



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
4/29/20

PAGE NUMBER
1 of 3

NUMBER
DOC 830.005

POLICY

TITLE
DAMAGE TO EMPLOYEE CLOTHING AND JEWELRY

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

SUMMARY OF REVISION/REVIEW:


Policy statement I., Directive I.D., II.A., II.B., and II.E. - Adjusted language for clarification
Policy statement II. - Added language for clarification
Added Directive I.A. that claims under this policy must be submitted within one year

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

3/27/20
Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy

POLICY:

- I. Employees are expected to exercise reasonable rationale and caution in the selection of their clothing and jewelry, consistent with the hazards of their job environment and duties, in safeguarding their clothing and jewelry against damage. Employees who suffer sudden and unforeseen damage to clothing and jewelry in the performance of their duties may be reimbursed.
- II. Employees are discouraged from wearing inappropriate and/or expensive articles of clothing or jewelry because of the potential for damage.

DIRECTIVE:

- I. General Requirements
 - A. Claims under this policy must be submitted within one calendar year from the date of loss.
 - B. 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
 - C. 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.
 - D. Claims of suspected damage by an individual under Department jurisdiction will not be considered valid unless substantiated by another employee.
 - E. 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 sudden and unforeseen damage occurs to an employee's clothing or jewelry, they will complete and submit DOC 03-076 Claim for Damaged Clothing/ Jewelry to their supervisor as soon as possible.
 1. Witnesses to the incident, if any, must be listed on the form.

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- B. The supervisor will investigate the circumstances, determine whether the claim is justified or should be denied, and 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 signed DOC 03-076 Claim for Damaged Clothing/Jewelry and DOC 03-077 Release of All Claims 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 Clothing/Jewelry](#)
[DOC 03-077 Release of All Claims](#)