

KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	3.8	Total Pages	3
	Date Filed	*	Effective Date	September 20, 2005
References KRS 196.035 and 197.020	Subject REPLACEMENT OF DAMAGED OR DESTROYED PERSONAL PROPERTY			

I. DEFINITIONS

As used in this document, the following definition shall apply:

"Personal Property" means items like eyeglasses, contact lens, inexpensive watches and clothing. Decorative items of clothing and jewelry not required for the performance of duty like earrings, bracelets, necklaces, pins and broaches shall not be repaired or replaced.

II. POLICY and PROCEDURES

It is the policy of Corrections that an employee be compensated for personal property that is damaged or destroyed as a result of inmate or offender activity. This activity includes inmate attacks, inmate fights, taking inmates into custody, whether inside or outside an institution, taking a parolee or probationer into custody, or other actions wherein the direct and immediate actions of the inmate or offender creates the loss or damage. Corrections shall not be liable or responsible for employee's personal property that has been lost or stolen.

A. An employee who suffers damage to personal property as a result of inmate or offender activity, wherein the employee was involved in attempting to control or assist in controlling improper, illegal or unauthorized inmate or offender activity, may be compensated by repair or replacement of the damaged article.

1. An Incident Report or, if appropriate, an Extraordinary Occurrence Report, describing the incident shall be completed. The report shall set forth the details of the incident, the item damaged, and the degree of damage. The report shall be approved by the appropriate institutional employee, Probation and Parole District Supervisor, Assistant Supervisor or Warden. A copy of this report shall be submitted along with a request for approval to repair or replace the damaged or broken article. This request shall be forwarded to the Division of Adult Institutions or Division of Community Services and Facilities, as appropriate for approval. In the event of an emergency, i.e., replacement or repair of eyeglasses, the Warden or District Supervisor, may make a verbal request by telephone. In this case, the verbal request shall be confirmed in writing.

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2. Upon approval of the request, the Warden or District Supervisor may direct appropriate repair or replacement of the item involved.
- B. Once approval is obtained, the item shall be repaired or replaced using the following procedures:
1. The appropriate supervisor shall be responsible for conferring with the employee whose personal property has been damaged to determine what means of reparation may be made within the limitations of this policy. The replacement or repair of the item shall be arranged by the employee. The appropriate fiscal officer shall be kept advised of these arrangements.
 2. The cost of replacing or repairing a damaged item shall be limited to the following:
 - a. Clothing
 1. Blouse or Shirt \$ 45.00
 2. Skirt or Trousers \$ 50.00
 3. Sweater \$ 50.00
 4. T-shirt \$ 15.00
 5. Dress \$ 60.00
 6. Coat or Jacket \$125.00
 7. Footwear \$ 45.00
 8. Other items of clothing shall be evaluated on a per item basis.
 - b. Jewelry
 1. Watch, repair or replace up to \$100.00
 2. Watchband, repair or replace up to \$ 25.00
 - c. Prescription Eyeglasses
 1. Maximum allowable payment shall be \$250.00 and shall not include payment for an eye examination.
 2. In the case of physical injury an eye, a separate claim shall be filed through Workmans' Compensation.
 3. Contact lens shall be addressed on a case by case basis.
- C. Payment for repair or replacement of any damaged or destroyed article shall be made only to the vendor involved. The vendor shall be willing to bill the institution or Community Services for payment.

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- D. Institutions and District Supervisors shall then forward the bill to the appropriate division for confirmation of approval and forward to the Central Office Accounting Supervisor for payment.