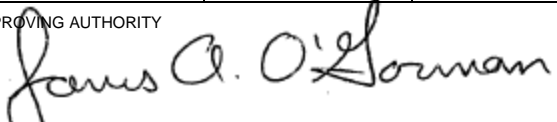
 <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE <b>Inmate Identification Cards</b>		NO. 4035
			DATE 03/21/2019
SUPERSEDES DIR. #4035 Dtd. 08/21/18	DISTRIBUTION A B	PAGES PAGE 1 OF 5	DATE LAST REVISED
REFERENCES (Include but are not limited to) Correction Law Section §856; Directive #4914	APPROVING AUTHORITY 		

**I. DESCRIPTION:** This directive provides the guidelines for the issuance, use, and disposition of inmate identification cards and photographs.

**II. PROCEDURE**

**A. Reception**

1. Upon completion of the reception process, all inmates will be photographed for the purpose of preparing identification cards. Male inmates will be given haircuts prior to being photographed and will be clean shaven at the time, unless exempted under the provisions of Directive #4914, "Inmate Grooming Standards."
2. The background for the photograph shall be WHITE with standard inch height chart. The card itself shall be clearly distinguishable from employee and volunteer identification cards. The card will have "INMATE" printed in red on at least the front side of the card, as well as having "NYS DOCCS" and "INMATE" printed in ultraviolet signature, viewable with a black light.
3. The Identification Officer at the reception facility will input the inmate's name, number, and date of birth, as provided by the facility Inmate Records Coordinator (IRC), and the other required physical characteristics information into the Digital Photo Identification System, which will generate the inmate identification card. The card shall be laminated with a holographic image of the New York State seal. No reference shall be made to a specific facility. Except as specified above, the identification card will contain only the following information:

Name	Height
Department Identification Number	Weight
Date of Birth	Sex
Color of Eyes	Date Card Issued
Color of Hair	Dominant Language Spoken

**B. Function of Identification Card**

1. This is a Department-wide identification card. Each inmate shall keep this identification card in his or her possession at all times, except as specified in Sections II-D, E, and F. An inmate may not possess more than one identification card at any time. In general, there will be no need to reproduce an identification card when an inmate is transferred to another facility.

2. An inmate shall produce his or her identification card upon the request of any Department of Corrections and Community Supervision (DOCCS) employee. This card will be used solely for inmate identification purposes in matters relating to the function of the facility. Identification cards will be required to pick up packages, make commissary purchases, enter a cell when not recognized by the controlling staff member, or go to the visiting room, library, state shop, etc.
3. An inmate shall produce his or her identification card whenever requested by a DOCCS employee for the purpose of verifying that all information is correct and that the inmate's appearance has not markedly changed from the identification photograph.

C. Reissue of Identification Card

1. An identification card will be reissued:
  - a. When, through no deliberate action on the part of an inmate, his or her appearance has changed to the degree that the existing identification card photograph is no longer a recognizable likeness (e.g., as a result of illness, surgery, aging, weight gain/loss). The new identification card photograph shall be taken at facility expense;
  - b. If, in the opinion of a Correction Officer or supervisor, an inmate drastically changes his or her physical appearance by altering the length and style or color of hair, or by the growth or removal of a beard or mustache, the replacement cost of this new identification card photograph will be borne by the inmate;  

NOTE: All employees should be advised that if they notice a change in an inmate's appearance from the original photograph, they should bring this fact to the attention of the Deputy Superintendent for Security or designee, who will make the determination as to the need to rephotograph;
  - c. If an inmate obtains a legal name change, the inmate will bear the cost of a new identification card;
  - d. If any other identification information element, as set forth in Section II-A-3, is changed; or
  - e. If an inmate loses or destroys a card, the inmate will bear the cost of a new identification card.
2. The replacement cost is \$2.00. This cost can be paid through voluntary restitution. If the inmate refuses voluntary restitution, he or she shall receive a misbehavior report where restitution must be determined through the Tier Hearing process.  
When a replacement card is issued, the old card shall be collected and destroyed or accounted for in a satisfactory manner.

- D. Transfers: When an inmate is transferred or "in transit sent" from one facility to another, the Transporting Officer will confiscate the identification card. Upon arrival at the destination facility, the card will be returned to the inmate by a member of the receiving facility's staff. If the appearance on the card is current, a new card will not be issued.

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#### E. Disposition of Identification Cards

1. Special Housing: When an inmate is confined to a Special Housing Unit (SHU), the security personnel in the unit receiving the inmate will confiscate the card. The card will be returned to the inmate upon his or her release from the unit.
2. Outside Work Details: When inmates are assigned to an outside work detail, they shall turn their identification cards in to the Gate Officer when leaving the facility and pick them up when returning to the facility.
3. Surrender of Identification Cards
  - a. The identification card will be surrendered when the inmate leaves the Department's custody via release to Community Supervision, conditional release, maximum expiration of sentence, or when the inmate is transferred to another agency, such as the Office of Mental Health. Upon surrender, the identification card will be filed with the inmate's identification records at the facility.
  - b. The identification card will be surrendered when an inmate is participating in a Temporary Release Program. It shall be returned to the inmate as required for "in-house" administrative activities such as visits to the state shop, infirmary, commissary, etc.
  - c. Identification cards will be surrendered to the appropriate gate area staff whenever the inmate(s) is escorted to court, an outside hospital, a death-bed visit, or any occasion necessitating escorting the inmate beyond the confines of the facility.

#### F. Temporary Release Program Inmate Identification Cards

1. In accordance with Section §856 (1) of Correction Law, each inmate leaving a facility to participate in a Temporary Release Program will have, on his or her person at all times, an identification card for use in the community. Continuous Temporary Release Programs are Work Release, Industrial Training Leave, Community Service Leave, and Educational Leave. Short-term Temporary Release Programs are Furlough, Leave of Absence, and Community Service Leave.
  - a. For a continuous temporary release inmate authorized to be outside the facility:
    - The background for the photograph shall be white with standard inch height chart
    - The card shall be white in color, with barcode, and have "Temporary Release Inmate" printed in red on the front side of the card
  - b. For a continuous work release inmate authorized to be outside the facility with Day Reporting status:
    - The background for the photograph shall be white with standard inch height chart
    - The card shall be green in color, with barcode, and have "Temporary Release Inmate" printed in red on the front side of the card

- c. For a continuous Temporary Release Program inmate authorized to be inside the Temporary Release facility:
    - The background for the photograph shall be white with standard inch height chart
    - The card shall be yellow in color with "Temporary Release Inmate" printed in red on the front side of the card
  - d. For a short-term Temporary Release Program inmate authorized to be outside the facility:
    - The background for the photograph shall be white with standard inch height chart
    - The card shall be orange in color with "Temporary Release Inmate" printed in red on the front side of the card
    - The standard issued inmate identification card shall remain inside the general confinement facility and shall be reissued to the inmate upon their return from the short-term program. There is no need to issue an additional ID card
2. The identification card shall be issued to the inmate by the Processing Officer immediately prior to leaving the facility and shall be returned to the Processing Officer immediately upon the inmate's return. Where an inmate is approved for a continuous Temporary Release Program or is released into the community on a regular basis to participate in Work Release, Educational Leave, Industrial Training Leave, or long-term (continuous) Community Service Programs, the card may be kept in the chart room, together with the Memo of Agreement, under the control of the Processing Area Officer; or returned to the Temporary Release Committee Chairperson for safekeeping in the inmate's temporary release file.
  3. An Inmate's failure to turn in the identification card upon return to the facility, due to loss or other reason, may be deemed an act of misconduct necessitating a disciplinary hearing. If it is necessary under these circumstances to reissue an identification card, the inmate shall be charged a reissue fee of \$10.00.
  4. When an inmate is released to Community Supervision, conditionally released, or removed from a Temporary Release Program due to disciplinary or programmatic reasons, the identification card will be confiscated and destroyed by the Temporary Release Committee Chairperson. Should the inmate subsequently reapply for program participation and receive approval following a de novo review, a new card will be issued.
  5. When an inmate is transferred between facilities, the identification card will be confiscated and destroyed by the Processing Officer or Identification Officer prior to transfer and shall be reissued by the receiving facility at the appropriate time.
- G. Identification Cards for Offenders Participating in Parole Diversion Programs: All parolees/offenders assigned to participate in a Parole Diversion Program shall be issued an identification card specific to this program.
- The background for the photograph shall be WHITE with standard inch height chart

- The card shall be purple in color with "PAROLEE" printed in black on the front side of the card

Upon completion of the program, processing staff shall collect and destroy this identification card and ensure the offender is released with a temporary identification card as appropriate.

- H. Identification Cards for Released Inmates: Temporary identification cards for inmates leaving the Department's custody on Community Supervision release, conditional release, or maximum expiration of sentence will be produced by the owning facility in advance of an inmate's release. The background for the photograph shall be white without the standard inch height chart. This temporary identification card will be good for 120 days from the date of release. The inmate's "true name" shall be printed at the bottom of the release identification card under the release date.

In most cases, Inmate Records staff have a 30-day lead time on release dates. It is important that the facility ID Office be notified as far in advance as possible, and that the release identification card is prepared in advance. Where appropriate, the tentative/monthly release sheet, for all releases, prepared by the IRC, will provide the inmate's "true name" next to his or her "commitment name." This is the only procedure to be used to notify the Identification Officer to issue the release identification card in both names.