

 ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction	Index #: 208.06	Page 1 of 2
	Effective Date: February 15, 2023	
	Distribution: A	
	Supersedes: 208.06 (6/1/19)	
Approved by: Frank Strada		
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, Superintendents, Deputy Superintendents, 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 money is found in the possession of an inmate the following steps shall apply:
 1. An appropriate disciplinary report shall be issued and the money shall be confiscated. (See Policy #502.05) A pre-numbered written cash receipt voucher shall be provided to the inmate at the time the money is taken. The cash receipt voucher shall indicate that the money will be held for the disciplinary board hearing or the offender panel review at a transition center. The money shall be safeguarded in a location determined by the Warden/Superintendent at each facility until disposition.
 2. Upon determination by the disciplinary board or the offender panel review at a transition center 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 cash receipt voucher issued to the inmate (See Section VI.(B)(1) above) and immediately deposit the funds. If the inmate refuses to give the cash receipt voucher back, it should be indicated in the cash receipt voucher book. The Certification of Deposit shall be coded Fund 11000, Department 3290100630, Account 64007000, Location CF 19087, Program 100000.

Effective Date: February 15, 2023	Index # 208.06	Page 2 of 2
Subject: MONEY FOUND ON INMATES AND/OR INSTITUTION		

- 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 cash receipt voucher, as received from applicable officer, for confiscated monies or monies found on property and immediately deposit the funds. If requested, a copy of the cash receipt voucher may be given to the officer for his/her records. The 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 Investigation and Conduct (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, the money/monies shall immediately be turned in to Central Office Fiscal Services to deposit to OIC Fund 63000001.

VII. APPLICABLE FORMS: None.

VIII. ACA STANDARDS: 5-ACI-1B-03, 5-ACI-1B-07, and 5-ACI-7D-08.

IX. EXPIRATION DATE: February 15, 2026