

 <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: 08/17/23
	Supersedes: 310.00.03	Dated: 01/06/20
	Administrator's Approval: Sarah Cooper, Administrator – 07/27/23	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 310 Complaint Procedures		
Subject: PIOC Property Depreciation Schedule		

POLICY

The Division of Adult Institutions shall establish a fair and uniform manner to compensate PIOC 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 Policy 309.45.02 – Inmate Trust System Deduction

PIOC 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

DCC – Division of Community Corrections

DOC-237 – Property Receipt

DOC-237A – Property Receipt Long Form

DOC-237B – Property Disposition

DOC-400 – Inmate Complaint

DOC-2466 – Incident Report

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

HSU – Health Services Unit

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ICE – Institution Complaint Examiner

PIOC – Persons in Our Care

Rates of Depreciation – The rate at which the value of an item is reduced each year

Useful Life – Estimated number of years an item is likely to remain in service/usable before its value is fully depreciated.

PROCEDURE

I. General

- A. The PIOC Property Depreciation Schedule and Calculator is used to determine fair compensation for a property item when it has been determined DOC staff have caused the loss or damage. Compensation shall depend upon the depreciation of the item and mitigating circumstances surrounding the incident. Exceptions can be made to this guideline through proper documentation by the ICE.
- B. DAI 309.20.03 requires all new property to be shipped directly from the vendor with receipt, packing slip or invoice.
- C. Per DAI policy 309.20.03, PIOC shall maintain copies of DOC-237/237A/237B, vendor receipts and canteen receipts for the life of the item.
- D. Determining the value of a property item requires a DOC-237, vendor receipt and/or canteen receipt. The ICE may request these documents be submitted directly by the PIOC. Failure to provide a receipt may result in no reimbursement.
- E. Age of the item is rounded to the nearest month.
- F. The Property Depreciation Schedule and Calculator is a reference point.
 1. Deviation is allowed.
 2. Any deviation shall be explained in detail and justified by the ICE in their report or on the DOC-2466 written by staff, e.g., recent repairs may add to otherwise depreciated values and previously noted damage can further depreciate the value.
- G. The value of a personal property item shall equal its value at the time of loss or damage and shall not exceed its purchase price. Taxes, shipping and handling costs shall not be included as part of reimbursement.
- H. The facility has the option to repair, replace or reimburse for a damaged or lost item.

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- I. The facility where PIOC is currently housed shall facilitate reimbursement or repair of property items with notification to the facility where the damage occurred, if applicable, to take necessary corrective action.
- J. Per Wisconsin Administrative Code s. DOC 309.20(3)(g), "Loss or damage to property caused by another PIOC is not the responsibility of the institution".

II. Property Damaged by Staff

- A. If the property is damaged, it shall be processed in accordance with DAI Policy 309.20.03 and DAI Policy 309.45.02.
- B. If staff damage, lose or mistakenly dispose of PIOC property, a DOC-2466 shall be completed.
- C. A completed copy of the DOC-2466 shall be forwarded to the Business Office.
- D. It is not necessary for a PIOC to submit a DOC-400 to the ICE office for reimbursement if a DOC-2466 is written.
- E. The ICE may be contacted to help determine depreciation value.

III. Establishing Replacement Costs for Personal Property Items

- A. The following personal property items which have been approved to be sent in from family/friends, or brought in upon arrival, may include:
 1. Eyeglasses.
 2. Rings.
 3. Medical appliances.
 4. Release clothing.
 5. Property items held at an intake site for DCC holds or short-term placements.
- B. Per DOC Policy 309.20.03, claims for lost/damaged rings or eyeglasses shall require documentation of value.
 1. Compensation shall not exceed \$125.00 for lenses and frames combined.
 2. Compensation shall not exceed \$75.00 for rings.
- C. If a receipt is not available:
 1. Medical appliances – consult with HSU to determine medical necessity.
 2. Release Clothing – useful life is three years.
 3. Property items held at an intake site for DCC holds or short-term placements – use the list in the Property Depreciation Calculator and Schedule; if not listed, useful life is three years.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date: 06/01/04	DAI Policy Number: 310.00.03	Page 4 of 4
New Effective Date: 12/23/19	Supersedes Number:	Dated:
Chapter: 310 Complaint Procedures		
Subject: PIOC 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. PIOC

III. Other