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|  <p style="text-align: center;"> ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction </p> | Index #: 511.05 | Page 1 of 13 |
| | Effective Date: April 1, 2016 | |
| | Distribution: B | |
| | Supersedes: 511.05 (1/1/13) | |
| Approved by: Derrick D. Schofield | | |
| Subject: TENNESSEE OFFENDER DRIVERS 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 and eligible offenders of Tennessee Department of Correction (TDOC) sites.
- IV. DEFINITIONS:
 - A. Authorized Transactions: A specific set of state identification only license and driver 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. 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.
 - C. 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.
 - D. 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.
 - E. Interim Document: The temporary drivers license or state identification only license generated on secure paper, which is provided by TDOSHS and in accordance with TDOSHS policy.
 - F. Issuance Staff: TDOC institutional staff selected by the warden who are approved and trained by TDOSHS to access and operate issuance equipment for the sole purpose of processing state identification only license and drivers license transactions under the authority of TDOSHS.
 - G. Lawful Permanent Resident: Legal immigrants with the same or similar rights as U.S. Citizens.
 - H. Offender Reentry Application: A TOMIS 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.

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- I. Offender Reentry Plan: The segment within the Offender Reentry Application used by reentry staff members to enter offender information as designated.
- J. 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.
- K. 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.
- L. Reentry Services Counselor: A designated staff member who coordinates and provides reentry services to ensure a successful transition from prison to community.
- M. Release Eligibility Date (RED): The date calculated from a percentage of an offender'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
- N. 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.
- O. 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 BOP when necessary to reduce prison population levels in accordance with TCA 41-1-501 through 41-1-505.
- P. 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 appear on TOMIS screen LPDP, the Parole Board Eligibility docket.
- Q. 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.
- R. Undocumented Alien: An offender who cannot provide immigration documentation of temporary legal presence of non-immigrant status.
- S. Vendor: For purposes of this policy, the vendor is the entity contracted by the TDOSHS for fulfillment of its issuance of driver license and/or state identification only document software.
- T. Warden's Designee (WD): For purposes of this policy only, a counselor; Reentry Services counselor; or any other designee(s) who have been approved by the Warden to be responsible for tracking the status of offender identifications as described within this policy.

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V. POLICY: In accordance with the procedures established below, the TDOC, via Interagency Agreement with the TDOSHS shall assist eligible offenders currently in its custody in obtaining and/or maintaining credentials that will be accepted as a valid form of Tennessee identification/driver license by local, state, and federal agencies.

VI. PROCEDURES:

A. Each warden shall ensure that local policy and procedures are developed which provide further guidance (beyond the procedures described below) in implementing this policy at his/her location. A copy of the approved local policy shall be sent to the Assistant Commissioner of Prisons, the Assistant Commissioner of Rehabilitative Services, and the Chief Financial Officer.

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 lawful permanent resident
- c. Must be planning to reside in the State of Tennessee upon release

2. The following offenders are not eligible for a Tennessee driver license renewal:

- 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 detainees, including but not limited to Immigration and Customs Enforcement (ICE) detainees
- 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

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- 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
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 - 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 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 license/state identification only license number from the NCIC and enter the identification number on LCLA Option 2.

4. The intake counselor will then enter the status of the offender's driver license or identification on TOMIS screen LCDG using Contact Code DLIC.
5. All determinate release offenders, if eligible, shall immediately be referred for Tennessee driver 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 status of offender's driver license and or state identification, if applicable
 - a. Infopac Reports BI01MHJ and BI01MHV
 - b. LCLA
2. If the offender has a valid driver license with an expiration date within 12 months or has a driver 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 license.
3. Offenders who are not eligible for a driver 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 facility designee for issuance of a new state identification license.
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 Infopac reports BI01MHV or BI01MHJ. If no record is found they 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,
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 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 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 Drivers License/ID Card Issuance Log, CR-3918, to reflect each transaction.
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 or;
 - c. 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, Drivers License, and State ID

1. Upon receipt of the interim document, the records supervisor shall be responsible for making an entry on TOMIS Screen LCLA Option 8 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 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, therefore mail room staff will be able to open without the offender being present.
 - b. The mailroom staff, in accordance with Policy #507.02, will use the Receipt of Offender Identification, CR-3723, to notify the offender the driver license or state identification only license has been received and placed in their institutional file.
 - c. Upon receipt of the driver license or state identification only license from the mail room staff, the records supervisor will send a Receipt of Offender Identification, CR-3723, to the reentry services counselor for the purposes of documentation on the Reentry Application.

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- d. The records supervisor shall then be responsible for making an entry on TOMIS Screen LCLA Option 8 to document the date the driver license or state identification only license was received.
- e. The driver 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 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 license or state identification shall be mailed to the offender's address, if known. If the driver 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:
 - (a) Record receipt of the driver license or state identification only license in LCDG screen.
 - (b) Forward the driver 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) A US Postal Change of Address form will be completed by the offender.
 - (2) This form will utilize the institutional address as the old address and the post release address as the new address.
 - (3) TDOC staff will return the change of address form to the US Postal Service.
 - (4) The offender will also complete and sign the TDOC Offender Release, CR-1947, to document receipt of the driver license or state identification only license.
 - (5) 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.
 - (6) TDOSHS will update the offender address via quarterly data comparison with the postal service.

- (7) 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.
- h. If an offender receives a driver license or state identification only license while in custody and it expires prior to the offender's release, the driver license or state identification only license will stay in the offender's file until released from custody.
- i. The expired driver 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 license or state identification only license has been received and upon leaving incarceration the driver license or state identification only license cannot be located, the releasing facility will, prior to offenders release, issue a duplicate at no additional cost to the offender.

H. TDOC Issuance Staff

- 1. Each Warden shall designate at least three staff to be trained and serve as Issuance Staff at their institution.
 - a. The Warden shall request a 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 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.
 - (2) The assigned designee shall immediately shred or destroy, by other approved method, the NCIC documentation.
 - c. 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.
 - d. 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 staff shall be performed by TDOSHS in the manner and time frames prescribed by TDOSHS standards.
 - a. All TDOSHS training of TDOC 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 Drivers 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.
 - 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 License/ID Card Issuance Log (considered accounting records) along with the completed applications and any other controlled state documents and supporting documentation to TDOSHS no later than 15 business days after the end of the month.
3. The issuance staff shall forward the original Drivers 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 license/ID cards.
 - a. Upon receipt of the Drivers 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 Drivers License/ID Card Issuance/Deduction Log, CR-3918, indicating the date(s) deducted from the offender's trust fund account.
 - c. The original Drivers License/ID Card Issuance Logs, CR-3918, shall be maintained in the business office.

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4. The Drivers 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 25th of each month, or, if the 25th is a weekend or holiday, the next business day.
 - a. Upon receipt of the TN Driver License/ID Card Issuance/Deduction Log, CR-3918, CTFA shall reconcile the amounts on the data entry log to the TOMIS 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 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 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
- 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 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 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 and appropriate facility staff as much advance notice as possible of their intent to be at the institution,

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

VIII. EXPIRATION DATE: April 1, 2019.

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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 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 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 Drivers License/ID Card Issuance Log, CR-3918, to reflect each transaction.
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 or;
 - c. 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, Drivers License, and State ID

1. Upon receipt of the interim document, the records supervisor shall be responsible for making an entry on TOMIS Screen LCLA Option 8 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 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, therefore mail room staff will be able to open without the offender being present.
 - b. The mailroom staff, in accordance with Policy #507.02, will use the Receipt of Offender Identification, CR-3723, to notify the offender the driver license or state identification only license has been received and placed in their institutional file.
 - c. Upon receipt of the driver license or state identification only license from the mail room staff, the records supervisor will send a Receipt of Offender Identification, CR-3723, to the reentry services counselor for the purposes of documentation on the Reentry Application.

Subject: TENNESSEE OFFENDER DRIVERS LICENSE AND STATE IDENTIFICATION ONLY LICENSE

- d. The records supervisor shall then be responsible for making an entry on TOMIS Screen LCLA Option 8 to document the date the driver license or state identification only license was received.
- e. The driver 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 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 license or state identification shall be mailed to the offender's address, if known. If the driver 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:
 - (a) Record receipt of the driver license or state identification only license in LCDG screen.
 - (b) Forward the driver 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) A US Postal Change of Address form will be completed by the offender.
 - (2) This form will utilize the institutional address as the old address and the post release address as the new address.
 - (3) TDOC staff will return the change of address form to the US Postal Service.
 - (4) The offender will also complete and sign the TDOC Offender Release, CR-1947, to document receipt of the driver license or state identification only license.
 - (5) 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.
 - (6) TDOSHS will update the offender address via quarterly data comparison with the postal service.

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- (7) 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.
- h. If an offender receives a driver license or state identification only license while in custody and it expires prior to the offender's release, the driver license or state identification only license will stay in the offender's file until released from custody.
- i. The expired driver 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 license or state identification only license has been received and upon leaving incarceration the driver license or state identification only license cannot be located, the releasing facility will, prior to offenders release, issue a duplicate at no additional cost to the offender.

H. TDOC Issuance Staff

- 1. Each Warden shall designate at least three staff to be trained and serve as Issuance Staff at their institution.
 - a. The Warden shall request a 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 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.
 - (2) The assigned designee shall immediately shred or destroy, by other approved method, the NCIC documentation.
 - c. 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.
 - d. 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 staff shall be performed by TDOSHS in the manner and time frames prescribed by TDOSHS standards.
 - a. All TDOSHS training of TDOC 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 Drivers 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.
 - 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 License/ID Card Issuance Log (considered accounting records) along with the completed applications and any other controlled state documents and supporting documentation to TDOSHS no later than 15 business days after the end of the month.
3. The issuance staff shall forward the original Drivers 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 license/ID cards.
 - a. Upon receipt of the Drivers 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 Drivers License/ID Card Issuance/Deduction Log, CR-3918, indicating the date(s) deducted from the offender's trust fund account.
 - c. The original Drivers License/ID Card Issuance Logs, CR-3918, shall be maintained in the business office.

Subject: TENNESSEE OFFENDER DRIVERS LICENSE AND STATE IDENTIFICATION ONLY LICENSE

4. The Drivers 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 25th of each month, or, if the 25th is a weekend or holiday, the next business day.
 - a. Upon receipt of the TN Driver License/ID Card Issuance/Deduction Log, CR-3918, CTFA shall reconcile the amounts on the data entry log to the TOMIS 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 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 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
- 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 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 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 and appropriate facility staff as much advance notice as possible of their intent to be at the institution,

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

VIII. EXPIRATION DATE: April 1, 2019.



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

Date Issued: _____

Institution Name _____

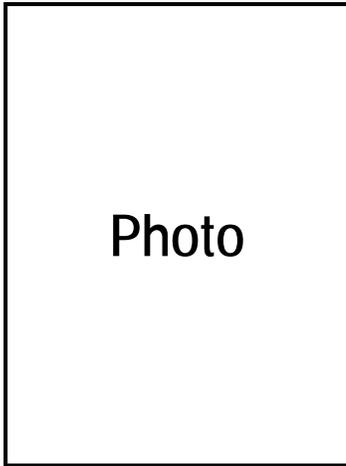
| <i>To be Completed By Issuing Staff ONLY</i> | | | | <i>To be completed by Trust Fund Staff ONLY</i> | |
|--|--------------------------------|--------------------|---------------|---|-----------------------------------|
| <u>INMATE NUMBER</u> | <u>INTERIM DCOUMENT NUMBER</u> | <u>INMATE NAME</u> |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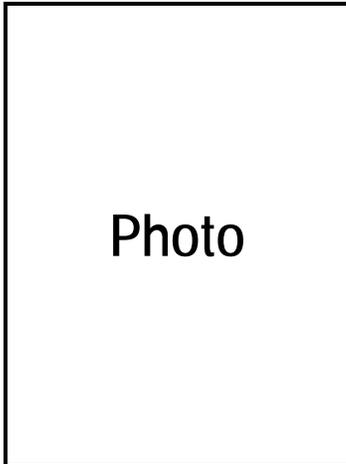


STATE OF TENNESSEE
DEPARTMENT OF CORRECTION – OFFENDER RELEASE AUTHORIZATION

TOMIS ID: _____ NAME: _____



FRONTAL IMAGE
(submitted _____)



PROFILE IMAGE
(submitted _____)

| | | | |
|----------------------|-----------------|------------------------------|------------------|
| Height: | Weight: | Sex: | Eye Color: |
| Hair Color: | | Race: | |
| Complexion: | Birth Date: | | Age: |
| Citizenship: | | Incompatible Inmates: | |
| Sex Offender: | Escape History: | Detainers: | 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 |
|--|----------------|------|

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

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

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

| | | |
|--|------------|------|
| Inmate ID verified: <input type="checkbox"/> | Operations | Date |
|--|------------|------|

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