



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 504.02

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Effective Date: December 1, 2013

Distribution: B

Supersedes: 504.02 (2/15/10)

Approved by: Derrick D. Schofield

Subject: INMATE PERSONAL PROPERTY ACCOUNTING SYSTEM

- I. AUTHORITY: TCA 4-3-603 and TCA 4-3-606.
- II. PURPOSE: To establish a uniform system of accounting for all inmate personal property.
- III. APPLICATION: To all institutional employees, employees of privately managed institutions, and inmates.
- IV. DEFINITIONS:
 - A. Active Property: Personal property to which the inmate has direct access or property to which the inmate can reasonably obtain access.
 - B. Document Storage and Retrieval System (DSRS): An electronic document repository.
 - C. E-TOMIS: A web-based interface for the TOMIS application accessible from the Tennessee Department of Correction (TDOC) home page on the State of Tennessee intranet.
 - D. Inactive Property: Personal property to which the inmate does not have direct access and to which the inmate cannot reasonably obtain access, i.e., donated property.
- V. POLICY: The TDOC shall have a standardized accounting system to maintain control of inmates' personal property.
- VI. PROCEDURES:
 - A. Forms
 1. Personal Property Inventory - TOMIS Conversation LIBN: Each item of an inmate's personal property (excluding clothing items) considered "non-consumable", i.e., cassettes, compact discs (CDs), watches and other jewelry, appliances of all types which have restrictions as to number allowed by the Commissioner's personal property list (See Policy #504.01), shall be listed on TOMIS conversation LIBN accessible through e-TOMIS only. This listing shall include the brand name, serial number, and a brief description, including the condition, of the property. The Offender Property List (formerly InfoPac report BI01MFF) will now be available through the e-TOMIS InfoPac report menu. This report will be used to obtain the signature of the inmate acknowledging receipt of the property. If time constraints do not allow this procedure to be accomplished, e-TOMIS conversation LIBN shall be completed and screen-printed for the inmate's signature.

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2. Personal Property Storage Request Form (CR-1412)

- a. When an inmate is in possession of property or receives personal property which is not permitted, all items shall be stored in the institution's property room and listed on the CR-1412. Items to be stored shall be described as clearly as possible. Information regarding the property storage status shall be entered on e-TOMIS conversation LIBN.
 - b. The inmate should be asked to read and sign CR-1412. In the event an inmate is unwilling or unavailable to sign, CR-1412 will be witnessed by an employee. When possible, a completed copy of CR-1412 will be given to the inmate. If the inmate is not available, a copy will be placed in the personal property folder.
 - c. Absent written authorization by the Warden, the inmate's personal property shall be disposed of after 30 days. INFOPAC report BI01MFD, 30 Day Stored Property, is available on the first day of each month and may be checked to assist in this process.
 - (1) An employee shall check the inmate's current status to determine if disposal is warranted.
 - (2) If the inmate is out to court, hospital, DeBerry Special Needs Facility Health Center, psychological program, or is on furlough status; or in the event of an inmate's death, the 30 day storage period may be extended an additional 30 days as authorized by the Warden. After this period of time, the Warden can extend storage for an additional 30 day period of time on a case-by-case basis. Each 30 day period of time must be documented, in writing, and placed in the property file.
 - (3) When items of inmate personal property are picked up by visitors, mailed out, or donated to a charitable organization, CR-1412 will be completed by having the visitor or the organization's representative sign for the receipt of the items. E-TOMIS conversation LIBN shall be modified to indicate disposition of the items.
3. Property Tags, CR-1413: Each item of personal property placed in the property room shall be stored in a sealed box, or in a plastic or mesh drawstring bag (laundry bag, unless the size of the item precludes this). A Property Tag, CR-1413, shall be attached to each box, bag, or oversized item.
4. Personal Property Clearance, CR-1416: Each inmate shall complete this form upon release. If the inmate refuses to sign this form, that fact shall be noted. Upon release or transfer, this form shall be placed in the inmate's institutional record.

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B. Transfer of Inmates Between Institutions

1. When a transfer is made between institutions, all personal property shall be transferred with the inmate, except as provided in Sections VI.(B)(1) and (4). Where emergency circumstances require immediate transfer, the property shall be transferred within five working days. Inmates who are transferred temporarily for medical reasons, court appearances, psychological evaluations, etc., shall have only their clothing, jewelry, personal hygiene articles, and legal materials (if the inmate chooses) transferred with them. When returning from these temporary transfers, inmates shall have only those items. Items such as currency, televisions, radios, etc., (excluding commissary items sold at the receiving facility) in the possession of the inmate upon return to the original sending institution shall not be accepted when the inmate returns from such transfers and shall be considered as contraband. These items shall be disposed of as per Policy #506.15.
2. All inmates transferring either permanently or temporarily shall be provided with a property transportation bag with the institution's acronym and number, i.e., TCIX - #1, etc. The bag identification shall be entered beside the inmate's name on the Transportation System Prisoner Pass, CR-1937. All inmate property, excluding only those items listed in Policy #504.01, must be placed inside the transportation bag. Excess property shall be handled in accordance with Section VI.(B)(4) of this policy. Each institution will maintain the assigned number of bags. All Wardens and central transportation staff shall ensure that the property bags are returned to the sending institution on the next bus departing for that destination.
3. At the time of transfer, the inmate's personal property shall be checked at the receiving institution against the LIBN (Offender Property - Active Property option) screen. If any property is missing, the fact shall be noted by moving the item to a location of LOST then entering a comment in the Comment History for that item to document the investigation to locate the missing property item. A screen shot of the comment may be printed for the inmate's signature and placement in the inmate's property file. All property forms, with the exception of CR-1412 and CR-1413, shall be transferred with the inmate as part of the institutional file and kept on record in the property room at the receiving institution.
4. Inmates with items already in storage at the sending facility; or in possession of more property than allowed by Policy #504.01 at the time of transfer, will make arrangements at that time for disposition of the stored/excess property by the sending institution, and e-TOMIS conversation LIBN will be updated accordingly.
5. All jewelry items shall be taken from inmates when they are transferred to any outside hospital and stored at the sending facility. Inmates transferred under emergency situations shall have their jewelry items inventoried and stored as soon as possible after admittance.

C. Storage of Personal Property

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1. Each institution shall establish a separate room(s) for the storage of inmate property or a "caged" area of a room with access restricted to staff only. Inmates are not allowed in this area.
 2. All inmate property to be stored shall be kept in this area. Any inmate clothing stored in the area will be cleaned and, if necessary, disinfected prior to storage.
 3. The property room shall be designated as a restricted area. Employees who enter the property room shall sign in and out and state the reason for their visit.
 4. Each Warden shall establish an institutional policy that outlines hours for the operation of the property room and procedures for receiving and delivering property. The procedures shall specifically provide a means for receiving and storing property when the property room is not otherwise open.
 5. On a quarterly basis, the property room shall be inventoried by the Warden's designee and the property room officer to determine the proper accountability for all items stored. In March of each year, the inventory will be taken by the staff member responsible for the institutional fiscal operations/designee, and will take the place of that period's quarterly inventory.
 6. All items to be stored in the property room must be internally transferred to a location of PROP in TOMIS conversation LIBN.
- D. Property of Inmates on Escape: Property shall be held for no more than 30 days, unless it is related to an on-going law enforcement investigation. The inmate's family or other designee will be notified to make arrangements to retrieve the inmate's personal property, or the property will be disposed of at the end of the authorized storage period. TOMIS conversation LIBN will be modified accordingly.
- E. Property of Deceased Inmates: Personal property of inmates who have died will be inventoried and stored by the property officer as described in Section VI.(C). Each property item shall be updated on conversation LIBN (Offender Property) by transferring the item to a location of PROP (Property Room). Property of deceased inmates will be stored no longer than 90 days. The inmate's family or other designee will be contacted to retrieve the inmate's personal property. A signed, itemized receipt (the signature of the receiving family member on the inventory form will suffice) shall be obtained, witnessed by the releasing staff member, and dated prior to relinquishing a deceased inmate's property. TOMIS conversation LIBN will be updated accordingly by moving the item(s) to a location PICK (Picked Up) or SHIP (Shipped). Should the family not wish to take possession of the property items, such items should be moved to a location of DNTD (Donated) or DSTD (Destroyed) to indicate their final disposition.
- F. Disposal of Unidentified Property: If ownership of property found cannot be established, disposal of the property shall occur as if the property belonged to the institution.

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G. Record Keeping Procedures for Personal Property Accounting Forms

1. Local procedures for the filing of CR-1412 and CR-1413 shall be established by the Warden. These forms shall either be filed by inmate TDOC number or in alphabetical order. They must be retained by the sending institution for a period of at least two years.
2. CR-1416 shall be filed in the released inmate's institutional record.
3. All property forms are to be forwarded to the institutional records office room for scanning into the DSRS. The records office personnel will stamp "SCANNED" in red ink in the top right-hand corner of each form scanned. The records office will then forward all scanned forms to the property section for filing in the property file.

VII. ACA STANDARDS: 4-4164, 4-4292 through 4-4294, and 4-4339.

VIII. EXPIRATION DATE: December 1, 2016.



TENNESSEE DEPARTMENT
OF CORRECTION
PROPERTY TAG

INMATE'S NAME:

INMATE'S NUMBER:

DATE OF STORAGE:

STAFF SIGNATURE:

ITEMS

CR-1413 (Rev. 5-01)



**TENNESSEE DEPARTMENT OF CORRECTION
PERSONAL PROPERTY CLEARANCE**

I, _____, _____,
(Inmate Name – Please Print) Inmate Number

do hereby verify that upon departing from the Department of Correction of this date, _____

I do have in my possession or have disposed of all my personal effects. I fully understand that the officials of the Department of Correction are no longer responsible for any of my personal effects. I hereby authorize the Department to dispose of any of my personal property that may be held by the Department.

Inmate Signature

Staff Signature

Refused to Sign

Reason: _____

