

 <p><b>NEW YORK STATE</b> <b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	TITLE		NO. 4007
	<b>Inmate Identification Numbers</b>		DATE 08/18/2016
SUPERSEDES DIR #4007 Dtd. 12/22/2015	DISTRIBUTION A B	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to)  Directive #4012	APPROVING AUTHORITY  		

**I. DESCRIPTION:** This procedure is designed to provide the guidelines for the assignment and use of inmate identification numbers.

The Department of Corrections and Community Supervision (DOCCS) utilizes two types of identification numbers: Departmental Identification Number (DIN) and New York State Identification (NYSID) number.

The DIN shall be included on all reports, documents, and case materials which are being forwarded regarding an inmate.

The NYSID number shall be included on all correspondence, regarding an inmate, to an outside criminal justice agency and where required on Departmental forms and documents.

**II. DEPARTMENTAL IDENTIFICATION NUMBER (DIN)**

A. The DIN is assigned at the reception facility and consists of a seven digit number made up of three components:

1. The last two digits of the year in which the individual is received;
2. The letter designating the facility at which the individual is received; and
3. A four digit number indicating the consecutive order in which the individual is received at the reception facility.

B. The letters designating the facilities are assigned as follows:

- A: Downstate Reception Center, Clinton Reception Center. "A" has been used by the following reception facilities:
  - Green Haven: 8/73 - 7/75
  - Ossining (Sing Sing): 7/75 - 7/82
- B: Elmira Reception Center, Wende Reception Center, Auburn Intake. "B" was used by Clinton Reception Center from 10/90 to 6/97.
- C: "C" has been used by the following reception facilities:
  - Attica: 8/73 - 11/83
  - Alden: 11/83 - 6/84
  - Wende: 6/84 - 10/90
- D: Hudson Reception Center, beginning 8/2016. "D" was used by Clinton until 10/90.
- E: "E" was used by Fishkill until 1975.
- G: Bedford Hills Reception Center and Albion Intake.

- H: "H" was used for individuals committed to custody of the Department at Green Haven Correctional Facility with the mandatory death sentence for the crime of Murder in the First Degree. If an inmate commits a crime while under custody of the Department for which he or she receives a mandatory death sentence, he or she will retain the DIN which was assigned at the time of the crime.
  - I: Inmates without NYS sentences. "I" is used when another criminal justice agency is authorized by NYS DOCCS to house an individual in a New York State correctional facility on a temporary basis and the individual does not have a New York State sentence.
  - J: Interstate inmates with concurrent NYS sentences.
  - N: "N" was used for inmates incarcerated in New York City Contract Facilities.
  - P: "P" was used by Clinton ACTEC (Adirondack Correctional Treatment Evaluation Center). "P" was also used for inmates received prior to 8/73 at a facility which is no longer a reception center.
  - R: Ulster Reception Center.
  - S: Ulster Reception Center ("S" is to be used in any year in which more than 9,999 inmates are received at Ulster).
  - T: Downstate Reception Center ("T" is to be used in any year in which more than 9,999 inmates are received at Downstate).
  - X: "X" was used to indicate death sentence. "X" was also used for inmates received prior to 8/73 that required special processing in Central Office because of incomplete computer records.
  - Y: "Y" was used for inmates incarcerated in New York City Contract Facilities ("Y" was to be used in any year in which more than 9,999 inmates were received at these facilities).
- C. To illustrate the assignment of numbers, the following is offered:
1. The first individual received at Downstate as a new commitment in January, 1983 was assigned 83A0001, the second 83A0002, etc.
  2. The first individual received at Elmira as a new commitment in January, 1983 was assigned 83B0001, the 99th 83B0099, etc.
- D. The Departmental identification numbering system is on a calendar year cycle. Each year on January 1, each of the reception facilities will, in addition to changing the first two digits to represent the new year, start at "0001" again in assigning the consecutive four digit numbers.
- E. If a question arises regarding any inmate DIN, the facility Inmate Records Coordinator (IRC) shall contact the Office of Classification & Movement (C&M) as soon as practicable. Should a correction be required, C&M shall notify the facility IRC.
- F. This official Departmental number will stay with the individual while under Departmental jurisdiction until the maximum expiration of that particular sentence. The inmate will be identified by this number irrespective of the institutions he or she is transferred to or the parole area to which assigned.

- G. A returned parole violator, absconder, escapee, or AWOL will not be assigned a new Departmental number. The DIN under which he or she was paroled will be retained. (See Directive #4012, "Requesting Case Folders-Returnees from Parole Supervision.")
- H. A parole violator, absconder, escapee, or AWOL returned as a new court commitment will be assigned a new DIN at the time of reception. Prior DINs may be determined by inquiry using the NYSID number.

### III. NEW YORK STATE IDENTIFICATION NUMBER (NYSID)

- A. The NYSID number is assigned by the Division of Criminal Justice Services (DCJS).
- B. The NYSID number is a permanent number and remains with the individual for his or her lifetime.
- C. The NYSID number is composed of eight digits and an alpha check digit suffix. Pursuant to DCJS, the alpha check digit suffix can be one of the following: H, J, K, L, M, N, P, Q, R, Y, or Z.

Examples: 01542583Y 00078301H

- D. When recording a NYSID number always include the alpha check digit. The check digit is used in data processing and must be accurately recorded.
- E. This Department obtains the inmate's NYSID number from the uniform sentence and commitment form, which is cross referenced with the presentence report during the admission process at reception.

The identity of each inmate is verified at the time of admission using the Digiscan system.