

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: SUPPORT SERVICES/CARE AND CUSTODY	Reference Number: IVA01-0008	Revises Previous Effective Date: 7/01/99
Subject: REIMBURSEMENT OF PERSONNEL FOR LOSS		
Authority: WETHERINGTON/BELL	Effective Date: 8/15/01	Page 1 of 2

I. POLICY:

It is the policy of the Georgia Department of Corrections to reimburse an employee who is assaulted by an inmate or who is involved in the use of force on an inmate and receives damages to an item or items of wearing apparel as a result of the inmate's action.

II. APPLICABILITY:

All facilities, centers, and units operating under Georgia Department of Corrections Management.

III. RELATED DIRECTIVES:

- A. Reference Management Practices and Procedures No.5008, Pages 1 & 2,
- B. Rule 125-2-1-.10.

IV. DEFINITIONS:

Wearing apparel shall be defined as: clothing, functional watches, eyeglasses, hearing aids, and other prosthetic appliances. Items of jewelry are explicitly excluded.

V. ATTACHMENTS:

ATTACHMENT 1 - GDC Claim of Loss Form

VI. PROCEDURE:

- A. When an employee has received damages to items of wearing apparel as a result of inmate confrontation, and the employee believes that he/she is entitled to

Functional Area: SUPPORT SERVICES/CARE AND CUSTODY	Prev. Eff. Date: 7/01/99	Page 2 of 2
	Effective Date: 8/15/01	Reference Number: IVA01-0008

reimbursement, he/she must within 10 working days of the incident, request to the Warden/Superintendent authorization for replacement value of the lost item, or repair costs. The Warden will review the request and, if he determines the claim is valid, authorize the employee to replace the damaged item, or repair the damaged item; whichever of these procedures provides the employee with an item equivalent to that which was damaged and which is the least expensive to the state.

- B. **Upon receiving authorization from the Warden, the employee will carry out the procedure authorized by the Warden. Within 20 working days after the incident, must submit to the Warden a Claim of Loss form, Attachment #1, attached with an invoice or statement verifying the amount of the claim along with the damaged item.**
- C. Upon receipt of the completed **Claim of Loss** the Warden/Superintendent will review to determine that it is in keeping with his earlier authorization and is a justifiable claim. The Claim of Loss form along with the damaged item and original invoice, must be submitted to Central Care & Custody for reimbursement to the employee.

NOTE:

1. Care and Custody cannot reimburse the cost of an eye exam.
2. Replacement watch will be comparable in price to broken watch.
3. Property staff should verify that watch/eyeglasses are broken before reimbursement is requested.