



ADMINISTRATIVE POLICIES  
AND PROCEDURES  
State of Tennessee  
Department of Correction

Index #: 511.01

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Effective Date: April 1, 2016

Distribution: B

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Approved by: Derrick D. Schofield

Subject: FURLOUGHS

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 41-21-227, TCA 41-21-239, and TCA 41-24-110.
- II. PURPOSE: To establish guidelines for granting inmate furlough privileges.
- III. APPLICATION: To all Tennessee Department of Correction (TDOC) and privately managed facilities employees and inmates.
- IV. DEFINITIONS:
  - A. Contract Monitor (CM): TDOC employee(s) authorized by the Commissioner to serve as the approving authority for specific actions occurring at privately managed facilities. In the absence of the CM at privately managed facilities, the necessary notification/request for authorization will be made by telephone to the Correctional Administrator (CA).
  - B. Electronic Monitoring: Monitoring of an inmate's movements and location via electronic equipment when on an authorized release from the facility.
  - C. Furlough: A temporary and time-limited release from physical custody status.
  - D. Furlough Coordinator: Staff member(s) appointed by the Warden to coordinate furlough processing at each facility.
  - E. Immediate Family: Mother, father, husband, wife, children, grandchildren, brother, sister, grandmother, grandfather, and half siblings. With verification, stepparent(s) or legal guardian may be considered within this definition.
- V. POLICY: The TDOC may grant furloughs on an individual basis to inmates who meet the eligibility criteria and are approved by the Warden (CM at privately managed facilities).
- VI. PROCEDURES:
  - A. Furlough Privilege: Furloughs are a privilege and may be awarded only to those inmates with a record of behavior worthy of that privilege. The Warden (CM at privately managed facilities) may revoke or withhold furlough privileges. Additionally, furlough privileges may be revoked or withheld as a result of action taken by the disciplinary committee. Failure to comply with furlough conditions can result in disciplinary action as deemed appropriate for the violation per Policy #502.01.

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- B. Inmates participating in a furlough shall be responsible for expenses incurred during the furlough. Expenses shall include, but not be limited to, transportation, lodging, meals, medical expenses incurred for non-emergency/non-life threatening conditions, etc. The inmate's signature releasing ~~the~~ TDOC from financial or other liability during the furlough shall also be included on the conditions of the furlough statement. Inmates shall also be responsible for the cost incurred for electronic monitoring. A Personal Withdrawal Request, CR-2727, will be signed and the money deducted from the inmate's trust fund account prior to the inmate leaving the facility for furlough.
- C. Furlough Requests and Processing: When any type of furlough is requested by an eligible inmate, Institution Travel (LCD4) shall be completed. The Warden/designee (CM at privately managed facilities) shall review and then enter the decision into Institution Travel (LCD4). If approved, travel document BI01D072 will be printed and signed by the Warden/designee (CM at privately managed facilities), inmate, and staff who have been designated to process furloughs. If disapproved, Institution Travel (LCD4) will be completed, screen printed, and reason(s) for disapproval shall be noted on the printout. A copy shall be forwarded to the inmate and the original shall be sent to the inmate institutional record (IIR) through the furlough coordinator.
- D. Inmates will be allowed to take their TDOC ID with them on furlough.
- E. Law Enforcement Notification: The chief law enforcement officer of the furlough destination (sheriff and/or chief of police) shall be notified by staff designated by the Warden at least five calendar days prior to the date of furlough departure of all inmates approved for furlough.
1. INFOPAC report BI01D082 shall be used for notification purposes for all inmates convicted of homicide offenses.
  2. INFOPAC report BI01D071 shall be used for notification purposes for all other inmates.
  3. In the event that an emergency furlough is granted based on the death or critical illness of an immediate family member, notification shall be made immediately. The appropriate notification form should be faxed, when possible, to the chief law enforcement (sheriff and/or chief of police) agency in the area of the furlough destination. The fax confirmation message should be attached to the file copy and placed in the IIR. If the fax transmission is not possible, telephone notification shall be made and documented on Contact Notes, (LCDG), using the code OLTC.
  4. All inmates must have the furlough form BI01D072 stamped, signed, etc., by an authorized representative in the law enforcement official's office of the county where the inmate is going. Upon return from furlough, the inmate must turn in the form showing that contact was made with the appropriate official. That document shall be filed in the IIR.
- F. All offenders who have been referred by the Reentry Discharge Planning committee to the classification committee may be granted up to one 48-hour furlough only for the purpose of securing employment and/or a place of residence upon release from confinement. In no event shall such a furlough be granted to an inmate after he/she has secured both employment and a place of residence. The following rules and criteria are applicable:

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1. Furloughs shall be taken during the regular workweek between Monday and Friday only; holidays are excluded.
2. The inmate must be within 30 days of a verified expiration of sentence release date or have been granted parole by the Board but has neither been able to develop a release plan nor have a release plan approved after a minimum of 30 days.
3. Inmates shall be classified minimum restricted custody or less, have no history of escape, have no active detainers, and have not been identified as sex offenders (current or prior).
4. Inmates leaving the institution on a furlough will be monitored electronically via an approved TDOC system. The monitoring system will be set for the inmate's itinerary and parameters and will be fully explained to the inmate prior to leaving the institution.
5. Requests for a furlough shall be submitted to the Associate Warden of Treatment and/or Security at least 14 days prior to the furlough date. All requests shall be processed and finalized at least five days prior to the furlough date. Once the furlough has been approved, the Victim Services Coordinator shall be notified of the impending furlough. The Victim Services Coordinator shall notify any registered victims and/or victims' family members of the approved furlough.
6. Furlough expenses shall be the responsibility of the inmate. A withdrawal for up to \$50.00 may be processed ten working days prior to the date of the furlough departure. Upon return to the facility, the inmate must declare/relinquish any money that will be deposited back into his/her trust fund account and shall not exceed \$50.00.
7. A member of the inmate's immediate family who is on the approved visitation list, a representative from an approved housing provider, or a volunteer approved by the Associate Warden of Treatment or Security shall provide transportation both to and from the institution. In the event the family member is also the offenders' victim, the family member will not be eligible.
8. A description of the vehicle and license tag number will be noted and kept in central control until the return of the inmate. The transporter will also provide a valid Tennessee driver's license and a copy will be kept on file. The transporter's cellular telephone number shall be recorded by the Associate Warden of Treatment or Security and he/she shall verify that the telephone is in working order prior to departure.
9. The furlough may consist of interviews for either employment and/or housing. The inmate shall provide the Chief Counselor or Re-Entry Specialist with details of prospective employers and prospective housing arrangements.
10. The Chief Counselor or Re-Entry Specialist shall follow up with the documented contact person to ensure that the inmate appeared at the interview and document the results of the interview on TOMIS Screen LCDG, using contact code CDWD and RESP.
11. In the event of an accident/emergency, the transporter should call 911 for life-threatening emergencies and then contact the institution to report the situation. Each institution shall develop a Contact Information Sheet for the transporter that details institutional contact protocol and local law enforcement non-emergency contact information.

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12. Inmates leaving on furlough will be allowed to wear state issue, non-stenciled clothing. The clothing will be collected upon return from the furlough and reissued upon release from incarceration.
- G. Emergency Furlough: Any inmate classified as minimum trustee custody may be granted up to a two day emergency furlough only if he/she has no more than one year until his/her release eligibility date (RED), future action date (FAD), expiration date (EXP) date, or sentence expiration and has served no less than one year in a TDOC facility on the current conviction. Emergency furloughs may be considered only in the event of a death or critical or terminal illness of an immediate family member.
1. Verification of a death must be made through the funeral home or through the local coroner's office by designated institutional staff. Verification shall be documented and signed by verifying staff.
  2. Health services staff, the chaplain, or a designee must make verification of any critical or terminal illness with the staff or doctor of the hospital where the relative is being treated.
  3. In addition to completing the procedures outlined in Section VI.(C) of this policy, the furlough coordinator shall request and print INFOPAC reports BI01MAV, Emergency Travel Request, for all approved furloughs. This report shall be placed in Volume II of the IIR.
- H. Furlough Violation:
1. Failure to accomplish the purpose of the furlough (i.e., not going to a scheduled interview, spending the furlough at home instead of job/house hunting, etc.) or violation of furlough rules will result in disciplinary action.
  2. Any inmate committing a felony while on furlough shall be ineligible for further furlough consideration during the remainder of the current sentence, as is anyone with a pending charge or detainer.
  3. Inmates who do not return from furloughs or to report within the agreed upon time will be disciplined by the procedures set forth below:
    - a. An individual who is beyond more than 30 minutes late in violation of the agreement shall be issued a disciplinary report for Abscond Custody – Minimum Security (ACM). If an inmate determines that he/she will be unable to arrive at the designated location by the assigned time due to conditions beyond his/her control, he/she will notify the institution within 15 minutes prior to the designated time. If it is determined to be a justified condition, a disciplinary report will not be issued.
    - b. Inmates who fail to report to the designated location for more than three hours after the agreed upon time and who have made no contact with the institution or who remove an electronic monitoring device improperly shall trigger immediate action. At this point, the local authorities shall be notified, escape procedures implemented, and an escape warrant obtained in accordance with Policy #506.12. A disciplinary report will be issued for Abscond Custody – Minimum Security (ACM). In the event that a lesser disciplinary charge is more appropriate, the disciplinary will be dismissed and rewritten to reflect the correct offense (furlough violation) at the time of the disciplinary hearing.

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- I. Inmates returning to the facility from any type of furlough shall be strip searched and tested for drug and alcohol use. Drug screens shall be administered in accordance with Policy #506.21 and subject to the provisions therein.
  - J. Upon the conclusion of a furlough, the institution's reentry and career development specialist shall discuss the results of the furlough with the inmate to determine if the goals and objectives were met (i.e., job interviews completed, employment obtained, housing located, etc.). This discussion shall be documented on Contact Notes (LCDG), using code CDWD and RESP.
- VII. ACA STANDARDS: 4-4442, 4-4444, and 4-4502.
- VIII. EXPIRATION DATE: April 1, 2019.



TENNESSEE DEPARTMENT OF CORRECTION  
TRUST FUND ACCOUNT  
PERSONAL WITHDRAWAL REQUEST

\_\_\_\_\_  
INSTITUTION

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

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

PLEASE DEDUCT THE FOLLOWING AMOUNT FROM MY ACCOUNT:

\_\_\_\_\_ DOLLARS

THIS CHECK IS TO BE MAILED TO:

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

THE PURPOSE OF THIS WITHDRAWAL IS:

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

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

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

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

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

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

APPROVED:  YES  NO

REASON FOR DENIAL: \_\_\_\_\_

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

\_\_\_\_\_  
DATE

CR-2727 (Rev. 6-02)

White-Inmate

Canary-Trust Fund Office



TENNESSEE DEPARTMENT OF CORRECTION  
TRUST FUND ACCOUNT  
PERSONAL WITHDRAWAL REQUEST

\_\_\_\_\_  
INSTITUTION

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

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

PLEASE DEDUCT THE FOLLOWING AMOUNT FROM MY ACCOUNT:

\_\_\_\_\_ DOLLARS

THIS CHECK IS TO BE MAILED TO:

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

THE PURPOSE OF THIS WITHDRAWAL IS:

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

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

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

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

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

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

APPROVED:  YES  NO

REASON FOR DENIAL: \_\_\_\_\_

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

\_\_\_\_\_  
DATE

CR-2727 (Rev. 6-02)

White-Inmate

Canary-Trust Fund Office