State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF THE COMMISSIONER

EDWIN W. EDWARDS
GOVERNOR

RAYMOND J. LABORDE
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 14

EFFECTIVE DATE: **February 14, 1994; Revised May 16, 1994**

SUBJECT: **Notification To The Police Of The Loss Of Or Damage To Insured State Property**

AUTHORIZATION:

Whitman J. Kling, Jr.
Assistant Commissioner

I. POLICY:

When it is suspected that an employee is involved, no reports of theft or vandalism/damage to State property shall be made to police without prior notification to and approval of the Appointing Authority.

When there is no reason to believe that a State employee is involved, reports of theft or vandalism/damage to State property may be made to police without prior notification to and approval of the Appointing Authority.

II. PURPOSE:

Effective July 1, 1994, the blanket crime coverage provided by the Office of Risk Management (ORM) is amended to include a mandatory requirement that the police be notified as soon as possible when there is reason to believe that loss of, or damage to, covered property involves any violation of law.

To preclude erroneous accusations of State employees, this policy mandates that, if employee involvement is suspected, all such police reports be approved by the Appointing Authority after review and approval by the Legal Section.

To assign responsibility for aspects of the policy and to explain the process for adhering to the policy.

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III. APPLICABILITY:

This policy applies to all employees of the Division of Administration.

This policy shall be applicable to all sections within the Division of Administration, both general appropriation and ancillary appropriation.

IV. PROCEDURE:

In the event that it is discovered that there has been theft of State property or vandalism to State property, and employee involvement is suspected, this information shall be immediately communicated up the line of management to the section head (or his/her authorized representative). The section head shall notify the Appointing Authority as soon as feasible.

Staff of the Legal Section shall review the available information, conduct any investigation they deem appropriate, and make a recommendation to the Appointing Authority regarding the appropriateness of making a police report.

No police report shall be made without express approval from the Appointing Authority if an employee is suspected.

V. RESPONSIBILITY:

Deputy/Assistant Commissioners Are Responsible For:

Adhering to all aspects of this policy.

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Section Heads Are Responsible For:

Assuring that each employee under his/her supervision, current and new:

- Is made aware of this policy and its contents as well as any forthcoming revisions, and
- Is informed that he/she must abide by the terms of the policy, and
- Is informed of the consequences of violation of this policy.

Bringing violations to the attention of the deputy/assistant commissioner and dealing with the violation in a fair and consistent manner.

Providing for formal review of this policy with all employees on a cyclical basis.

Maintaining records in a confidential fashion when appropriate.

Maintaining records of any dispute between the agency and an employee regarding facts, including any written statement from the agency or employee of the reasons for any disagreement.

Managers/Supervisors Are Responsible For:

Compliance with this policy in any fashion instructed by the section head.

Employees are responsible for:

Immediately reporting any suspected theft or damage to State property to the supervisor or manager or section head.

Cooperating in any investigation which is conducted to the best of his/her ability.

Complying with all aspects of this policy and immediately bringing violations to the attention of a supervisor.

VI. EXCLUSIONS:

Requests for exceptions to this policy should be submitted to the Commissioner of Administration through the section head and appropriate deputy/assistant commissioner along with specific and compelling justification.

Any exception to this policy must have the approval of the Commissioner or his delegated representative.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Appointing Authority.

VIII.VIOLATION OF THIS POLICY:

Employees found to have violated this policy may be subject to disciplinary action.

WJK,JR:AG:cm