
Policy Number: 202.130
Title: Offender Names
Effective Date: 5/7/19

PURPOSE: To provide procedures for offender name identification and offender name changes.

APPLICABILITY: Department-wide

PROCEDURES:

- A. Offenders committed to the DOC are identified by the name provided on the original warrant of commitment (includes dual commitments) while under the jurisdiction of the DOC. The names of offenders under DOC authority prior to July 1, 1999 must remain unchanged.
- B. Offenders from other jurisdictions in DOC custody are identified by the names provided in documentation from the sending authority.
- C. An offender may apply for a legal name change, however, the offender will still be identified by the offender's commitment name.
- D. Upon receipt of a court order granting the name change, facility records unit staff generate a Court Ordered Legal Name Change Memo (attached) and provide it to the offender, with a copy to the offender's caseworker and to the health services unit. A copy of the memo must be retained in the offender's electronic file in the offender document system (ODocS).
- E. Sentence administration and records staff cross-reference commitment names and legal names. Visiting, mail room, and finance staff have access to the cross-reference list to assist them with processing visitors mail, and financial transactions.
 - 1. Staff deliver mail that is addressed to either the offender's legal or commitment name.
 - 2. Offenders must include their commitment names on all outgoing mail.
 - 3. This cross-reference list may also be available through automated data on the computer.
- F. Offenders may use the religious suffix of -El or -Bey in conjunction with their commitment names and offender identification numbers (OID); the suffix will not be added to DOC records unless the suffix is part of a legal name change.
- G. The deputy commissioner may authorize an exception for an offender's legal name to be recognized by the department for safety or security reasons. The offender must provide sufficient documentation to necessitate the exception.

INTERNAL CONTROLS:

- A. Offenders are notified in writing of all court ordered legal name changes and a copy of the memo is retained in the offender's electronic file in ODocS.

ACA STANDARDS: 1-CO-1F-01, 1-ABC-1F-01

REFERENCES: [Policy 302.020, "Mail"](#)
Minn. Stat. §§ [259.10](#); [259.12](#)

REPLACES: Policy 202.130, "Offender Names," 11/17/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: [Court Ordered Legal Name Change Memo](#) (202.130A)

APPROVALS:

Deputy Commissioner, Community Services

Deputy Commissioner, Facility Services

Assistant Commissioner, Operations Support

Assistant Commissioner, Facility Services