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

SUMMARY OF REVISION/REVIEW:

II.A. - Adjusted language for clarification

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

2/1/13
Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy

POLICY:

I. Employees are expected to exercise reasonable caution, consistent with the hazards of their job environment and duties, in safeguarding their clothing and jewelry against damage. Employees who suffer unavoidable damage to clothing and jewelry in the performance of their duties may be reimbursed.

II. Employees are discouraged from wearing expensive articles of clothing or jewelry because of the potential for damage.

DIRECTIVE:

I. General Requirements

A. The Department may reimburse employees for the repair or replacement of clothing and jewelry up to the following specified limits:

1. Clothing - $200.00 per item
2. Jewelry - $300.00 per item

B. Reimbursement is limited to the cost of repair or to the fair depreciated value of the clothing or jewelry, within the specified limits, whichever is less.

C. Claims of suspected damage by an offender will not be considered valid unless substantiated by another employee.

D. Prescription glasses and hearing aids are not considered clothing or jewelry, and employees should file Labor and Industries claims for any damage.

II. Reimbursement Requests

A. When unavoidable damage occurs to an employee’s clothing or jewelry, s/he will immediately complete and submit DOC 03-076 Claim for Damaged Clothing/Jewelry to their supervisor.

1. Witnesses to the incident, if any, must be listed on the form.

B. The supervisor will investigate the circumstances and determine whether the claim is justified or should be denied. The supervisor will forward the claim with a recommendation to the Appointing Authority/designee.
C. The Appointing Authority/designee may consult with the employee to determine the cost of repair or a fair depreciated value of the damaged clothing or jewelry. The Appointing Authority/designee will make the final decision on the most economic method to satisfy the claim.

D. The employee will sign DOC 03-077 Release of All Claims as acknowledgment of full satisfaction of the claim. Subsequent claims arising from the incident will not be honored.

E. Upon approval, the Appointing Authority/designee will have the claim processed for payment per established budget and accounting procedures.

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 Clothing/Jewelry
DOC 03-077 Release of All Claims