

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 310.00.03	Page 1 of 4
	Original Effective Date: 06/01/04	New Effective Date: 04/29/11
	Supersedes: 310IMP2	Dated: 06/01/04
	Administrator's Approval: Cathy A. Jess, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 310 Complaint Procedures		
Subject: Inmate Property Depreciation Schedule		

POLICY

The Division of Adult Institutions shall establish a fair and uniform manner to compensate inmates for the loss or damage of property when it is determined the Department of Corrections is responsible.

REFERENCES

[Wisconsin Administrative Code s. DOC 309.20](#) – Personal Property
[Wisconsin Administrative Code s. DOC 309.40](#) – Clothing
[Wisconsin Administrative Code ch. DOC 310](#) – Complaint Procedures
[DAI Policy 309.20.03](#) – Inmate Personal Property and Clothing
[DAI 310.00.03 Inmate Property Depreciation Schedule & Calculator](#)

DEFINITIONS, ACRONYMS, AND FORMS

Articles which do not deteriorate appreciably – Normally no depreciation will be charged against articles composed of highly durable materials such as gold, silver, platinum or other precious metals.

DAI – Division of Adult Institutions

DOC – Department of Corrections

[DOC-98](#) – Incident Report

[DOC-400](#) – Offender Complaint

Depreciation – A loss of value due to age, use, condition, obsolescence or any other factor(s) that may apply.

ICE – Institution Complaint Examiner

Moderately depreciating articles – Articles composed of non-durable materials such as wicker, leather, and most plastics, will be depreciated at 10% per year.

Rapidly depreciating articles – Articles composed of rapidly deteriorating material and articles affected by changes in style or fashion will be depreciated at a much higher rate. Certain style changes in clothing have the effect of lowering the value of the items drastically despite the fact that the material itself may not be worn excessively.

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Rates of Depreciation – Since a depreciation schedule cannot be all-inclusive, the definitions below are intended to provide a means of depreciating those items that are not listed in the attached schedule.

Slowly depreciating articles – The value of articles composed of moderately durable materials such as the common materials: wood, high-grade plastics, will normally be depreciated at 4% per year.

PROCEDURE

I. General

- A. The inmate property depreciation schedule is used to determine fair compensation for the loss of a property item. Compensation will depend upon the item's age and mitigating circumstances surrounding the incident.
- B. Determining the value of an article requires documentation of the following factors:
 1. Quality of the article at the time of its loss/damage.
 2. Model.
 3. Brand.
 4. Extent of wear and tear.
 5. The extent to which the article has been used prior to the incident and whether the item was operational/useful prior to its mishandling.
- C. Age of the item is rounded to the nearest month.
- D. The Inmate Property Depreciation Schedule and Calculator is a reference point. Deviation is allowed. Any deviation must be explained in detail and justified in the Institution Complaint Examiner's report. For example, recent repairs may add to otherwise depreciated values and previously noted damage can further depreciate the value.
- E. Loss or damage caused by another inmate
Wisconsin Administrative Code s. DOC 309.20(3)(g), states: "Repair of inmate property shall be at the inmate's expense. Loss or damage to property caused by another inmate is not the responsibility of the institution."
- F. The value of an inmate's personal property shall equal its value at the time of loss or damage, not to exceed its purchase price.
- G. The institution/center has the option of either repairing or replacing a damaged or lost item.
- H. The institution/center where the inmate is currently housed will handle reimbursement or repair of property items with notification to the institution/center where the damage occurred, if applicable, to take necessary corrective action.

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- I. If staff damage, lose or alter inmate property, they must complete DOC-98.
- J. If the property is damaged, secure the property and store for ICE's review, then notify the inmate whose property was damaged.
- K. A completed copy of the DOC-98 will be forwarded to the ICE.

II. Establishing Replacement Cost Without a Receipt

- A. Determine the approximate age of the item by either finding the original DOC-237 or using the manufacturer's date. When neither of those options are available, use an age of five years. Exceptions can be made to this guideline through proper documentation by the ICE.
- B. Either via Internet search or by use of a catalog containing the same or similar items, find a comparable item and use its cost as the basis.
- C. Do not include taxes, shipping, or handling as part of the base price for this type of reimbursement.

Administrator's Approval: _____ **Date Signed:** _____
Cathy A. Jess, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 310.00.03	Page 4 of 4
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Chapter: 310 Complaint Procedures		
Subject: Inmate Property Depreciation Schedule		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES**DEFINITIONS, ACRONYMS, AND FORMS****FACILITY PROCEDURE**

I.

- A.
- B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
- C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other