



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 208.06

Page 1 of 2

Effective Date: June 1, 2016

Distribution: A

Supersedes: 208.06 (4/1/13)

Approved by: Derrick D. Schofield

Subject: MONEY FOUND ON INMATES AND/OR INSTITUTION

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 4-6-146, and TCA 4-6-147.
- II. PURPOSE: To establish procedures for the disposition of money found on inmates, in mail, or on institutional property.
- III. APPLICATION: To all Wardens, Deputy Wardens, Associate Wardens of Security, Fiscal Directors, inmates, Tennessee Rehabilitative Initiative in Correction (TRICOR) employees, and privately managed institutions.
- IV. DEFINITIONS: Confiscated Money/Monies: Any money either found in possession of an inmate and/or any money found obviously hidden in incoming mail or on institutional/agency property.
- V. POLICY: Any unauthorized money found in the possession of an inmate who resides at an institution or facility of the Tennessee Department of Correction (TDOC) shall be confiscated and/or held for disposition.
- VI. PROCEDURES:
 - A. Confiscated money either found in possession of an inmate and/or found on state property will be deposited based on the type of confiscation.
 - B. When the amount of money found in the possession of an inmate exceeds the amount authorized, per Policy #208.01, Section VI.(D)(5)(b), the following steps shall apply:
 1. An appropriate disciplinary report shall be issued and the money in excess of the authorized limit shall be confiscated. (See Policy #502.05) A pre-numbered written receipt shall be provided to the inmate at the time the money is taken. The receipt shall indicate that the money will be held for the disciplinary board hearing. The money shall be safeguarded in a location determined by the Warden at each facility until disposition.
 2. Upon determination by the disciplinary board that an inmate did possess unauthorized money, and found guilty, the money shall be turned over to the fiscal director or designee, who shall use the receipt issued to the inmate (See Section VI.(B)(1) above) and immediately deposit the funds. If the inmate refuses to give the receipt back, it should be indicated in the receipt book. The Certification of Deposit shall be coded Fund 11000, Department 3290100630, Account 64007000, Location CF 19087, Program 100000.

Subject: MONEY FOUND ON INMATES AND/OR INSTITUTION

3. Upon determination by the disciplinary board that an inmate did not possess unauthorized money and is not guilty, the money will be deposited into the inmate's trust fund account.
- C. Any money found obviously hidden in incoming mail or on institutional/agency property shall be turned over to the fiscal officer or designee, and the following steps shall apply:
1. Write a pre-numbered receipt, as received from applicable officer, for confiscated monies or monies found on property and immediately deposit the funds. If requested, a copy of the receipt may be given to the officer for his/her records. The a Certification of Deposit shall be coded Fund 11000 to the appropriate department location CF, Account 64007000, and Program 300000 or Program 310100 for privately managed institutions, and deposit immediately.
 2. The Certification of Deposit will be entered into INovah cashiering system in the same manner as all other deposits.
- D. All confiscated money/monies which have been processed as evidence in an authorized Office of Compliance and Investigation (OIC) investigation shall remain in the control of OIC and treated as evidence until such time the money/monies no longer hold evidentiary value. At such time and upon the order of the Court, the money/monies will be reserved for use by the OIC.
- VII. ACA STANDARDS: 4-4027, 4-4031, and 4-4494.
- VIII. EXPIRATION DATE: June 1, 2019.