

DATE:	JULY 3, 2018
NUMBER:	G.5
SUBJECT:	DAMAGE COST ESTIMATES
RELATED SECTIONS:	

PURPOSE

To establish a procedure for documenting the estimated cost to the Department for repairs when an inmate or other individual damages or destroys jail property. The manner of documenting this estimate will be appropriate for submission as evidence to the court.

POLICY

All acts of vandalism and property damage committed by an identifiable inmate or other individual will be documented in a NetRMS crime report. The estimated cost for the repair of the vandalism, damage, or destruction will be documented using form J-73, "Damage Cost Estimate." The damage estimate will be approved by the building maintenance supervisor.

PROCEDURES

- I. Whenever a deputy encounters vandalism or damage committed by an identifiable inmate or other individual, the incident will be documented.
 - A. A NetRMS crime report will be written to document the event.
 - B. The "J-73" on-line form will be completed to estimate the overall cost of the damage.
 - 1. The J-73 will show all labor hours for each classification of employee involved in the repair of the damage.
 - a. For county employees, the hourly rate used will be the top-step hourly wage listed in the employee's MOA for that classification.
 - b. For private contractors, the hourly rate used will be taken from their cost estimate.
 - 2. The J-73 will list all materials used to repair the damage.
 - 3. The J-73 will be completed and signed by the person most qualified to make the estimate.
 - 4. The J-73 will be approved and signed by the building maintenance supervisor.
 - C. The completed J-73 will be submitted to the Detention Investigations Unit and attached to the corresponding NetRMS crime report.