

**ARIZONA DEPARTMENT OF CORRECTIONS  
DIRECTOR'S OFFICE**

**MEMORANDUM**

**TO:** DISTRIBUTION  
**FROM:** CHARLES L. RYAN, DIRECTOR  
**DATE:** February 14, 2012  
**SUBJECT:** Director's Instruction # 309, Modification of Discharge Procedures

This Director's Instruction is effective immediately and will remain in effect until incorporated into Department Order #905, Inmate Trust Account/Money System.

**PURPOSE:**

This Director's Instruction establishes the procedure for releasing inmates who qualify for the first time release gate money. This procedure applies **only** to first time release inmates that qualify for the \$50 gate funds. Pursuant to ARS 31-228 we are required to release inmates with cash.

**PROCEDURE:**

The following is the cash procedure for inmates that are released to the **community**. Checks will still be issued for releases to ICE, Counties, and other jurisdictions.

- 1.1 \$50 in cash must be given to the inmates not previously paroled or discharged from the state department of corrections. (ARS 31-228)
- 1.2 If the inmate is eligible for the discharge money, the entire \$50 must be given in CASH.
- 1.3 The check number on the banking screen (BK03 page 1) gate check should be entered as all 9's.
- 1.4 The DDA check that is issued in the BNK system should be made payable to the complex discharge account. Put the inmate number and name in the comment line, when the checks are manually processed.
- 1.5 Cash can be withdrawn from the discharge account. (The check cannot be made out to "cash", make the check out to the person who is the custodian, i.e.... John Doe, cash custodian)
- 1.6 Two employees must go to the bank together to withdraw the cash.
- 1.7 A cash log (register) must be kept in the safe with the cash at all times. (log sheet attached)
- 1.8 The envelope with the release cash should be included in the discharge packet, along with any checks from the inmate trust account.

- 1.9 Correctional Officer, Records or designee must sign for the release packet (including cash) when received from the Business Office.
- 1.10 When the inmate is released he must count the cash and sign that the cash has been received.
- 1.11 Cash reconciliation sheet must be done at the end of each month. (Reconciliation sheet attached)

{Original Signature on File}