



ADMINISTRATIVE POLICIES
AND PROCEDURES
State of Tennessee
Department of Correction

Index #: 511.03

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Effective Date: February 1, 2015

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Approved by: Derrick D. Schofield

Subject: RELEASE PROCEDURES

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 40-28-107, TCA 40-28-117, TCA 40-28-123, TCA 40-31-101, TCA 40-35-501, TCA 40-38-103, TCA 40-39-101 et seq., TCA 40-39-201 et seq., TCA 41-21-219, and TCA 41-21-224.
- II. PURPOSE: To standardize procedures for the release of inmates by probation, parole, mandatory parole, pardon, expiration of sentence, court order, bond, and death.
- III. APPLICATION: To the Deputy Commissioner of Operations, Assistant Commissioner of Prisons, Assistant Commissioner of Rehabilitative Services, Assistant Commissioner of Community Supervision, Central Office Directors, Wardens, institutional staff, inmates, and privately managed facilities.
- IV. DEFINITIONS:
 - A. Board of Parole (BOP): The Tennessee state agency who has the authority to release Tennessee Department of Correction (TDOC) inmates on parole. The seven-member board also makes recommendations to the governor concerning applications for executive clemency.
 - B. Commutation: An executive clemency act of the Governor that reduces a prisoner's sentence from a greater to a lesser amount of time, with the extent of such reduction being totally within the discretion of the Governor.
 - C. Court Appearance: A specific date and time for an offender to appear in a specific court as required by an official document of that court.
 - D. Determinate Release: A release to probation granted by statute that applies to all felons sentenced to two years and under. The determination of eligibility for such probation is based solely upon the length of sentence as imposed by the sentencing court.
 - E. DNA Analysis of Human Biological Specimen: A sample of blood taken from an individual for laboratory analysis where deoxyribonucleic acid (DNA) is analyzed and compared with DNA from other biological specimens for the purpose of identification.
 - F. Executive Clemency: An act of leniency or an instance of mercy which may be exercised by the Governor in all criminal cases after conviction, except in cases of impeachment. This power includes the granting of full pardons, commutations, stays of execution, etc.
 - G. Institutional Probation/Parole Officer (IPPO): A TDOC employee who serves as liaison between the institution, the Board, and TDOC Community Supervision.
 - H. Mandatory Parole: The release of an offender to parole supervision from determinate and/or indeterminate sentence types only. Sex offenders may be eligible. Mandatory parole does not apply to the following

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1. Sentences of two years or less
2. Class X sentences
3. Judge Sentencing Statute sentences
4. Sentences under the Sentencing Reform Act of 1989
5. Previously granted parole on the sentence

Mandatory parole applies to determinate/indeterminate sentences as follows: On sentences over two years and up to and including ten years, mandatory parole is granted 90 days prior to the expiration date. On sentences of over ten years, mandatory parole is granted six months prior to the expiration date. Offenders remain under parole supervision until the expiration date.

- I. Pardon: An executive clemency act of the Governor which forgives the defendant or extinguishes his/her crime, thereby granting such defendant full relief from all or any portion of his/her sentence remaining at the time of pardon.
 - J. Release Clothing: State-purchased clothing that is provided to inmates when they are released from institutions. Release clothing can also include personal clothing that the inmate has been allowed to receive for this purpose. (See Policy #504.05)
 - K. Sexual Offender: A person convicted at any time of a sexual offense in Tennessee or convicted at any time of an offense in another state that, if committed in Tennessee, would be a sexual offense.
 - L. Victim Services Director: TDOC staff member designated by the Commissioner as having the responsibility for registering victims into the Victim Offender Information Caller Emissary (VOICE) system and for assisting victims by providing them with pertinent information concerning the offender(s) associated with their case.
- V. POLICY: All eligible inmates shall be released from the physical custody of the TDOC in a timely and proper manner.
- VI. PROCEDURES:
- A. Unless otherwise indicated, the procedures outlined in #1 through #20 of this section shall be followed in all types of releases, including parole, mandatory parole, probation, determinate release, expiration of sentence, pardon, detainer, and court ordered release.
 1. The institutional records office shall initiate and complete the Release Checklist, CR-3835. The CR-3835 must be signed and placed in each offender's institutional file upon any release from TDOC custody including expiration of sentence. Some of the procedures for items on the checklist are listed in more detail below.
 2. The institutional records office shall initiate the Release Authorization, CR-1947, generated through the Facesheet application on TOMIS.

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3. The counselor/Reentry Specialist shall assist inmates in obtaining documents of identification, i.e., social security card, birth certificate, and/or driver's license as outlined in Policies #511.05 and #511.06. These documents will be kept in the records office until the day of release.
4. The property room officer shall initial the CR-1947 and ensure that all state property forms are signed, and if requested, release clothing is provided.
5. The business office shall ensure that the inmate's trust fund account is cleared. All monies due will be transferred to a JPay Card and given to the inmate at the time of release. If the inmate is released to a detainer, a check will be issued to the inmate rather than a JPay card and mailed to an address provided by the inmate. The business office employee shall initial the CR-1947 form.
 - a. Inmates released to parole, determinate release, probation, or probation upon successful completion of the SAIU program and who have less than \$75.00 in their trust fund or freeworld savings accounts at the time of release, shall be given \$30.00 by the business office when they are released.
 - b. The following inmates are not entitled to release money:
 - (1) Inmates who have had \$75.00 or more (which was not subject to court-ordered deductions) in their trust fund account at any time during the 30 days prior to their release
 - (2) Inmates who have ever been given release money upon release from TDOC custody in the past
 - (3) Inmates who are assigned to a work/educational release program at the time of release
 - (4) Inmates released to parole or probation supervision or at the expiration of sentence to a law enforcement agency under authority of a detainer, or notification in cases of the U.S. Immigration and Naturalization Service
 - c. Each inmate who is released to parole, determinate release, or probation upon successful completion of the SAIU program, or by discharge at expiration of sentence shall be provided with a non-transferable ticket for the least expensive available means of transportation to his/her approved parole or probation residence when private transportation is not available. Inmates being re-released from TDOC within three months of a return to custody for parole or probation violation are ineligible for these tickets.
6. All release transactions shall be entered into Tennessee Offender Management Information System (TOMIS) as they occur. The inmate shall be removed from the institution's in-house and total assigned count at the moment of release.

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7. Institutional staff shall make every attempt to ensure that any pending grievance regarding damaged or lost possessions is administratively resolved prior to the inmate's release.
8. Unless other arrangements prevail, the inmate shall be provided transportation to the nearest public conveyance depot.
9. The mailroom officer/designee will be responsible for obtaining a forwarding address for the inmate prior to his/her release from the institution.
10. Inmates categorized as sex offenders must be registered with the Tennessee Bureau of Investigation (TBI) Sex Offender Registry program within 48 hours prior to their release. See Sex Offender Registry Policy #512.02 for a list of the offenses and procedures; additionally, follow the procedures listed in VI.(C) of Policy #512.02 for all releases.
11. Inmates convicted of sexual offenses that require SOR and/or convicted of committing all other felony offenses on or after July 1, 1998, must have submitted to DNA testing in accordance with Policy #113.92.
12. Community Supervision for Life (CSL) offenders being released from a facility shall have GPS installed by an IPPO or correctional officer at the institution prior to release (See Policy #704.12, Global Positioning System Offender Monitoring)
13. Prior to any inmate's release, the records clerk shall check TOMIS and the inmate's institutional record to ensure appropriate action is taken regarding out to court flags and/or detainers. NCIC is also to be checked on all offenders prior to release to determine if there are any other wants or holds that need to be followed up on to determine if a detainer needs to be placed. The NCIC check may be done within 30 days of release but must be done again no earlier than one week prior to release.
 - a. Out to court flags on Offender Attributes (LCLA) must be cleared with respect to court action prior to the inmate's release.
 - b. If Detainer (LSTS) or Interested Party/Comments (LPDD) reflects a detainer or notification, procedures outlined in Section VI.(H) of this policy shall be followed.
14. Positive identification shall be made of the inmate, utilizing the inmate identification card and institutional file photograph, CR-1947.
15. A check shall be made to ensure that no institutional property is taken by the inmate.
16. When required, medical/mental health staff shall ensure that arrangements for community follow-up medical/mental health care have been made. (See Policy #113.80)

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17. Upon notification of the inmate's date of release, health services staff shall issue any needed medications in accordance with Policy #113.70.
18. Institutional inmate records shall be prepared in accordance with Policy #512.01.
19. If the inmate was a member of a STG during his/her TDOC confinement, the TDOC institutional security threat group (STG) Investigator shall notify the TDOC security threat group (STG) Director who will send notification (by memorandum) to the law enforcement agency in the jurisdiction of conviction and intended inmate residence. Notification may also be sent to other law enforcement agencies when applicable.
20. NO inmate release, of ANY type, shall occur without final authorization from Sentence Information Services.

B. Release by Parole and Mandatory Parole

1. All inquiries, communications, questions, and materials dealing with parole matters shall be routed through the IPPO for clearance and/or handling. This person is responsible for all coordination of services between BOP staff, TDOC Community Supervision staff, and the institution.
2. The institutional records office or IPPO will receive parole certificates from the BOP and the records office staff shall verify parole dates. Parole certificates may be faxed, or scanned and emailed to institutions and established procedures shall be followed. Persons reinstated to parole will not receive a new parole certificate.
3. The IPPO shall ensure that the inmate reads, understands, and signs the parole certificate. The certificate must be dated and witnessed. The original (faxed or scanned) certificate shall be retained by the inmate, one copy placed in the institutional record, one copy forwarded to the Central Office of the BOP, and one copy sent to the probation/parole officer.

C. Release of Parole Violators by BOP

1. If an offender is brought into TDOC custody on a parole violation warrant only, and BOP disposes of the warrant and advises to reinstate back to parole supervision, this release is to be coordinated with the IPPO for clearance and/or handling. This release will be authorized by e-mail from BOP staff. The record office staff shall review the inmate record, including but not limited to detainers, notifications, and sentences not on TOMIS.
2. If an offender is brought into TDOC custody on a parole violation warrant only, and BOP disposes of the warrant due to expiration of parole without holding a revocation hearing, the holding institution is to release the offender due to expiration of parole. This release will be authorized by an e-mail from BOP staff and SIS staff will approve the release by confirming BOP's e-mail. The record office staff shall review the inmate record, including, but not limited to detainers, notifications, and sentences not on TOMIS.

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- a. Prior to the inmate's release, the institutional records office staff shall complete the Release Notification, CR-1945, to the sheriff(s) in whose jurisdiction the inmate was convicted and where he/she intends to reside. Copies shall also be sent to the chief(s) of police (where applicable), district attorney generals at each location, and the victim witness coordinator. In addition, the records office staff shall send the Notification of Release, CR-3626, to victims/victim family members listed on Interested Party/Comments (LPDD). Copies of both forms shall be placed in the inmate's institutional record.
- b. The inmate being discharged shall be given a Letter of Discharge, CR-1941, issued by the institutional records office staff and signed by the Warden. The inmate shall receive the original and a copy shall be placed in the institutional inmate file.
- c. If there is an out-to-court (OTC) flag on Offender Attributes (LCLA), the flag may be removed if a detainer is received from that jurisdiction and entered on TOMIS. If TDOC has not received the detainer, the records office shall immediately notify the sheriff in the county where charges are pending that the inmate will be released that day, and advise that there is a need for a detainer. There may also be a need to contact the district attorney's office in that county if the sheriff's office does not send a detainer.

D. Release to Probation or Community Corrections Supervision

1. Amendment of Sentence by Court Order:

- a. When the court suspends a sentence to probation or orders the sentence to be served in a Community Corrections program, a certified order shall be forwarded to TDOC from the court clerk's office stating the specific case(s) that have been suspended. The records office staff shall notify Sentence Information Services (SIS) by e-mail and forward a copy of the probation order, if requested by SIS. The records office staff shall ensure that the inmate is not released if he/she is serving time for convictions not suspended to probation.
- b. A copy of the order shall be placed in the institutional record. The records office staff shall notify the appropriate TDOC Community Supervision office or Community Corrections office that the inmate is being released to probation or Community Corrections by order of the court.
- c. On the day of the inmate's release, the institutional records office staff shall send a Release Notification, CR-1945, to the sheriff(s) in whose jurisdiction the inmate was convicted and where he/she intends to reside, with copies to the chiefs of police (where applicable), district attorney generals at each location, and the victim witness coordinator. In addition, the records office staff shall send the Notification of Release, CR-3626, to victims/victim family members listed on Interested Party/Comments (LPDD) on the day of release. Copies of both forms shall be placed in the inmate's institutional record.

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2. Determinate Release Procedures

- a. Inmates who are serving a total effective sentence of one to two years (as fixed by the court) shall be placed under the supervision of the TDOC Community Supervision upon reaching their identified release eligibility date unless an objecting petition has been filed as stated in Section VI.(D)(2)(c-e). SIS shall identify all inmates who are eligible for release to determinate release probation and submit the names to a staff person as designated by the Assistant Commissioner of Community Supervision, who is responsible for the coordination of release to probation. All inquiries dealing with actual release dates shall be routed through the TDOC Community Supervision.
- b. The IPPO assigned to the institution shall receive probation certificates from the TDOC Community Supervision. Probation certificates may be faxed or scanned and emailed to the institutions by TDOC Community Supervision and established procedures followed. The probation date will be identified on the probation certificate. If the probation date is not listed when the probation certificate is received, this date must be typed in on the date the inmate is released. The expiration date on the certificate must equal or be greater than the expiration date recorded on Offender Attributes on TOMIS.
- c. The Warden may file a petition objecting to an inmate's release (TCA 40-35-501) by contacting the district attorney in the county of conviction no later than 24 hours prior to the inmate's approved release eligibility date.
- d. If an objecting petition is filed, the hearing will follow current out-to-court procedures until a final disposition is reached.
- e. If no objection has been filed, the institutional records office shall initiate the CR-1947 for all offenders released under determinate release procedures.
- f. The IPPO shall ensure that the inmate reads, understands, and signs the probation certificate. The certificate must be dated and witnessed. The original (or faxed copy, or scanned copy sent by e-mail) certificate shall be retained by the inmate, one copy shall be placed in the inmate's institutional record, one copy shall be forwarded to the probation/parole officer, and one copy shall be forwarded to the court clerk of the county of conviction.
- g. The institutional records office shall check Interested Party/Comments (LPDD) prior to any inmate being released and shall notify the victim(s) and victim witness coordinator listed of the release of the inmate by mailing the Notification of Release, CR-3626, shown at the end of this policy. Such notice shall be provided five working days prior to release, if possible.

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3. Release to Probation from SAIU unit at the facility assigned with the SAIU program, release to Parole from Technical Violator Program (PTVDP) at Turney Center Industrial Complex (TCIX), or release to probation from Probation Technical Violator Program (PTVU) at TCIX.
 - a. The SAIU facility IPPO shall notify records office staff at the SAIU facility by e-mail of the names and TDOC numbers of inmates with tentative program completion dates within the next 30 days for the SAIU unit. The TCIX IPPO shall notify records office staff at TCIX by e-mail of the names and TDOC numbers of inmates with tentative program completion dates within two weeks for Diversion (Parole Technical Violator) and Probation Technical Violator (PTVU) inmates.
 - b. Upon completion of a review of the cases, TDOC Community Supervision and/or BOP staff will send release certificates to the institutions by e-mail.
 - c. When the inmate completes the program and reaches the release date, the IPPO shall negotiate the release certificate with the inmate. The original (faxed/scanned) certificate shall be retained by the inmate, one copy will be placed in the inmate's institutional record, one copy will be forwarded to the BOP's Central Office (parole) or TDOC Community Supervision Office (SAIU/PTVU), and one copy will be sent to the probation/parole officer.
 - d. Prior to the inmate's release, the institutional records office staff shall complete CR-1945 to the sheriff(s) in whose jurisdiction the inmate was convicted and where he/she intends to reside. Copies shall also be sent to the chief(s) of police (where applicable), district attorney generals at each location, and the victim witness coordinator. In addition, the records office staff shall send the Notification of Release, CR-3626, to victims/victim family members listed on Interested Party/Comments (LPDD). Copies of both forms shall be placed in the inmate's institutional record.

E. Discharge at Expiration of Sentence

1. The institutional record office staff shall review the Monthly Sentence Expiration Report, INFOPAC BI01MBC. The expiration report lists all offenders who have an expiration date within the following 120-day period. BI01MBC is updated each month on the fifth processing (i.e., the fifth working) day of the month. The Daily Expiration Report, INFOPAC BI01MDE, lists all offenders who have an expiration date on the day of the report. This report shall be reviewed on a daily basis to ensure that all eligible inmates are appropriately discharged. No inmate shall be discharged at the expiration of sentence without authorization from SIS. The records office staff shall monitor the inmate record, including, but not limited to, the following:
 - a. Sentence reduction credits (See Policy #505.01)
 - b. Detainers
 - c. Notifications
 - d. BOP action

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- e. Sentences not on TOMIS.
2. Victim/victim witness coordinators shall be notified 90 days prior to an inmate's pending release at expiration of sentence by the Victim Services Director in accordance with Policy #103.11. Five working days prior to the inmate's release, (if possible), the institutional records office staff shall send CR-1945 to the sheriff(s) in whose jurisdiction the inmate was convicted and where he/she intends to reside. Copies shall also be sent to the chiefs of police (where applicable), district attorney generals at each location, and the victim witness coordinator. In addition, the records office staff shall send the Notification of Release, CR-3626, to victims/victim family members listed on Interested Party/Comments (LPDD). Whenever possible, such notice shall be sent five working days prior to the inmate's release. Copies of both forms shall be placed in the inmate's institutional record.
 3. Inmates released at the expiration of sentence who have less than \$75.00 in their trust fund accounts shall receive \$75.00, provided that:
 - a. They have never received release money from the TDOC in the past, and
 - b. They have not had at least \$75.00 (not subject to court-ordered deductions) in their trust fund account during the 30 days prior to release.
 4. When an inmate is discharged from the TDOC, he/she shall be given a Letter of Discharge, CR-1941, issued by the institutional records office staff and signed by the Warden. The inmate shall receive the original and a copy shall be placed in the institutional inmate file.
 5. If there is an out-to-court (OTC) flag on Offender Attributes (LCLA), the flag may be removed if a detainer is received from that jurisdiction and entered on TOMIS. If TDOC has not received the detainer by the sentence expiration date, the records office staff shall immediately notify the sheriff in the county where charges are pending that the inmate will be released at expiration of sentence, and to advise there is a need for a detainer. There may also be a need to contact the district attorney's office in that county if the sheriff's office does not send a detainer.
 6. If an offender is marked "lifetime supervision" (CSL) on the judgment order, a report is generated 120 days prior to discharge by the Board of Parole. The IPPO and records office staff at the institution will be notified and a lifetime supervision certificate will be issued prior to the offender's discharge date.
- F. Release by Commutation or Pardon: An official document signed by the Governor shall be received by the inmate/TDOC relieving him/her from part or all of the legal consequences of a conviction. If the inmate is in custody, he/she shall be certified eligible for parole, released to parole, or discharged immediately according to the provisions of the appropriate Sections listed above. A copy of the commutation or pardon shall be forwarded to the Director of Sentence Management Services (SMS) for entry into TOMIS.

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- G. Release to Detainer: If a local, state, or federal government law enforcement agency [including the United States Immigration and Customs Enforcement (ICE)] has filed a detainer or notification requesting custody, the records office staff shall notify the agency placing the detainer or notification of the inmate's pending release at least 30 days prior to release date or as soon as possible. Inmates [excluding those being released from Hardeman County Correctional Facility (HCCF) or Whiteville Correctional Facility (WCFA)] who are to be detained for the ICE may be transferred at the request of the ICE through the Central Dispatch office to West Tennessee State Penitentiary (WTSP) or to Mark Luttrell Correctional Complex (MLCC) for female offenders in order to facilitate the transfer of custody to agents of the Memphis ICE office. This notification shall initially be made by telephone and subsequently confirmed by certified letter with return receipt requested or confirmed by facsimile with confirmation by receipt of transmission verification report. Included in this letter shall be the statement that the failure to take custody of the inmate on the release date will result in his/her release. In the event that the detaining authority does not take custody of the inmate on the release date, the following procedures shall apply:
1. Pardon/expiration of sentence: If the agency has neglected to respond to notification attempts, the inmate shall automatically be released.
 - a. If an unforeseen circumstance presents itself to the agency en route to obtain the inmate, that agency should contact the local Tennessee law enforcement agency closest to the institution housing the inmate and request that a fugitive warrant be issued upon the release date. The documentation should also request that the agency take custody of the inmate pending arrival of the detaining agency's officials.
 - b. If the detainer was issued by the ICE and that agency is unable to take custody of the inmate on the release date, the inmate may be temporarily detained at the TDOC facility. This detainment shall be for a period of time not to exceed 48 hours, excluding Saturdays, Sundays, and federal holidays, pursuant to 8 CFR 287.7, in order to permit the ICE to assume custody. In such cases, inmates who are being released at expiration of sentence should be placed in administrative segregation during this time frame.
 2. Mandatory parole/parole/commutation/determinate release: In the event of an untimely response by the agency with the detainer or other unforeseen circumstances delaying the arrival of the agency, these inmates can be held up to 48 hours after their scheduled release time. If 48 hours elapse and the agency has not obtained the inmate or notified TDOC, procedures in Section VI.(A) and (B) shall be followed for processing as a parole release. However, when the ICE is the detaining agency, the inmate shall be held for an additional 48 hours (for a total of 96 hours), in accordance with Section VI. (H)(1)(b).
 3. Detainer information shall be included on all release forms referred to in this policy.

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4. All offenders eligible for any type of release shall be fully screened for detainers prior to their scheduled release date. This includes running NCIC for wants and holds. It is the responsibility of the institutional records office staff to verify if an offender has a detainer against him/her. In the event that an offender has a detainer from another state, an Extradition Waiver, CR-0122, must be signed by the inmate. If the offender refuses to sign the waiver, the detaining agency shall be notified in writing to allow time to initiate extradition procedures. Extradition assistance/information can be received through the TDOC Legal Division.
5. When multiple detainers are filed against an inmate, custody is first given to agencies within the State of Tennessee in accordance with the date the detainer was received. Other detaining agencies shall be notified in writing of the inmate's release and advised that copies of their detainers were provided to the officers into whose custody the inmate was placed.
6. An offender may be transported from one facility to a facility closer to the detaining agency prior to any release other than discharge if the detaining agency requests assistance in arranging travel. Movement of an offender to a closer facility will not be available for offenders begin discharged at expiration of sentence. Offenders being released at expiration will be released from the facility assigned to at the time of discharge.
7. After release to a detainer, the records office shall e-mail SIS to have the detainer to which the inmate was released removed from TOMIS; an entry to this effect shall be made on Contact Notes (LCDG).
8. Inmates released to detainers do not receive release monies.
9. Release notifications will be made, with the notation that the inmate was released to the detaining authority, in accordance with the type of release involved in the dictates of this policy [i.e., a determinate release to detainer would follow Section VI.(D)(2)].

H. Release for Court Appearance (Temporary Transfer)

1. The institutional records office shall receive a court order, directly from a court or through the TDOC central dispatch office, properly identifying the inmate in order to affect a legal release to court appearance status.
 - a. A copy shall be placed in the inmate's institutional record.
 - b. If the authenticity of the document appears questionable, before effecting legal release to court appearance status, the institutional records office shall confirm the authenticity of the order by telephoning the court or the clerk of the court using a telephone number obtained from a directory or directory assistance.
2. When a properly identified agent of the court arrives to accept custody, he/she shall receive custody of the inmate upon presenting a certified copy of a court order.

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3. If the TDOC is ordered by the court to produce or transport the inmate to the court for custody and/or an appearance, the following shall apply:
 - a. Staff of the records office at the assigned institution shall determine whether the matter involves charges against the inmate and cause the appropriate TOMIS entry to be made. If the inmate is to be moved temporarily to another TDOC facility for the court appearance, the records office staff of both facilities shall communicate with each other to ensure that the correct data is entered. The record office staff at the assigned institution shall be responsible for obtaining necessary information regarding the status of any charges and updating Offender Findings (LCLF). If an offender is ordered to be released by court order while at an institution temporarily, the assigned institution shall be responsible for the paperwork. The receiving institution shall be responsible for the movements.
 - b. Inmates are not normally transported by the TDOC to court to pursue civil matters; however, upon the insistence of the court which issues such an order, it shall be honored. Transportation shall never be provided simply upon the basis of an inmate and/or attorney's request. Any such court orders or requests may be referred to the TDOC attorney for assistance in resolving.
 - c. Procedures for scheduling transportation for temporary transfers are described in Policies #403.01.
4. Inmates released to the custody of law enforcement or court agency shall be removed immediately from the in-house count of the releasing institution by entry on Arrival/Departure (LIMD), but shall remain in the total assigned count of the institution to which they are assigned. Court appearance status is neither a discharge nor a parole.
5. The count room/records office/operations officer shall cause proper entry to be made on Arrival/Departure (LIMD).
6. In the event that an inmate is not physically returned to the custody of the TDOC within six months, the records office staff shall contact the detaining authority to determine the reason. An entry on Offender Findings (LCLF) explaining the status will be made. In the event that there is no response, SIS shall be notified by e-mail. SIS shall then notify the detaining authority and request information regarding the legal status of the inmate. If necessary, SIS shall request assistance from the TDOC legal section to resolve the OTC status. The inmate shall remain in a court appearance status until such time as the TDOC receives notification to the contrary. This verification procedure shall be implemented every six months until the matter is resolved. SIS shall determine if an offender has expired his/her sentence while in OTC status and notify the assigned institution.

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- a. If it is learned or reported that an offender has escaped custody while out to court in the custody of the sheriff's department or other authority/agency, the records office staff shall document details on Offender Findings (LCLF), ask for a copy of the escape warrant, and inquire as to whether the NCIC warrant was entered by the sheriff's office. The record office staff shall also ensure that the correct entry is made (county code to escape) on Arrival/Departure (LIMD), and that Escape (LIMK) is properly updated. In addition, notification shall be sent to the victim witness coordinator and all other interested parties listed on Interested Party/Comments (LPDD).
 - b. After 30 days on escape status, the procedures outlined in Policy #506.12 regarding transfer of the file to the Escape Information Center (EIC) shall be followed.
 - c. The escape warrant shall be forwarded to SIS for entry on Detainer (LSTS).
7. Inmates who have medical conditions requiring follow-up treatment or medication while out to court shall be accompanied by a Health Services Discharge/Transfer Health Summary, CR-1895. (See Policy #113.04)
 8. Procedures for temporary transfer of inmate's accompanying files are outlined in Policy #403.01.1.
 9. If the OTC movement entry results in an OTC flag on Offender Attributes (LCLA), the records office staff shall follow procedures outlined in the *Records Unit Manual of Operation* to have the flag removed, once the case is reflected on Tennessee Sentences (LSTQ) or a disposition (other than conviction, i.e., case dismissed, inmate found not guilty, etc.) is known.
- I. Release by Bond
1. When an inmate secures a bond, the criminal/circuit court will process the paperwork involving the dollar amount of the bond to the satisfaction of the court. The court clerk shall forward a copy of the court order allowing bond and the bond document to the institutional record office staff.
 2. If the inmate is the principal (i.e., the party posting the bond money), two copies of the bond document will be received by the records office staff. The inmate is required to sign the bond document.
 3. If the inmate is the principal, one copy of the signed bond document shall be returned to the sending court. A copy of the bond document and the certified court order shall be placed in the institutional record.
 4. The institutional records office staff shall verify that the bond fully covers all of the sentence(s) that the inmate is serving and not just a portion thereof.

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5. The record office staff shall coordinate release to bond with SIS through e-mail or facsimile prior to the final release. The records office staff shall notify any authorities who have a detainer, hold, or notification filed against the inmate.
6. Prior to the inmate's release, the institutional records office staff shall complete CR-1945 to the sheriff(s) in whose jurisdiction the inmate was convicted and where he/she intends to reside. Copies shall also be sent to the chief(s) of police (where applicable), district attorney generals at each location, and the victim witness coordinator. In addition, the records office staff shall send the Notification of Release, CR-3626, to victims/victim family members listed on Interested Party/Comments (LPDD). Copies of both forms shall be placed in the inmate's institutional record. When released, the inmate shall be moved from the in-house count of the releasing institution but shall remain in the total assigned count. Bonded status is neither a discharge nor a parole. The records office staff shall notify the property officer and the business office regarding the disposition of monies and property. The count room/record office/operations officer shall cause the proper entry to be made into TOMIS.
7. The status of the bonded inmate shall be monitored as specified in Section VI. (I)(6) above. If the inmate has remained on bond past a reasonable amount of time and the court clerk has no knowledge of the status of the case, a letter shall be written to the district attorney by the records office staff to request assistance to resolve the OTC to bond.

J. Court Ordered Release

1. The institutional records office/Sentence Management Services (SMS) shall receive an order from the sentencing court advising the TDOC of a change in the original court order. If the inmate has no other convictions and the court orders the release, either by dismissal, court ordered discharge, and/or awaiting a new trial, all steps outlined in Section VI.(A) shall be followed. All court ordered releases shall be coordinated with SIS. SIS shall confirm validity of all orders of release by contacting the court clerk and/or district attorney's office in the county where the order originated.
2. Prior to the inmate's release, the institutional records office staff shall complete CR-1945 to the sheriff(s) in whose jurisdiction the inmate was convicted and where he/she intends to reside. Copies shall also be sent to the chief(s) of police (where applicable), district attorney generals at each location, and the victim witness coordinator. In addition, the records office staff shall send the Notification of Release, CR-3626, to victims/victim family members listed on Interested Party/Comments (LPDD). Copies of both forms shall be placed in the inmate's institutional record.

K. Death of Inmate

1. In the event of the death of a TDOC inmate, Policy #113.05 shall be followed.
2. Once the death is officially reported to the Warden, he/she shall have the official entries made into Dead Offender (LIMH). The inmate shall be removed from all population counts.

Subject: RELEASE PROCEDURES

3. The institutional records office shall check Interested Party/Comments (LPDD), and notify appropriate persons of the inmate's death. The institutional records office shall check Detainers (LSTS) and notify all agencies that have detainers placed against the inmate of the inmate's death. The institutional records office staff shall send the CR-1945 to the sheriff(s) in whose jurisdiction the inmate was convicted. Copies shall also be sent to the chief(s) of police (where applicable), district attorney generals at each location, to the victim witness coordinator, and, to the BOP. In addition, the records office staff shall send the Notification of Release, CR-3626, to victims/victim family members listed on Interested Party/Comments (LPDD). Copies of both forms shall be placed in the institutional record.
4. If the deceased offender is a registered sex offender, follow TBI notification procedure as outlined in Policy #512.02.

VII. ACA STANDARDS: 4-4446 and 4-4447.

VIII. EXPIRATION DATE: February 1, 2018.



TENNESSEE DEPARTMENT OF CORRECTION

INSTITUTION

RELEASE CHECKLIST

INMATE NAME

TDOC #

This checklist will be placed in each offender's file upon release from a Tennessee Department of Correction (TDOC)/Corrections Corporation of America (CCA) facility.

Please initial or respond to the following accordingly:

- 1. Type of Release (Circle one): a. Expiration b. Parole c. Release by Certificate d. Other:
2. Reviewed judgment orders/revocations/detainers in the File/FileNet and compared with what's on TOMIS.
3. Checked to make sure all credits have been reconciled
4. Checked LIBL/LIBK to ensure credit removals (if any) are correct if the offender received a Class A disciplinary in the last 2 years.
5. Checked for OTC flag, reviewed LIMD movements, and LCLF.
6. Checked for Detainer. If one or more exist(s), Agency/Date contacted:
7. Does the offender have an LCDJ warrant that has not been disposed?
8. Is he/she a sex offender or has a conviction that requires them to be registered as a sex offender?
9. Is this a Lifetime Supervision Offense?
10. Will a GPS monitor be placed on the offender before release?
11. Confirmed address where offender will be residing.
12. Completed and mailed the CR3626 - Victim Notification of Release.
13. For Parole Only: Checked LPDA to see if offender has the required votes needed and checked LPDF to ensure there is a release plan approved.
14. For Parole Only: Checked LIBG for pending Grievances.
15. Indicate the form completed.
16. Release Money
17. Circle the certificate(s) you have:
18. For Determinate Release Only: On the day of release, checked LCLA to ensure offender's overall sentence is 2 years or less.
19. On the dates of all release, checked LSTQ to see if offender had a new sentence entered and checked LCLA to ensure there is no OTC flag and expiration date is not greater than the expiration date on the Letter of Expiration.
20. If any of the above is unclear, did I contact SIS to discuss my concern?

Comments:

RECORDS STAFF

DATE

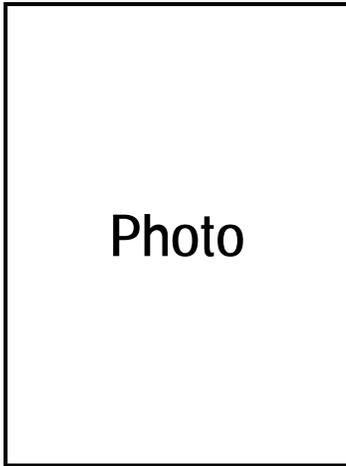
WARDEN/DESIGNEE

DATE

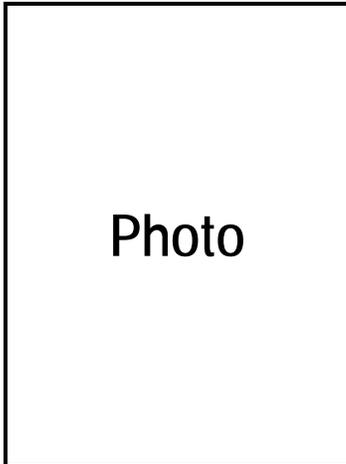


STATE OF TENNESSEE
DEPARTMENT OF CORRECTION – OFFENDER RELEASE AUTHORIZATION

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	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"/>		



VICTIM NOTIFICATION OF RELEASE

Date:

TO:

Dear

In compliance with TCA 41-21-224, you are hereby notified that:

Name: _____ TOMIS ID: _____

Date Convicted: _____ County of Conviction: _____ DOB _____

For the offense of _____

Has been/will be released from custody by way of: _____
(TYPE OF RELEASE)

on _____ . This sentence expires: _____

The offender's intended residence (**CITY and STATE only**): _____

If the offender is released by detainer to a Tennessee county facility, please register for information and notification through Tennessee Statewide Automated Victim Information & Notification service (SAVIN) by calling 1-888-868-4631, or through the internet connection at www.vinelink.com

If you have any questions regarding this matter, or need additional information, please contact:

Victim Services Coordinator
(615) 253-8145
Monday – Friday between 8:00 a.m. and 4:30 p.m.



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION
6TH FLOOR RACHEL JACKSON BLDG.
320 SIXTH AVENUE NORTH
NASHVILLE, TENNESSEE 37243-0465

RELEASE NOTIFICATION

Sheriff

Dear Sir:

In compliance with TCA 41-21-224, you are hereby notified that:

Name: _____ TDOC Number: _____

Date Convicted: _____ County of Conviction: _____ DOB _____

For the offense of _____

Has been/will be released from custody by way of: _____
(TYPE OF RELEASE)

on _____ . This sentence expires: _____

The offender's intended residence is: _____

This information is for your confidential files.

Record Clerk

Warden

Date

- pc: Sheriff: County of Conviction
- Chief of Police: County of Conviction/Residence
- District Attorney General: County of Conviction/Residence
- Victim Witness Coordinator
- Institutional file



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION

EXTRADITION WAIVER

I, _____, a prisoner, now confined in the _____, do hereby freely and voluntarily promise and agree, without compulsion, coercion, pledge or promise, upon the part of any person whomsoever, that I will peacefully and willingly accompany **ANY** duly authorized officer from _____ to be returned to _____ for the purpose of answering the charge of _____ placed against me.

FURTHERMORE, I waive all formality, and acts of legality and am willing to be returned to _____ with said officer, without the Governor's Requisition, and all **OTHER** papers usually necessary in such case, and exonerate all interested parties from any blame or liability whatsoever in this connection.

(Signed)

I certify that the above was signed in my presence, and that this agreement has been made without compulsion, coercion, pledge or promise (oral or written) whatsoever of the authorities of this Institution, and that this Waiver was presented to the prisoner at the request of _____

(Witness)

(Signed)

_____ day of _____, 20____.



STATE OF TENNESSEE
DEPARTMENT OF CORRECTION

TELEPHONE () FAX ()

LETTER OF DISCHARGE

DATE: _____

INMATE: _____

NUMBER: _____

You are being discharged from _____
having completed a sentence of _____
for _____. You are being
released to the detainer filed by: _____.

Record Clerk

Warden

pc: Institutional file

