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Reference Number: 275-01-DD

Title of Document: Missing Property Reporting

Date of Issue: May 27, 1987  
Effective Date: May 27, 1987  
Last Review Date: February 2, 2016  
Date of Last Revision: February 2, 2016 (REVISED)

Applicability: DDSN Central Office, DDSN District Offices, and DDSN 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 Offices. 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 DDSN 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

Each District Office/Regional IT Coordinator, as well as the DDSN Central Office-IT Division must be notified immediately of any missing electronic equipment (i.e. cellphone, laptop, IPAD, etc.).

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. A copy of the report should be sent up the chain of command and the Facility Administrator will notify the State Director if outside assistance was called and the final disposition of the missing item. The Missing Property Report will remain a part of the facilities permanent file.

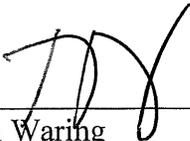
After an investigation, Section II of the Missing Property Report will be completed and distributed as follows:

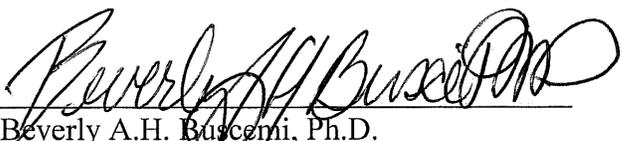
- Facility Administrator;
- DDSN internal audit;
- Security or safety officer, and
- Originating section's program administrator.

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 DDSN-wide implications.

  
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Tom Waring  
Associate State Director-Administration  
(Originator)

  
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State Director  
(Approved)

*To access the following attachment, please see the agency website page "Attachments to Directives" under this directive number at: <http://www.ddsn.sc.gov/about/directives-standards/Pages/AttachmentstoDirectives.aspx>*

Attachment: Missing Property Report