LOUISIANA HOUSING CORPORATION

POLICY NO. 18

SUBJECT: NOTIFICATION TO THE POLICE OF LOSS AND/OR DAMAGE TO STATE INSURED PROPERY

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 must be made to police with prior notification to and approval from the Appointing Authority.

II. PURPOSE:

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 Department.

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

III. APPLICABILITY:

This policy applies to all employees of the Louisiana Housing Corporation.

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 director. The director shall notify the Appointing Authority as soon as possible.

Staff of the Legal Department 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 an employee is suspected.

V. RESPONSIBILITY:

Employees are responsible for:

1. Immediately reporting any suspected theft or damage to State property to the supervisor or manager or director.
2. Cooperating in any investigation which is conducted to the best of his/her ability.
3. 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 Appointing Authority along with specific and compelling justification.

Any exception to this policy must have the approval of the Appointing Authority.

VII. QUESTIONS:

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

VIII. VIOLATIONS:

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

Approved by:

Dan J Hutzel July 1, 2012

Date