



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
3/17/25

PAGE NUMBER
1 of 3

NUMBER
DOC 830.005

POLICY

TITLE
DAMAGE TO EMPLOYEE PERSONAL PROPERTY

REVIEW/REVISION HISTORY:

- Effective: 7/1/83 DOC 809.005
- Revised: 10/1/85
- Revised: 6/21/04 DOC 830.005
- Revised: 9/19/07
- Revised: 11/20/08
- Reviewed: 2/1/10
- Revised: 2/20/12
- Revised: 3/1/13
- Revised: 4/29/20
- Revised: 3/17/25

SUMMARY OF REVISION/REVIEW:


Major changes to include updated title, procedures, and expectations. Read carefully!

APPROVED:

Signature on file

TIM LANG, Secretary
Department of Corrections

2/14/25
Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy

POLICY:

- I. Employees are discouraged from bringing valuable personal property to work and are expected to exercise reasonable care to protect their personal property.
- II. The Department may reimburse an employee the fair depreciated value of personal property damaged or destroyed while at work.

DIRECTIVE:

- I. General Requirements
 - A. Reimbursements will not exceed \$1000 per claimant, per year.
 - B. Claims must be submitted within 365 days from the date of damage.
 - C. Exclusions include:
 1. Lost or stolen property,
 2. Damage to a personal vehicle, and
 3. Property prohibited by policy
- II. Reimbursement Requests
 - A. Claims will be filed using DOC 03-076 Claim for Damaged Personal Property and submitted to the immediate supervisor.
 - B. The supervisor will review the claim, determine whether the claim should be approved or denied, and forward the claim with a recommendation to the Appointing Authority/designee.
 1. If the supervisor is the Appointing Authority, the determination will be made by Risk Management.
 - C. The Appointing Authority/designee will decide whether to approve or deny the claim and forward it to Risk Management.
 - D. Risk Management will determine the reimbursement amount based on fair depreciated value.
 - E. The employee must complete DOC 03-077 Release of All Claims - Damage to Personal Property to receive reimbursement.

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- F. Upon approval, the signed DOC 03-076 Claim for Damaged Personal Property and DOC 03-077 Release of All Claims - Damage to Personal Property will be sent to Headquarters Accounts Payable for payment.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 03-076 Claim for Damaged Personal Property
DOC 03-077 Release of All Claims - Damage to Personal Property