

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 02.01.023	PAGE 1 of 1
	EFFECTIVE DATE May 21, 2009	
SUBJECT Theft of State Property, Funds, and Equipment	SUPERSEDES New	DATED
CHAPTER Administration	SECTION General Administration	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on the notification of law enforcement officials regarding the theft of state property, funds, and/or equipment by department employees.

POLICY

It is the policy of this department that matters of theft that have risen to the level of a personnel action will be reviewed by the commissioner and HR manager to determine if the matter will be turned over to the appropriate law enforcement officials for investigation.

PROCEDURE

Supervisors will notify human resources (HR) and their regional director, system manager or headquarters director immediately upon suspicion or receipt of a report of theft of state property, funds, and/or equipment by a department employee.

After investigation of the matter, if it rises to the level of a personnel action, the regional director, system manager or headquarters director will report the situation to the commissioner and HR manager to determine if the matter will be turned over to the appropriate law enforcement officials for investigation.

AUTHORITY

AAM 100.075
AS 44.17.030

IMPLEMENTATION RESPONSIBILITY

Deputy commissioners; regional and division directors; system directors and managers; and all employees generally

DISTRIBUTION

All department employees via the DOT&PF website