



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

---

## GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Stephanie Hove

---

Name of Individual Certifying this Document/Proposed Document

Assistant Division Administrator, Adult Institutions

---

Title

*Stephanie Hove*

---


Signature

12/13/19

---

Date Signed

Department of Corrections – Wisconsin  
Office of the Secretary  
Wis. Stat. § 227.112(6)  
DOC-2910 (6/2019)

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 310.00.03	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 06/01/04	<b>New Effective Date:</b> 12/23/19
	<b>Supersedes:</b> 310.00.03	<b>Dated:</b> 05/15/16
	<b>Administrator's Approval:</b> Makda Fessahaye, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 310 Complaint Procedures		
<b>Subject:</b> Inmate Property Depreciation Schedule		
<b>Guidance Document</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>Posting date</b> 12/19/19		

**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  
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-237 – Property Receipt

DOC-400 – Offender Complaint

DOC-2466 – Incident Report

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, may be depreciated at 10% per year.

<b>DAI Policy #:</b> 310.00.03	<b>New Effective Date:</b> 12/23/19	<b>Page</b> 2 of 4
<b>Chapter:</b> 310 Complaint Procedures		
<b>Subject:</b> Inmate Property Depreciation Schedule		

Rapidly Depreciating Articles – Articles composed of rapidly deteriorating material and articles affected by changes in style or fashion may be depreciated at a much higher rate.

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

Slowly Depreciating Articles – The value of articles composed of moderately durable materials such as the common materials: wood, high-grade plastics, may 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 shall 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.
  1. Deviation is allowed.
  2. Any deviation shall be explained in detail and justified in the ICE's report or incident report, e.g., 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 and shall not exceed its purchase price.
- G. The facility has the option of either repairing or replacing a damaged or lost item.

<b>DAI Policy #:</b> 310.00.03	<b>New Effective Date:</b> 12/23/19	<b>Page</b> 3 of 4
<b>Chapter:</b> 310 Complaint Procedures		
<b>Subject:</b> Inmate Property Depreciation Schedule		

H. The facility where the inmate is currently housed shall handle reimbursement or repair of property items with notification to the facility where the damage occurred, if applicable, to take necessary corrective action.

**II. Property Damaged by Staff**

- A. If staff damage, lose or alter inmate property, a DOC-2466 shall be completed.
- B. A completed copy of the DOC-2466 shall be forwarded to the ICE.
- C. It is not necessary for an inmate to submit a DOC-400 to the ICE office for reimbursement.
- D. If the property is damaged, it shall be processed in accordance with DAI Policy 309.20.03.

**III. Establishing Replacement Cost Without a Receipt**

- A. Determine the approximate age of the item by either finding the original DOC-237 or by using the manufacturer's date.
  - 1. When neither of those options are available, use an age of five years.
  - 2. 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. Taxes, shipping or handling costs shall not be included as part of the base price for this type of reimbursement.

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b> 06/01/04	<b>DAI Policy Number:</b> 310.00.03	<b>Page</b> 4 of 4
<b>New Effective Date:</b> 12/23/19	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 310 Complaint Procedures		
<b>Subject:</b> Inmate Property Depreciation Schedule		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**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