

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Reimbursement of Personnel for Loss

Policy Number: 401.07

Effective Date: 02/11/2022

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Executive Division, Office of
Professional Development,
Care & Custody)

Access Listing:
Level I: All Access

I. Introduction and Summary:

It is the policy of the Georgia Department of Corrections (GDC) to reimburse an employee who is assaulted by an inmate or who is involved in the use of force on an inmate resulting in damages to an item or items of wearing apparel as a result of the inmate's action. This policy is applicable to all facilities, centers, and units operating under GDC Management.

II. Authority:

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

III. Definitions:

Wearing Apparel - Clothing, functional watches, eyeglasses, hearing aids, and other prosthetic appliances. Items of jewelry and uniform pieces provided by the GDC are explicitly excluded.

IV. Statement of Policy and Applicable Procedures:

- 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 reimbursement, he/she must within ten (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 twenty (20) working days after the incident, must submit to the Warden a Claim of Loss form, Attachment #1,

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Reimbursement of Personnel for Loss

Policy Number: 401.07

Effective Date: 02/11/2022

Page Number: 2 of 2

Authority:
Commissioner

Originating Division:
Executive Division, Office of
Professional Development,
Care & Custody)

Access Listing:
Level I: All Access

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 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.

V. Attachments:

Attachment 1: GDC Claim of Loss Form

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, this form and any receipts pertaining to this procedure shall be retained for five (5) years.