



ADMINISTRATIVE POLICIES  
AND PROCEDURES  
State of Tennessee  
Department of Correction

Index #: 208.06

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Effective Date: October 1, 2011

Distribution: A

Supersedes: 208.06 (9/15/08)

Approved by: Derrick D. Schofield

Subject: MONEY FOUND ON INMATES AND/OR INSTITUTION

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, and TCA 4-6-146.
- 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 Operations, Fiscal Officers, inmates, Tennessee Rehabilitative Initiative in Corrections (TRICOR) employees, and privately managed institutions.
- IV. DEFINITIONS: None.
- 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. When the amount of money found in the possession of an inmate exceeds the amount authorized, 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 money shall be safeguarded until disposition.
  - B. Upon determination by the disciplinary board that an inmate did possess unauthorized money, the money shall be turned over to the fiscal officer or designee, who shall write a pre-numbered receipt and immediately deposit the funds. The Certification of Deposit shall be coded Fund 11000, Department 3290100630, Account 68080000, Location CF 19087, Program 100000. The Certification of Deposit will be entered into the INovah cashiering system in the same manner as all other deposits.
  - C. If the inmate is found not guilty, the money will be deposited into the inmate's trust fund account.
  - D. Any money found obviously hidden in incoming mail or on institutional/agency property shall be turned over to the fiscal officer or designee, who shall:
    1. Write a pre-numbered receipt, as received from applicable officer, for confiscated monies or monies found on property. If requested, a copy of the receipt may be given to the officer for his/her records.

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2. Prepare a deposit slip utilizing Fund 11000, Account 64007000, and Program 300000 and deposit immediately to the General Fund.

VII. ACA STANDARDS: 4-4027, 4-4031, and 4-4494.

VIII. EXPIRATION DATE: October 1, 2014.