 <p style="text-align: center;"> <b>ADMINISTRATIVE POLICIES AND PROCEDURES</b>          State of Tennessee          Department of Correction       </p>	Index #: 511.05	Page 1 of 6
	Effective Date: February 15, 2009	
	Distribution: B	
	Supersedes: N/A	
Approved by: George M. Little		
Subject: IDENTIFICATION FOR POST RELEASE		

- I. AUTHORITY: TCA 4-3-603 and TCA 4-3-606.
- II. PURPOSE: To assist eligible offenders in obtaining a valid form of identification to utilize after their release from custody.
- III. APPLICATION: To Tennessee Department of Correction (TDOC) employees and eligible inmates of Charles Bass Correctional Complex (CBCX) and Turney Center Industrial Complex (TCIX); all other employees and inmates at other sites and privately managed facilities by January 31, 2010.
- IV. DEFINITIONS:
  - A. Eligible Offenders: Those inmates who are within six months of their earliest possible release date, plan to reside in Tennessee, and are legal residents of the United States. Inmates who are considered indigent as defined by Policy #112.08 are eligible for an ID only. Inmates who are considered undocumented aliens or offenders who will not be acquiring a location of residence in Tennessee are not eligible offenders. Other inmates may also be deemed ineligible via local institutional policy and procedures.
  - B. Expiration of Sentence (EXP): The date upon which an inmate is considered to have completed his/her sentence of incarceration without parole, probation, or any other type of supervision being required.
  - C. Future Action Date (FAD): Future day determined by the Tennessee Board of Probation and Parole (BOPP) for an inmate's next parole hearing.
  - D. Release Eligibility Date (RED): The date calculated from a percentage of an inmate's sentence, as set by the court of jurisdiction, under which a defendant convicted of a felony may be eligible for release on parole or determinate release on probation. Such date, where allowed by law, may be reduced by the defendant's good behavior and program participation while confined in a TDOC institution or county facility. RED applies to Class X, Judge Sentencing, and Sentencing Reform Act of 1989 sentences
  - E. Release from Custody: The release from legal custody of any inmate from a TDOC facility or a privately managed facility that houses inmates sentenced to the TDOC. (See Policy #511.02)
  - F. Safety Valve Date (SV): A date calculated for eligible offenders which is a reduction of the parole eligibility date by a specific percentage established by the BOPP when necessary to reduce prison population levels in accordance with TCA 41-1-501 through 41-1-505.
  - G. State Identification Card: A form of identification that is issued by the TDOS.

Subject: IDENTIFICATION FOR POST RELEASE

- H. Undocumented Alien: An offender who cannot provide immigration documentation of temporary legal presence of non-immigrant status.
- I. Warden's Designee (WD): For purposes of this policy only, a counselor; pre-release counselor; inmate relations coordinator (IRC); or any other designee who has been approved by the Assistant Commissioner of Rehabilitative Services to be responsible for tracking the status of inmate identifications as described within this policy.
- V. POLICY: In accordance with the procedures established below, the TDOC [via a memorandum of understanding with the Tennessee Department of Safety (TDOS)] shall assist eligible offenders who are being released from custody in obtaining credentials that will be accepted as a valid form of identification/driver's license by local, state, and federal agencies.
- VI. PROCEDURES:
- A. Each Warden shall ensure that an in house policy and procedure is developed which provides further guidance (beyond the procedures described below) in implementing this policy at his/her location. Implementation may be assigned by individual counselors or by a WD. A copy of the approved in house policy shall be sent to the Assistant Commissioner of Rehabilitative Services.
- B. During the initial classification process, the counselor will attempt to obtain the offender's Tennessee (TN) Drivers License number and enter the driver's license number on LCLA Option 2. The counselor will also ask the offender the status of his/her driving privileges and encourage the offender to maintain a valid license during his/her incarceration. Information secured during this verbal interaction will be documented on TOMIS screen LCDG using Contact Code DLIC.
- C. Six months prior to any offender's SV, RED, FAD, or EXP, the Management Information Services (MIS) division will create a report that provides the names of offenders who are eligible to participate in the ID program and will send this report to the TDOS. Staff of the TDOS will conduct a comparison between these individuals based upon name, Social Security Number (SSN), and date of birth (DOB). Results of this comparison (which will advise of each offender's eligibility status to obtain an ID/driver's license) will be returned to MIS by the staff of TDOS.
- D. After receiving the TDOS comparison report referenced in (C) above, staff of MIS will create an INFOPAC (Photo ID Eligibility Report) report listing each offender's ID eligibility status. This report will be available to the WD on the 17<sup>th</sup> of each month.
- E. Once a month, the WD will check the Photo ID Eligibility Report on INFOPAC (BI01MHJ) for possible eligible offenders and make contact with them. If the offender plans to reside in TN upon release and appears to be eligible for an ID/driver's license, the offender will be asked to complete the Inmate State Residency form, CR-3721. The WD shall enter documentation of this interaction as Contact Code IDRF on TOMIS screen LCDG. TOMIS Screen LCLA, Option 8 will be used to document the date the form was submitted. The WD will be responsible for assisting the offender with any notary services requirements. Payment and charges for notary services shall be in accordance with Policy #208.05. The completed CR-3721 will be sent to:

Subject: IDENTIFICATION FOR POST RELEASE

Tennessee Department of Safety  
Driver Services Division  
1150 Foster Avenue  
Nashville, Tennessee 37243  
Attn: Assistant Director of Driver Licenses

- F. If an offender does not need a Tennessee ID, the WD will enter Contact Code IDNE on TOMIS screen LCDG and complete a LCLA Option 8 to indicate an "N" for a form that is not being submitted, a reason for the lack of submission, and a date.
- G. If the TDOS requires that a certified birth certificate for US citizens or other appropriate immigration documents for naturalized and non-citizen residents be submitted with the offender's application packet, the WD will address that need and assist the offender in obtaining that documentation.
- H. Upon receipt of the completed CR-3721 form, TDOS staff will then prepare a packet for an offender which explains the offender's available options (e.g., valid license, expired license, suspended/revoked license or state ID). The packet will contain an application and options (i.e. ID/driver's license) for the individual offender, including any return documentation required by TDOS. The packet and necessary paperwork will be sent to the offender for completion. The packet will explain the fee that is required by the TDOS in order to obtain an ID/driver's license. A certified birth certificate from Vital Records may be required to accompany the application. (This clearly marked mail from the TDOS will be the only mail from a governmental agency that mailroom staff will be allowed to open without the offender being present. All other mail from a governmental agency which is addressed to the offender shall still be opened in accordance with procedures specified in Policy #507.02)
- I. For offenders who have a photo (within the past ten years) on file with the TDOS and have the required application completed, an appropriate ID/driver's license may be issued prior to the offender leaving incarceration.
- J. Offenders who do not have a digital photo on file with the TDOS will be ineligible for an ID while still in custody; the photo must have been made within the past ten years. The offender may take the packet to a TDOS office upon release and have a photo ID issued the day of release.
- K. Offenders must complete a trust fund withdrawal for the exact amount required by the TDOS for the identification/driver's license. The check must accompany the application when it is returned to the TDOS. Offenders who do not have sufficient funds will be advised of the amount required and given 45 calendar days to secure the funds. The WD will be responsible for sending the packet with the Trust Fund Account Personal Withdrawal Request, CR-2727, to trust fund personnel (See Policy #208.01 for form sample) Trust fund personnel will be responsible for updating TOMIS Screen LCLA Option 8 to reflect the application was sent to TDOS. Trust fund personnel will also be responsible for getting the packet to the mailroom. These packets may be sent individually or bundled and sent to TDOS.

Subject: IDENTIFICATION FOR POST RELEASE

- L. If an offender meets the criteria in Policy #112.08 to be considered indigent and the WD has confirmed that the offender is both eligible and indigent, the WD shall notify the institutional fiscal staff in writing of the need for the institution to pay for the indigent offender's ID. Fiscal staff will issue a journal voucher to the TDOS for the necessary amount using Object Code 129 and Cost Center 17, Inmate Issues. The packet will be sent to TDOS address as listed in Section VI.(E). A trust fund check or a Confirmation of Inmate Indigency, CR-3730, that has been completed by trust fund staff shall be included in the offender ID application packet that is to be returned to TDOS. A copy of the completed CR-3730 shall also be sent to the TDOC Assistant Director of Fiscal Services.
- M. After receipt of the packet and processing, TDOS will send the ID/drivers' license to the offender. Mailroom staff will be responsible for notifying the offender that the ID/driver's license has been received and placed in his/her file. (This clearly marked mail from the TDOS will be the only mail from a governmental agency that mailroom staff will be allowed to open without the offender being present. All other mail from a governmental agency which is addressed to the offender shall still be opened in accordance with procedures specified in Policy #507.02) Mailroom staff will send the Receipt of Inmate Identification, CR-3723, to the offender, the WD, and to the records office staff who will ensure that a copy is placed in the offender's record. The records clerk/WD will be responsible for making an entry on TOMIS Screen LCLA Option 8 to document the date the ID/driver's license was received.
- N. Mailroom staff will then send the identification to inmate records office staff to be filed until release. In the event that an ID is sent to an institution and the offender has already been released, every effort will be made to get the ID to the offender. If the ID is sent to the released inmate's address and subsequently returned to TDOC, it will be returned to the TDOS. If the offender has been permanently transferred to another facility, the records office staff will forward the ID to that institution.
- O. During the release process, a US Postal Change of Address form will be completed by the offender. This form will utilize the institutional address as the old address and the post release address as the new address. TDOC staff will return the change of address form to the US Postal Service. The offender will also complete and sign the TDOC Offender Release, CR-1947, to document receipt of the ID/driver's license. Staff will compare the TDOC photo in the file and the TDOS photo to ensure the offender's identity and sign the CR-1947 accordingly. TDOS will update the offender address via quarterly data comparison with the postal service. If the offender refuses to complete a change of address form, staff shall complete the form with the information that is currently available to them.
- P. If an offender receives an ID/driver's license and does not leave incarceration on the earliest possible release date, the ID/driver's license will remain in the offender's file in records until the expiration date of the ID. The expired ID/driver's license will be given to the offender at the time of release.
- Q. If an offender receives notification that the ID/driver's license has been received and upon leaving incarceration the ID/driver's license cannot be located, the offender may file a claim for the cost of the lost item in accordance with the procedures in Policy #214.04.
- VII. ACA STANDARDS: 4-4442 and 4-4446.
- VIII. EXPIRATION DATE: February 15, 2012.



TENNESSEE DEPARTMENT OF CORRECTION  
REHABILITATIVE SERVICES  
INMATE STATE RESIDENCY

INMATE NAME: \_\_\_\_\_ TDOC # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Sex \_\_\_\_\_ Height \_\_\_\_\_ Eye Color \_\_\_\_\_ SSN \_\_\_\_\_

Anticipated Release Date: \_\_\_\_\_ Expiration of Sentence:  Yes  No

Previous Address Prior To Incarceration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address during Incarceration (*current housing location and return address to the attention of the records office*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Release Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I affirm the above information is true and correct to the best of my knowledge:

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Warden/Designee Signature

\_\_\_\_\_  
Date

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires



**STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION**

\_\_\_\_\_  
INSTITUTION

**CONFIRMATION OF INMATE INDIGENCY**

The Tennessee Department of Correction (TDOC) has determined this individual:

\_\_\_\_\_  
Inmate Name

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

to be indigent by our definition.

We agree to pay the Identification fee as required by the Tennessee Department of Safety for the above named inmate.

\_\_\_\_\_  
Trust Fund Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Staff above

Original: Tennessee Department of Safety  
Copy: Assistant Director of Fiscal Services - TDOC Central Office



STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION

RECEIPT OF INMATE IDENTIFICATION

TO: \_\_\_\_\_

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

HOUSING UNIT: \_\_\_\_\_ INSTITUTION: \_\_\_\_\_

Your Tennessee Department of Safety ID \_\_\_\_\_ or Driver's License \_\_\_\_\_

received in the mailroom  
on \_\_\_\_\_ and forwarded to the Inmate Records office  
(DATE)

until your release from custody.

\_\_\_\_\_  
Staff Signature

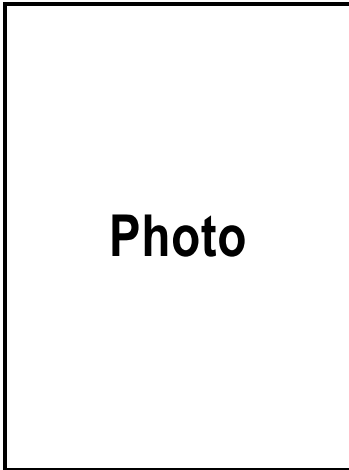
\_\_\_\_\_  
Printed Name of Staff above

Original: Inmate  
Copy: Counselor  
Records

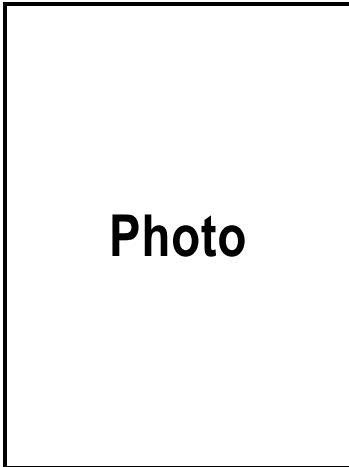


STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION – OFFENDER RELEASE

TOMIS ID: \_\_\_\_\_ NAME: \_\_\_\_\_



FRONTAL IMAGE  
(submitted \_\_\_\_\_)



PROFILE IMAGE  
(submitted \_\_\_\_\_)

Height:	Weight:	Sex:	Eye Color:
Hair Color:		Race:	
Complexion:	Birth Date:		Age:
Citizenship:		<b>Incompatible Inmates:</b>	
<b>Sex Offender:</b>	Escape History:	<b>Detainers:</b>	Pending Charges:

Sentence Effective:	Current Location:
Sentence Expires:	Custody Level:
Release Eligibility:	Number of Convictions:
Safety Valve Date:	Max Sentence:

Released by: \_\_\_\_\_ Date of Release: \_\_\_\_\_

Released to: \_\_\_\_\_ Inmate's address upon release

Address: \_\_\_\_\_

\_\_\_\_\_

**Release Signatures:**

Records Verified: <input type="checkbox"/>	Records Office	Date
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<input type="checkbox"/> Does not receive release money	Business Office	Date
<input type="checkbox"/> Receives the amount of \$ _____ <i>(Any funds owed will be mailed within 30 days)</i>		

Inmate ID Verified: <input type="checkbox"/>	Property Room	Date
Inmate's property processed: <input type="checkbox"/>		

Inmate ID verified: <input type="checkbox"/>	Operations	Date
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I have received my property, money, and clothing due me: <input type="checkbox"/>	Inmate's Signature	Date
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Inmate ID verified: <input type="checkbox"/>	Escorting Staff	Date
Release through Gate: <input type="checkbox"/>		

Inmate Received State ID: <input type="checkbox"/>	Records Staff	Date
Inmate Received Driver's License: <input type="checkbox"/>		
Verified by Photo ID before Issuance: <input type="checkbox"/>		