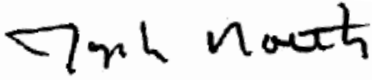
 <p><b>Corrections and Community Supervision</b></p> <p><b>DIRECTIVE</b></p>	<p>TITLE</p> <p><b>Incarcerated Individual Identification Cards</b></p>		<p>NO. 4035</p>
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<p>SUPERSEDES</p> <p>DIR. #4035 Dtd. 02/24/21</p>	<p>DISTRIBUTION</p> <p>A B</p>	<p>PAGES</p> <p>PAGE 1 OF 5</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>Correction Law §856; Directive #4914</p>	<p>APPROVING AUTHORITY</p> 		

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

**II. PROCEDURE**

**A. Reception**

1. Upon completion of the reception process, all incarcerated individuals will be photographed for the purpose of preparing identification cards. Male incarcerated individuals will be given haircuts prior to being photographed and will be clean-shaven at the time, unless exempted under the provisions of Directive #4914, "Incarcerated Individual 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 "INCARCERATED INDIVIDUAL" printed in red on at least the front side of the card, as well as having "NYS DOCCS" and "INCARCERATED INDIVIDUAL" printed in ultraviolet signature, viewable with a black light.
3. The Identification Officer at the reception facility will input the incarcerated individual's Department Identification Number (DIN), as provided by the facility Inmate Records Coordinator (IRC), and all the other required physical characteristics information into the Corrections Image Management System (CIMS), which will generate the incarcerated individual 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 (DIN)	Weight
Date of Birth	Gender (Gender Identity)
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 incarcerated individual shall keep this identification card in their possession at all times, except as specified in subsections II-D, E, and F.

An incarcerated individual 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 incarcerated individual is transferred to another facility.

2. An incarcerated individual shall produce their identification card upon the request of any Department of Corrections and Community Supervision (DOCCS) employee. This card will be used solely for incarcerated individual 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 incarcerated individual shall produce their identification card whenever requested by a DOCCS employee for the purpose of verifying that all information is correct and that the incarcerated individual'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 incarcerated individual, their 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, etc.). The new identification card photograph shall be taken at facility expense.
  - b. If, in the opinion of a Correction Officer or supervisor, an incarcerated individual drastically changes their 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 incarcerated individual.

NOTE: All employees should be advised that if they notice a change in an incarcerated individual'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 re-photograph.
  - c. If an incarcerated individual obtains a legal name change, the incarcerated individual will bear the cost of a new identification card.
  - d. If any other identification information element, as set forth in subsection II-A-3, is changed.
  - e. If an incarcerated individual loses or destroys a card, the incarcerated individual will bear the cost of a new identification card.
  - f. If an incarcerated individual changes their gender identity (gender marker) following issuance of their identification card, the incarcerated individual will bear the cost of a new identification card; however, an incarcerated individual who has a DIN assigned in 2020 (e.g., 20A1234) or earlier may request a one-time replacement identification card upon implementation of such a change, at facility expense.
2. The re-issue fee is \$2.00. 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 incarcerated individual 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 incarcerated individual by a member of the receiving facility’s staff. If the appearance on the card is current, a new card will not be issued.
- E. Disposition of Identification Cards
1. Special Housing/Residential Rehabilitation Unit (RRU): When an incarcerated individual is confined to a Special Housing Unit (SHU) or admitted to a RRU, the security personnel in the unit receiving the incarcerated individual will confiscate the card. The card will be returned to the incarcerated individual upon their release from the unit.
  2. Outside Work Details: When incarcerated individuals are assigned to an outside work detail, they shall turn their identification cards into 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 incarcerated individual leaves the Department’s custody via release to Community Supervision, conditional release, maximum expiration of sentence, or when the incarcerated individual is transferred to another agency, such as the Office of Mental Health. Upon surrender, the identification card will be filed with the incarcerated individual’s identification records at the facility.
    - b. The identification card will be surrendered when an incarcerated individual is participating in a Temporary Release Program. It shall be returned to the incarcerated individual 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 incarcerated individual(s) is escorted to court, an outside hospital, a death-bed visit, or any occasion necessitating escorting the incarcerated individual beyond the confines of the facility.
    - d. The incarcerated individual identification card may be picked up and held for the purpose of ensuring incarcerated individual accountability such as tool control, entering visiting room, etc.
- F. Temporary Release Program Incarcerated Individual Identification Cards
1. In accordance with Section 856 (1) of Correction Law, each incarcerated individual leaving a facility to participate in a Temporary Release Program will have on their 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 incarcerated individual authorized to be outside the facility:

- (1) The background for the photograph shall be white with a standard inch height chart.
    - (2) The card shall be white in color, with barcode, and have "Temporary Release Incarcerated Individual" printed in red on the front side of the card.
  - b. For a continuous work release incarcerated individual authorized to be outside the facility with Day Reporting status:
    - (1) The background for the photograph shall be white with a standard inch height chart.
    - (2) The card shall be green in color, with barcode, and have "Temporary Release Incarcerated Individual" printed in red on the front side of the card.
  - c. For a continuous Temporary Release Program incarcerated individual authorized to be inside the Temporary Release facility:
    - (1) The background for the photograph shall be white with a standard inch height chart.
    - (2) The card shall be yellow in color with "Temporary Release Incarcerated Individual" printed in red on the front side of the card.
  - d. For a short-term Temporary Release Program incarcerated individual authorized to be outside the facility:
    - (1) The background for the photograph shall be white with a standard inch height chart.
    - (2) The card shall be orange in color with "Temporary Release Incarcerated Individual" printed in red on the front side of the card.
    - (3) The standard issued incarcerated individual identification card shall remain inside the general confinement facility and shall be reissued to the incarcerated individual upon their return from the short-term program. There is no need to issue an additional identification card.
2. The identification card shall be issued to the incarcerated individual by the Processing Officer immediately prior to leaving the facility and shall be returned to the Processing Officer immediately upon the incarcerated individual's return. Where an incarcerated individual 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 incarcerated individual's temporary release file.
3. An incarcerated individual'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 incarcerated individual shall be charged a reissue fee of \$10.00.

4. When an incarcerated individual 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 incarcerated individual subsequently reapply for program participation and receive approval following a de novo review, a new card will be issued.
  5. When an incarcerated individual 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 Released Incarcerated Individuals: Temporary identification cards for incarcerated individuals 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 incarcerated individual'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 incarcerated individual's "true name" shall be printed at the bottom of the release identification card under the release date.

In most cases, Incarcerated Individual 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 within 14 days of the scheduled release. Where appropriate, the tentative/monthly release sheet, for all releases, prepared by the IRC, will provide the incarcerated individual's "true name" next to their "commitment name." This is the only procedure to be used to notify the Identification Officer to issue the release identification card in both names.