

 <p style="text-align: center;"> <b>ADMINISTRATIVE POLICIES AND PROCEDURES</b>          State of Tennessee          Department of Correction       </p>	Index #: 502.04	Page 1 of 3
	Effective Date: August 1, 2018	
	Distribution: B	
	Supersedes: 502.04 (5/15/15) PCN 18-7 (1/15/18) PCN 17-26 (3/15/17)	
Approved by: Tony Parker		
Subject: RULEBOOKS FOR INMATES		

- I. AUTHORITY: TCA 4-3-603 and TCA 4-3-606.
- II. PURPOSE: To require the publication of inmate rulebooks that will contain relevant information for the inmates as well as describe the expectations placed on inmates.
- III. APPLICATION: To institutional employees and inmates, including those of privately managed facilities, and Tennessee Rehabilitative Initiative in Corrections (TRICOR).
- IV. DEFINITIONS: None.
- V. POLICY: Upon initial entry into the correctional system, each inmate shall be issued a *Tennessee Department of Correction (TDOC) Inmate Rules and Regulations* book. Upon arrival at any institution, each inmate shall be issued an institutional *Inmate Rules and Regulations* book.
- VI. PROCEDURES:
  - A. TDOC Inmate Rules and Regulations
    1. The information in the TDOC rulebook shall be broad and comprehensive in nature and applicable to all inmates. The rulebook shall contain, but not be limited to, the following information:
      - a. Introduction
      - b. Table of contents
      - c. Orientation/classification procedures/institutional transfers
      - d. Sentence credits/administrative procedures
      - e. Prison Rape Elimination Act (PREA)/inmate/staff misconduct
      - f. Disciplinary procedures/prohibited acts
      - g. Inmate rights and responsibilities/Title VI/grievances
      - h. Clinical services/grooming and hygiene standards
      - i. Packages, personal property, and mail/telephone procedures
      - j. Trust fund accounts/commissary
      - k. Visitation
      - l. Activities
      - m. Rehabilitative services
        - (1) Inmate programming
        - (2) Access to counseling/treatment services
        - (3) Education and library services
        - (4) Religious program

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- (5) Volunteer services
- (6) Career Management for Success
- (7) Victim services
- (8) Parole

- 2. The Commissioner shall approve the TDOC rulebook for publication and it shall be published under the Commissioner's signature.
- 3. The Assistant Commissioner of Prisons shall be responsible for the publication of the TDOC rulebook and shall ensure that it is annually reviewed by October 1 of each year and updated as necessary.

B. Institutional Inmate Rules and Regulations

- 1. Institutional rulebooks shall contain information regarding the subject areas listed in Section VI.(A) which are unique to the respective institution. Institutional rulebooks shall not duplicate material printed in the *TDOC Inmate Rules and Regulations* book.
- 2. Each institutional rulebook shall be approved by the Assistant Commissioner of Prisons and published under the Warden's/Superintendent's signature.
- 3. The Warden/Superintendent shall ensure that the institutional rulebook is annually reviewed and updated as necessary by February 1 of each year.

C. General Requirements:

- 1. Publication of inmate rulebooks shall be in compliance with Policy #109.01 and the *TDOC Information Systems Handbook*.
- 2. A copy of each rulebook will be given to each inmate and made available to employees. The rulebook will be posted in conspicuous and accessible areas in the institution.
  - a. When an inmate is issued a copy of the TDOC and/or institutional rulebook, he/she will sign the Orientation Acknowledgment, CR-2110.
  - b. Upon subsequent revisions of the rulebook, each inmate will be provided a new copy upon request and will acknowledge receipt of the rulebook by checking the appropriate box on CR-2110.
  - c. The completed acknowledgment form will be filed in the inmate's institutional record.
  - d. When a literacy or language problem prevents an inmate from understanding the rulebook, a staff member or translator shall provide individual instructions regarding the contents.

VII. ACA STANDARDS: 4-4226, 4-4228, 4-4284, 4-4285, 4-4288, 4-ACRS-3A-02, 4-ACRS-3A-03, and 4-ACRS-3A-04.

VIII. EXPIRATION DATE: August 1, 2021.



TENNESSEE DEPARTMENT OF CORRECTION  
ORIENTATION ACKNOWLEDGMENT

\_\_\_\_\_  
INSTITUTION

OFFENDER NAME: \_\_\_\_\_

TDOC#: \_\_\_\_\_

I have completed the orientation program/unit of this institution. I have been advised of the programs, activities and privileges available to me.

I have been issued a copy of:

- TDOC INMATE RULES AND REGULATIONS
- INSTITUTIONAL RULES AND REGULATIONS
- SPECIFIC UNIT RULES AND REGULATIONS (*CHECK ONLY IF APPLICABLE*)
- PRISON RAPE ELIMINATION ACT (PREA) INFORMATION

I have been issued a revised copy of:

- TDOC INMATE RULES AND REGULATIONS
- INSTITUTIONAL RULES AND REGULATIONS
- SPECIFIC UNIT RULES AND REGULATIONS (*CHECK ONLY IF APPLICABLE*)

I have viewed:

- VIDEO PREA INFORMATION PROVIDED DURING ORIENTATION
- ADDITIONAL VIDEO PREA INFORMATION AT RECEIVING INSTITUTION

I have been informed of:

- THE REQUIREMENTS TO PURCHASE A STATE ISSUED IDENTIFICATION CARD PRIOR TO RELEASE

\_\_\_\_\_  
Offender Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Offender Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Correctional Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinical Service Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Warden of Treatment/Chief Counselor

\_\_\_\_\_  
Date