



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:  
3-JTS-1C-20  
3-JDF-1C-18  
1-JDTP-1C-21**

<b>CHAPTER: Administration</b>	<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Replacement of Damaged or Destroyed Staff Personal Property</b>	
<b>POLICY NUMBER: DJJ 106.4</b>	
<b>TOTAL PAGES: 2</b>	
<b>EFFECTIVE DATE: November 30, 2018</b>	
<b>APPROVAL: Carey D. Cockerell</b>	<b>, COMMISSIONER</b>

**I. POLICY**

Staff in the Department of Juvenile Justice (DJJ) operated programs shall be compensated for personal property which is damaged or destroyed as a result of youth activity. The department shall not be liable or responsible for staff's personal property which has been lost or stolen.

**II. APPLICABILITY**

This policy shall apply to all staff of DJJ.

**III. DEFINITION**

Refer to Chapter 100.

**IV. PROCEDURES**

- A. Any staff who suffers damage to personal property as a direct result of youth activity, may be compensated for the cost of repair or replacement of the damaged articles.
1. An Incident Report describing the incident shall be completed. The report shall state the details of the incident, the items damaged, and the degree of damage.
  2. If damage or replacement request is approved by the supervisor and Superintendent, the documentation shall be forwarded to the facility Fiscal Officer.
  3. The replacement or repair of the item shall be arranged by the staff.

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4. A copy of this incident report, original receipt, and approved replacement request shall be attached to the Travel Voucher and shall be submitted to the Fiscal Branch for processing. The cost of replacing or repairing damaged items shall be limited to the following:

a. Clothing

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|--|----------|
| 1. Blouse or Shirt   | \$30.00  |
| 2. Skirt or Trousers   | \$40.00  |
| 3. Sweater   | \$40.00  |
| 4. T-shirt   | \$15.00  |
| 5. Dress   | \$60.00  |
| 6. Coat or jacket  | \$100.00 |
| 7. Other items of clothing shall be evaluated on a per item basis. |          |

b. Jewelry

- |   |         |
|---|---------|
| 1. Watch, repair or replace up to                                 | \$75.00 |
| 2. Repair; replace watchband up to                                | \$15.00 |
| 3. Other items of jewelry shall be evaluated on a per item basis. |         |

c. The maximum allowable payment for prescription eyeglasses and contact lens shall be \$350.00 and shall not include payment for an eye examination.

B. Youth may not directly reimburse for personal property of staff. Depending on the severity and degree of youth activity, the youth may be assigned appropriate disciplinary consequences on a case-by-case basis by the facility superintendent.

**V. MONITORING MECHANISM**

The Fiscal Branch shall monitor this policy.