notify the Facility Administrator, or security and safety officer (herein known as "investigating officer"). The immediate supervisor will complete Section I of the Missing Property Report, then forward it on to the 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.

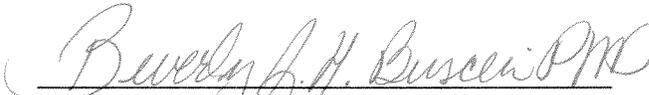
If the missing property is equipment owned by DDSN, the investigating officer will notify the regional property control office so that action can be initiated to adjust the records of the fixed asset system.

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.



Tom Waring
Associate State Director-Administration
(Originator)



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

To access the following attachment, please see the agency website page "Attachments to Directives" under this directive number.

Missing Property Report