

# FAYETTEVILLE STATE UNIVERSITY

## MISUSE OF STATE PROPERTY

<b>Authority:</b>	Issued by the Chancellor. Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.		
<b>Category:</b>	University-Wide		
<b>Applies to:</b>	•Administrators	•Faculty	•Staff
<b>History:</b>	Revised – November 4, 2020 Revised - June 16, 2006 Approved - January 21, 2003 First issued - January 21, 2003		
<b>Related Policies/ Regulations/Statutes:</b>	<ul style="list-style-type: none"> <li>•Ethics Helpline</li> <li>•Guidelines on Reporting Misuse of State Property by State Employees [UNC Policy #300.8.4[G]</li> <li>•Department Heads to Report Possible Violations of Criminal Statutes Involving Misuse of State Property to State Bureau of Investigation [NCGS § 143B-920]</li> </ul>		
<b>Contact for Info:</b>	Office of the General Counsel (910) 672-1145 Police and Public Safety (910) 672-1341 Chief Audit Officer (910) 672-1117		

Employees of the State of North Carolina are required by law to report to their immediate supervisor any information or evidence of an attempted arson, or arson, damage of, theft from, or theft of, or embezzlement from, or embezzlement of, or misuse of, any state-owned personal property, buildings or other real property as soon as possible, but not later than three (3) days from receipt of the information or evidence. State-owned personal property may include, but is not limited to, motor vehicles, telephones, copiers, computers, credit cards, and fax machines.

The immediate supervisor is required to report such information or evidence to Fayetteville State University's (University) Chancellor through the General Counsel. The General Counsel is then required to report such information or evidence, in writing, on behalf of the Chancellor to the Director of the State Bureau of Investigation (SBI) within ten (10) days.

Prior to reporting the information to the SBI, the General Counsel will notify the University's Associate Vice Chancellor for Police and Public Safety/Chief of Police (Chief of Police) of the information or evidence received. The Chief of Police shall determine whether or not an internal investigation into the matter will be conducted. If a decision is made to conduct an internal investigation, the SBI shall be notified.

Employees who in good faith report suspected criminal activity are protected from retaliation by the University for making such a report. University employees will be required to cooperate with the Chief of Police, SBI, Office of the State Auditor or any other officer or agent who is involved in an investigation.

An employee may also make an anonymous report of possible misuse by calling the University's Ethics Helpline (910-672-1400). The helpline telephone is open 24 hours a day, 365 days a year.