

 <p style="text-align: center;"> <b>ADMINISTRATIVE POLICIES AND PROCEDURES</b>          State of Tennessee          Department of Correction       </p>	Index #: 511.05	Page 1 of 15
	Effective Date: March 1, 2019	
	Distribution: B	
	Supersedes: 511.05 (4/1/16)	
Approved by: Tony Parker		
Subject: TENNESSEE OFFENDER DRIVER'S LICENSE AND STATE IDENTIFICATION ONLY LICENSE		

- I. **AUTHORITY:** TCA 4-3-603, TCA 4-3-606, TCA 55-50-33, and TCA 55-50-321.
- II. **PURPOSE:** To assist eligible offenders in obtaining and/or maintaining a valid form of Tennessee identification to utilize upon their release from custody.
- III. **APPLICATION:** To Tennessee Department of Correction (TDOC) employees, eligible offenders of Tennessee Department of Correction (TDOC) sites, and privately managed facilities.
- IV. **DEFINITIONS:**
  - A. **Authorized Transactions:** A specific set of state identification only license and driver's license transactions for which Tennessee Department of Safety and Homeland Security (TDOSHS) has granted TDOC issuance staff the authority to perform on its behalf for eligible offenders, in accordance with TDOSHS policies and procedures.
  - B. **Contract Monitor of Compliance (CMC):** TDOC employee(s) authorized by the Commissioner to monitor contract compliance at privately managed facilities.
  - C. **Contract Monitor of Operations (CMO):** TDOC employee(s) authorized by the Commissioner to serve as the approving authority for specific actions occurring at privately managed facilities. In the absence of the CMO, the Contract Monitor of Compliance (CMC) assigned to that facility will serve that function. In the absence of both the CMO and CMC at privately managed facilities, the necessary notification/request for authorization will be made by telephone to the Correctional Administrator (CA). If the CMO is not reachable via phone, the CMC will be contacted. If both the CMO and CMC are unavailable by telephone, the CA shall be contacted for required authorizations or notifications.
  - D. **Driver's License:** A permit issued under the authority of the TDOSHS allowing the holder to lawfully drive/operate a motor vehicle on public roads.
  - E. **Eligible Offenders:** Those offenders who are eligible for release from TDOC custody, plan to reside in Tennessee, and are legal residents of the United States. Offenders who are considered undocumented aliens or offenders who will not be acquiring a location of residence in Tennessee are deemed ineligible.
  - F. **Expiration of Sentence (EXP):** The date upon which an offender is considered to have completed his/her sentence of incarceration without parole, probation, or any other type of supervision being required.
  - G. **Interim Document:** The temporary driver's license or state identification only license generated on secure paper, which is provided by TDOSHS and in accordance with TDOSHS policy.

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- H. Issuance Staff: TDOC institutional staff selected by the Warden/Superintendent who are approved and trained by TDOSHS to access and operate issuance equipment for the sole purpose of processing state identification only license and driver's license transactions under the authority of TDOSHS.
- I. Lawful Permanent Resident: Legal immigrants with the same or similar rights as U.S. Citizens.
- J. Memorandum of Instruction: A document used at privately managed facilities that is the equivalent of a facility policy.
- K. Offender Management System (OMS): A management information system designed to track offender populations and characteristics throughout the TDOC.
- L. Offender Reentry Application: An OMS application consisting of the Offender Reentry Plan and Offender Reentry Report containing the details and status of the offender's reentry plan from initiation to completion.
- M. Offender Reentry Plan: The segment within the Offender Reentry Application used by reentry staff members to enter offender information as designated.
- N. Offender Reentry Report: A report within the Offender Reentry Application detailing the status of the offender's reentry plan 60 days prior to their Scheduled Parole Hearing Date (SPHD) or Expiration of Sentence (EXP) date. The report is generated daily and automatically sent to the AWT, Chief Counselor, and institutional probation/parole officer.
- O. Reentry Services: Services specifically related to the offenders transition back into the community, i.e. identification, offender programming, Veteran's benefits, transportation, disability benefits, mental health, medical, connection with community resources, etc.
- P. Reentry Services Counselor: A designated staff member who coordinates and provides reentry services to ensure a successful transition from prison to community.
- Q. Release from Custody: The release from legal custody of any offender from a TDOC facility or a privately managed facility that houses offenders sentenced to the TDOC.
- R. Scheduled Parole Hearing Date (SPHD): The certified date an offender is scheduled to appear before the Board of Parole (BOP) to receive a parole grant hearing. The scheduled parole hearing date will be available in the OMS, and on the Parole Board Eligibility docket.
- S. State Identification Only License: A form of identification issued under the authority of the TDOSHS to be used for identification purposes only and does not grant the holder driving privileges.
- T. Undocumented Alien: An offender who cannot provide immigration documentation of temporary legal presence of non-immigrant status.
- U. Vendor: For purposes of this policy, the vendor is the entity contracted by the TDOSHS for fulfillment of its issuance of driver's license and/or state identification only document software.

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- V. Warden's/Superintendent's/Designee: For purposes of this policy only, a counselor; Reentry Services counselor; or any other designee(s) who have been approved by the Warden/Superintendent to be responsible for tracking the status of offender identifications as described within this policy.
- V. POLICY: In accordance with the procedures established below, the TDOC, via interagency agreement with the TDOSHS shall require all eligible offenders currently in its custody to obtain and/or maintaining credentials that will be accepted as a valid form of Tennessee identification/driver's license by local, state, and federal agencies.
- VI. PROCEDURES:
- A. Each TDOC Warden/Superintendent shall develop procedures to ensure the safe, secure, and orderly operation of the issuance room and equipment at their facility. Each facility shall incorporate into a local policy or a memorandum of instruction the specific details for how this is to be accomplished. Security inspections shall be conducted monthly by the AWT/Deputy Superintendent at TDOC facilities and by the assigned facility CMO and Associate Warden of Treatment at privately managed facilities.
1. The procedures shall be reviewed and approved by the Correctional Administrator for Rehabilitative Services and the Correctional Administrator for Prisons prior to implementation.
  2. Documentation of the monthly inspection must be signed by the Warden/AWT/Deputy Superintendent and by the CMO at privately managed facilities.
  3. Documentation of the monthly inspection shall be stored electronically at the facility for a period of two years and be available for inspection as needed.
  4. The Warden/Superintendent/designee shall immediately notify the Rehabilitation Services Correctional Administrator/designee if there are any procedures deemed noncompliant regarding the security of the issuance room or the issuance process.
  5. Procedures to ensure compliance with TDOC policy, local policy, and the memorandum of instruction shall be incorporated into the annual inspection audit.
- B. Criteria for eligibility
1. The following offenders are eligible for a Tennessee driver's license renewal:
    - a. Must have a valid Tennessee driver's license or license that has expired within the last five years with no change in its renewal eligibility status.
    - b. Must be a citizen of the United States or a lawful permanent resident
    - c. Must plan to reside in the State of Tennessee upon release
  2. The following offenders are not eligible for a Tennessee driver's license renewal:

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- a. Offenders whose license has been expired for more than five years without renewal
  - b. Offenders whose license have expired within the last five years but no longer meet the other eligibility requirements for renewal
  - c. Offenders whose license has been suspended
  - d. Offenders whose license has been revoked
  - e. Offenders who held a restricted license prior to incarceration
  - f. Those offenders with active detainers, including but not limited to Immigration and Customs Enforcement (ICE) detainers
  - g. Offenders serving life sentences without parole
  - h. Offenders sentenced to death
  - i. Offenders who are not citizens of the United States or lawful permanent residents
  - j. Offenders not planning to reside in Tennessee upon release
  - k. Safekeepers
  - l. Offenders determined ineligible by TDOSHS
3. The following offenders are eligible for a Tennessee State Identification License issuance or renewal:
- a. Must be a citizen of the United States or lawful permanent resident
  - b. Must be planning to reside in the State of Tennessee upon release
4. The following offenders are not eligible for a Tennessee State Identification License issuance or renewal:
- a. Those offenders with active detainers, including but not limited to, ICE detainers
  - b. Offenders serving life sentences without parole
  - c. Offenders under the sentence of death
  - d. Offenders who are not citizens of the United States or lawful permanent residents
  - e. Offenders not planning to reside in Tennessee upon release

- f. Safekeepers
  - g. Offenders determined ineligible by TDOSHS
5. Offenders must be able to hold themselves in an upright seated position and able to look straight ahead for the purpose of taking a photo.
- a. The health services administrator shall be consulted when there is a question about an offender's ability to do so
  - b. Should an offender not be able to hold themselves in an upright position for the photo, the health services administrator shall submit to the reentry counselor, via memo or email, any physical limitations the offender may have, which the reentry counselor will then place in the offender's institutional file.
- C. During the Intake and Diagnostic Classification process
- 1. The NCIC operator will request an NCIC inquiry to include the Tennessee Driver's License by Social Security Number check (DQ06).
  - 2. Once the intake counselor receives the NCIC report they will verify the DQ06 report is included and create the institutional file.
  - 3. The intake counselor shall obtain the offender's Tennessee driver's license/state identification only license number from the NCIC and enter the identification number in the OMS.
  - 4. The intake counselor will then enter the status of the offender's driver's license or identification in the OMS.
  - 5. All determinate release offenders, if eligible, shall immediately be referred for a Tennessee driver's license or state identification only license renewal or new state identification license issuance.
- D. Review Process for Initial Classification and Reclassification
- 1. The classification committee shall review the OMS to determine the status of offender's driver's license and or state identification, if applicable
  - 2. If the offender has a valid driver's license with an expiration date within 12 months or has a driver's license that has expired in the last five years, but remains eligible for renewal, the offender shall be referred for a renewal of his or her driver's license.
  - 3. Offenders who are not eligible for a driver's license renewal but who meet the criteria for a state identification license and are within 12 months of their Scheduled Parole Hearing Date (SPHD) or Expiration of Sentence (EXP) date shall be referred to the facility designee for issuance of a new state identification license. All eligible offenders are required to purchase a state issued ID no less than six months prior to their SPHD or EXP.

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4. In order to obtain a state identification license, the reentry services counselor shall:
  - a. Verify that the offender has the proper documentation on file with DOSHS by reviewing the OMS report. If no record is found the counselor shall;
  - b. Verify that the offender has the proper proof of citizenship in his/her institutional file, in the form of birth certificate or U.S. passport, as required by TDOSHS, and
  - c. Ensure that during orientation the offender signs the Orientation Acknowledgement, CR-2110, to verify notification of the ID requirement.
5. If the proper documents are not in the offender's file, the reentry services counselor shall complete the process to obtain such documents, specifically the offender's birth certificate, as outlined in Policy #511.06.

E. Scheduling

1. Each institution shall create a schedule based on the specific needs of the facility but no less than two days per month for processing driver's license and state identification license only renewals and new state identification only license issuances.
2. This schedule shall be defined within each institution's in-house policy. Any deviation from the normal institutional staffing pattern for the purposes of identification issuance shall be outlined within each institution's in-house policy.

F. Issuance process

1. Upon the offender's arrival at the facility's designated issuing location the offender shall complete the application and the issuance staff shall complete the issuing process in its entirety with each scheduled offender, as outlined in the TDOSHS operating procedures.
2. The issuing staff shall ensure that each offender completes a Trust Fund Account Personal Withdrawal Request, CR-2727, which shall be made payable to the issuing facility, and the issuing staff shall complete Driver's License/ID Card Issuance Log, CR-3918, to reflect each transaction. The fees charged for a driver's license or state identification card shall be in accordance with the schedules established by TDOSHS. Should the offender refuse to sign the CR-2727, the refusal shall be noted on the form and witnessed by two employees in accordance with Policy #208.05.
3. Once the issuing process is complete for each offender and the interim document has been printed, the interim document shall immediately be placed within a secure lockbox within the issuance room until:
  - a. All site issuance has concluded for the day and;
  - b. The documents are securely transported to the records office supervisor to be placed in the appropriate offender's institutional file.

4. In the event the issuance occurs during non-traditional business hours, the interim documents shall remain secured in the manner previously described until the next business day.

G. Storage and Control of Interim Document, Driver's License, and State ID

1. Upon receipt of the interim document, the records supervisor shall be responsible for making the appropriate entry in the OMS to document the date the interim document was received.
2. The interim document shall be placed in the offender's institutional file where it will remain until the offender is released from custody.
3. TDOSHS will send the driver's license or state identification only license to the institutional address listed on the offender's application.
  - a. Clearly marked mail from TDOSHS will be the only mail from a governmental agency not considered privileged, as specified in Policy #507.02. Mailroom staff will then be able to open the mail without the offender being present.
  - b. The mailroom staff will use the Receipt of Offender Identification, CR-3723, to notify the records supervisor that the driver's license or state identification only license has been received and is being forwarded to the records office.
  - c. Upon receipt of the driver's license or state identification only license from the mailroom staff, the records supervisor will send a Receipt of Offender Identification, CR-3723, to the reentry services counselor within five business days for the purpose of documentation on the Reentry Application.
  - d. The reentry services counselor shall then be responsible for making an entry in the OMS to document the date the driver's license or state identification only license was received and provide a copy of the Receipt of Offender Identification, CR-3723, to the offender.
  - e. The driver's license or state identification only license shall be placed in the offender's institutional file, where it will remain until the offender's release from custody.
  - f. In the event that a driver's license or state identification only license is sent to an institution and the offender is no longer permanently assigned there, the following procedures shall be followed:
    - (1) If the offender has been released from custody, the driver's license or state identification shall be mailed to the offender's address, if known. If the driver's license or state identification only license is sent to the released offender's address or if the offender's address is unknown and subsequently returned to TDOC, it will be returned to the TDOSHS.
    - (2) If the offender has been permanently transferred to another facility, the sending facility's records office supervisor shall:

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- (a) Record receipt of the driver's license or state identification only license in the OMS.
  - (b) Forward the driver's license or state identification only license to the receiving facility's records supervisor.
  - (c) Upon receipt, the receiving facility will follow the procedures previously set forth in this policy.
- g. During the release process the following procedures shall be followed:
  - (1) The offender will complete and sign the TDOC Offender Release, CR-1947, to document receipt of the driver's license or state identification only license.
  - (2) Staff will compare the TDOC photo in the file and the TDOSHS photo to ensure the offender's identity and sign the CR-1947 accordingly.
- h. If an offender receives a driver's license or state identification only license while in custody and it expires prior to the offender's release, the driver's license or state identification only license will stay in the offender's file until released from custody.
- i. The expired driver's license or state identification only license, as well as all interim documents, will be destroyed after the offender is released from custody.
- j. If an offender receives notification that the driver's license or state identification only license has been received and upon leaving incarceration the driver's license or state identification only license cannot be located, the releasing facility will, prior to offender's release, issue a duplicate at no additional cost to the offender.

#### H. Issuance Staff

- 1. Each Warden/Superintendent shall designate at least three staff to be trained and serve as issuance staff at their institution. The TDOC CMOs assigned to the privately managed facilities shall be designated as issuance staff.
  - a. The Warden/Superintendent shall request that an NCIC check be conducted for each identified staff member, as outlined in Policy #301.04, and specifically for the purpose of this policy.
  - b. The Warden/Superintendent shall provide the Assistant Commissioner of Rehabilitative Services/designee, assigned to provide program oversight and having completed the required security training, with the first page of the NCIC report.
    - (1) The assigned designee shall provide TDOSHS with the eligible staff information.

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- (2) The assigned designee shall immediately shred or destroy, by other approved method, the NCIC documentation.
    - (3) The assigned designee shall immediately forward the TDOSHS user access forms to the approved staff member and provide instructions on how to complete the form and return it to the TDOHS Liaison.
    - (4) Active Directory access is required for all issuance staff. Approved issuance staff without active directory access shall be added to the Active Directory.
  - c. After user access is granted by the TDOSHS Liaison, the issuance staff will receive an email from TDOSHS confirming they have A-List access and are ready to proceed with TDOSHS software training. Subsequently, the issuance staff shall enter the secure DL/ID issuance room after completing training.
    - (1) The Computer Based Training (CBT) disk containing the TDOSHS software shall be secured in the Warden's/Superintendent's office.
    - (2) A log reflecting the date, time, and by whom the CBT disk is accessed shall be developed and maintained by the Warden/Superintendent or designee.
    - (3) At no time should the CBT disk be copied or in any way reproduced.
    - (4) If at any time the CBT disk becomes damaged or lost, the Assistant Commissioner of Rehabilitative Services/designee shall immediately be notified in writing.
  - d. In the event that there are significant changes in job duties which would limit the issuance staff's ability to perform the required functions, another staff member should be designated in his or her place.
  - e. Other instances that shall require a removal and replacement designation for issuance staff shall include, but are not limited to:
    - (1) Extended periods of leave
    - (2) Changes in criminal history
    - (3) Reassignment to another facility
    - (4) Disciplinary action
    - (5) Resignation and/or separation from the department
2. Training of TDOC and privately managed facility staff shall be performed by TDOSHS in the manner and time frames prescribed by TDOSHS standards.

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- a. All TDOSHS training of TDOC and privately managed facility issuing staff shall be mandatory.
- b. Accommodations shall be made to allow staff to attend and complete all required training.

I. Fiscal and Trust Fund

1. Issuance staff will complete the Driver's License/ID Card Issuance Log, CR-3918, and complete a Trust Fund Account Personal Withdrawal Request, CR-2727 (See Policy #208.01), for the offender to purchase a Tennessee driver's license or state identification license.
  - a. Institutions shall provide the service if the offenders have insufficient funds in their trust fund accounts to cover the costs of these services. Offenders who have not had a trust fund balance of \$6.00 or more at any time during the previous three pay periods qualify as having insufficient funds.
  - b. In all cases, offenders will be required to sign a Personal Withdrawal Request, CR-2727, and the cost of the adult non-commercial DL/ID shall be collected when the offender's trust fund balance is greater than zero. (See Policy #208.05)
2. The issuance staff shall forward a copy of the Driver's License/ID Card Issuance Log (considered accounting records) along with the completed applications and any other controlled state documents and supporting documentation to the TDOSHS Liaison no later than 15 business days after the end of the month.
3. The issuance staff shall forward the original Driver's License/ID Card Issuance Log, CR-3918, along with the Trust Fund Account Personal Withdrawal Request, CR-2727, to the trust fund custodian no later than the next business day following issuing the Driver's License/ID cards.
  - a. Upon receipt of the Driver's License/ID Card Issuance Log, CR-3918, and the trust fund account personal withdrawal request, the institutional trust fund custodian shall process the withdrawal in accordance with Policy #208.01 and deduct the specified amounts from each offender's trust fund account utilizing transaction code: 'TDL' and credit the Safety DL/ID organization account within the offender trust fund.
  - b. The institutional trust fund custodian shall then complete the deduction column on the TN Driver's License/ID Card Issuance/Deduction Log, CR-3918, indicating the date(s) deducted from the offender's trust fund account.
  - c. The original Driver's License/ID Card Issuance Logs, CR-3918, shall be maintained in the business office.
4. The Driver's License/ID Card Issuance Logs, CR-3918, will be forwarded to Central Trust Fund Administration (CTFA) monthly. These will be due at CTFA by the 25<sup>th</sup> of each month, or, if the 25<sup>th</sup> is a weekend or holiday, the next business day.

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- a. Upon receipt of the TN Driver's License/ID Card Issuance/Deduction Log, CR-3918, CTFA shall reconcile the amounts on the data entry log in the OMS account balance report. Any discrepancies noted shall be reconciled with the institution immediately.
  - b. After the reconciliation is completed, CTFA will debit the Safety DL/ID organization account for each institution and credit the Central Office Safety DL/ID organization account. The organization entries should be completed by the last working day of each month.
5. On an annual basis, a journal shall be initiated by TDOSHS no later than seven business days after the end of the State fiscal year. TDOC will complete the journal within three business days after the journal voucher is initiated by TDOSHS and notification is received.

J. Security and Maintenance of Driver's License and Identification Only License Issuance Equipment and Supplies

1. Security:

- a. Only issuance equipment operators may have access to driver's license and state identification issuance equipment and supplies.
- b. Issuance operators may access the issuance equipment on previously scheduled issuance days.
- c. Issuance equipment and supplies shall be housed in a locked room that has been previously approved by TDOSHS IT and vendor staff, meeting their space, connectivity, and privacy requirements.
  - (1) Only issuing staff may have access to view the screen of the issuance equipment monitor.
  - (2) Keys to the locked issuance room shall be stored at the Warden's/Superintendent's discretion, with only issuance staff having access to them.
  - (3) All issuance supplies, secure interim document paper, applications, and printer cartridges, shall be secured within the locked issuance room.
  - (4) Secure interim document paper is to be stored in a separate locked box, inside a locked drawer, inside the locked issuance room.

2. Location:

- a. Issuance equipment and supplies location must be approved by TDOSHS as well as the vendor to meet specific security and connectivity requirements.
- b. Issuance equipment shall only be moved by TDOSHS or the vendor

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- c. TDOC shall notify TDOSHS of any need to move or service equipment
- d. TDOC staff will not attempt to service equipment

3. Maintenance:

- a. TDOSHS and the vendor will provide notification of any scheduled maintenance or repairs to the Warden/Superintendent and appropriate facility staff. This notification shall also include the names of any TDOSHS and vendor staff who need to come to the institution and any tools/equipment that will be need to be brought with them into the institution.
- b. Twenty-four to forty-eight hour notice shall be provided to the Warden/Superintendent and appropriate facility staff by TDOSHS and/or the vendor for routine maintenance of the issuance equipment.
- c. In the case of equipment malfunction TDOSHS and/or the vendor shall provide the Warden/Superintendent and appropriate facility staff as much advance notice as possible of their intent to be at the institution.
- d. In the event of a malfunction with the issuance equipment at the facility, the issuance staff shall contact the TDOSHS Liaison and describe the problem with the equipment. The problem type will determine who will assist in correcting the problem. The issuance staff member will describe whether there is a problem with one of the following:
  - (1) The camera, scanner, or printer
  - (2) The computer equipment

VII. ACA STANDARDS: 4-4442 and 4-4446.

VIII. EXPIRATION DATE: March 1, 2022.



TENNESSEE DEPARTMENT OF CORRECTION  
TRUST FUND ACCOUNT  
PERSONAL WITHDRAWAL REQUEST

\_\_\_\_\_  
INSTITUTION

\$ \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE DEDUCT THE FOLLOWING AMOUNT FROM MY ACCOUNT:

\_\_\_\_\_ DOLLARS

THIS CHECK IS TO BE MAILED TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ NAME  
STREET ADDRESS  
CITY, STATE, ZIP

THE PURPOSE OF THIS WITHDRAWAL IS:

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

\_\_\_\_\_  
INMATE SIGNATURE

\_\_\_\_\_  
INMATE #

Building: \_\_\_\_\_

Room #: \_\_\_\_\_

WITNESSED: \_\_\_\_\_

APPROVED:  YES  NO

REASON FOR DENIAL:

\_\_\_\_\_  
WARDEN / SUPERINTENDENT / DIRECTOR / DESIGNEE

\_\_\_\_\_  
DATE

CR-2727 (Rev. 3-18)

Duplicate As Needed



TENNESSEE DEPARTMENT OF CORRECTION  
TRUST FUND ACCOUNT  
PERSONAL WITHDRAWAL REQUEST

\_\_\_\_\_  
INSTITUTION

\$ \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE DEDUCT THE FOLLOWING AMOUNT FROM MY ACCOUNT:

\_\_\_\_\_ DOLLARS

THIS CHECK IS TO BE MAILED TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ NAME  
STREET ADDRESS  
CITY, STATE, ZIP

THE PURPOSE OF THIS WITHDRAWAL IS:

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

\_\_\_\_\_  
INMATE SIGNATURE

\_\_\_\_\_  
INMATE #

Building: \_\_\_\_\_

Room #: \_\_\_\_\_

WITNESSED: \_\_\_\_\_

APPROVED:  YES  NO

REASON FOR DENIAL:

\_\_\_\_\_  
WARDEN / SUPERINTENDENT / DIRECTOR / DESIGNEE

\_\_\_\_\_  
DATE

CR-2727 (Rev. 3-18)

Duplicate As Needed



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



TENNESSEE DEPARTMENT OF CORRECTION

**RECEIPT OF INMATE IDENTIFICATION**

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

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

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

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

was received in the Inmate Records Office on \_\_\_\_\_ and placed in your inmate file, where  
(DATE)

it will stay until your release from TDOC custody.

\_\_\_\_\_  
Records Supervisor or Designee

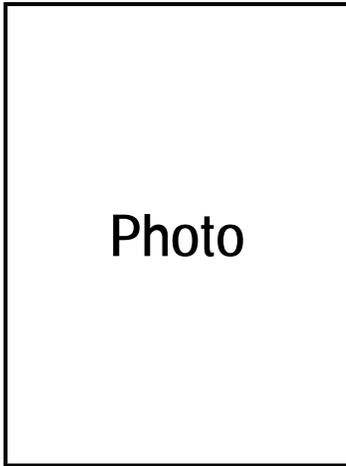
\_\_\_\_\_  
Printed Name of Staff above

Original: Inmate  
Copy: Counselor  
Records

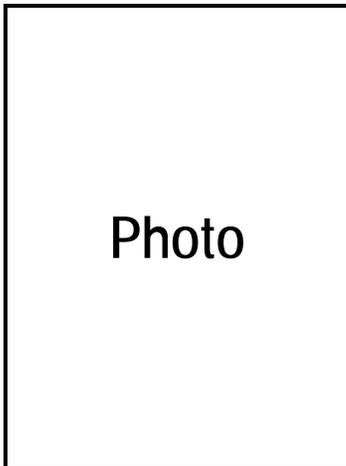


STATE OF TENNESSEE  
DEPARTMENT OF CORRECTION – OFFENDER RELEASE AUTHORIZATION

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"/>		

GPS Unit Installed and properly working: <input type="checkbox"/>	IPO or Security Staff	Date
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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"/>		



TENNESSEE DEPARTMENT OF CORRECTION  
 TENNESSEE DRIVERS LICENSE/ID CARD ISSUANCE/DEDUCTION LOG

Date Issued: \_\_\_\_\_

Institution Name \_\_\_\_\_

<i>To be Completed By Issuing Staff ONLY</i>				<i>To be completed by Trust Fund Staff ONLY</i>	
<u>INMATE NUMBER</u>	<u>INTERIM DCOUMENT NUMBER</u>	<u>INMATE NAME</u>	<u>AMOUNT</u>	<u>DATE(s) DEDUCTED FROM TRUST FUND</u>	<u>TRANSFERRED DATE/ LOCATION</u>
1					
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ORG ACCOUNT # \_\_\_\_\_