DEPARTMENT OF CORRECTIONS

Policy Number:	**202.130**
Title:	**Incarcerated Person Names**
Effective Date:	**04/01/24**

PURPOSE: To acknowledge and operationalize legal name changes in department of corrections (DOC) systems and to provide procedures for incarcerated person name identification and incarcerated person name changes.

APPLICABILITY: Department-wide

DEFINITIONS:

Alias – the term for an assumed or additional name that a person has used or gone by.

Clerical error – a mistake made when entering something into the DOC system or a related system, such as misspelling a word. This includes errors in sentencing documents and court systems.

DOC name of record – the official name that staff enter into the DOC data management systems, and which is searchable by the public. Name of record is the name provided by courts on their warrant of commitment or a legal name. Name of record is noted on the incarcerated person's badge and in the DOC operating system. A DOC name of record may or may not align with a more recent legal name, depending upon what was listed on the most recent warrant of commitment.

Dual commitment – a situation when a person is serving a Minnesota commitment alongside another jurisdiction's commitment, within the other jurisdiction's confinement.

Legal name change – the process by which a person officially changes their name. This procedure is recognized by authorities through a court order.

Warrant of commitment – a legal document issued by a judge that authorizes the imprisonment of a person.

PROCEDURES:

A. Incarcerated people are identified by the name provided on the original warrant of commitment (including dual commitments) while under the jurisdiction of the department of corrections (DOC). This becomes their DOC name of record unless they have legally changed their name and have proof of their legal name change.

B. An incarcerated person may request to be recognized by their court ordered legal name by completing a Legal Name Change Request form 202.130C (attached). Incarcerated persons may request this form from their facility records unit. Facility records staff will then route the form to the sentence administration unit for review. Sentence administration unit staff update COMS if necessary or route the request back to the incarcerated individual if they have not attached the court order.

C. Incarcerated people from other jurisdictions in DOC custody are identified by the names provided in documentation from the sending authority. This becomes their DOC name of record. If the

other jurisdiction provides documentation of a legal name change, DOC staff update COMS to display the legal name.

D. Upon receipt of a Notification of DOC Name of Record Change and court order granting the name change, facility records unit staff generate a Legal Name Change Memo (attached) and provide it to the incarcerated person, with a copy to the incarcerated person's caseworker and to the health services unit. A copy of the memo must be retained in the incarcerated person's electronic file in the incarcerated person 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 implementing their work with visitors, mail, and financial transactions.

1. Staff deliver mail that is addressed to either the incarcerated person's legal or commitment name.

2. Incarcerated people must include their identified DOC name on all outgoing mail.

3. This cross-reference list may also be available through automated data on the computer.

F. Incarcerated people may use the religious suffix of -El or -Bey in conjunction with their commitment names and offender identification numbers (OIDs); the suffix will not be added to DOC records unless the suffix is part of a legal name change.

H. Name change requests made due to clerical errors made in warrant of commitments and sentencing orders are reviewed on a case-by-case basis and in alignment with the above policy provisions and in accordance with court orders. The DOC's sentence administration unit staff connect with sentencing courts to review if an error was made.

I. Name change requests are documented by sentencing administration unit staff and tracked within systems for law enforcement and other partners to identify and locate incarcerated persons.

J. A former "DOC Name of Record," upon a change, is entered as an "Alias" in DOC systems.

INTERNAL CONTROLS:

A. Incarcerated people are notified in writing of all court ordered legal name changes and a copy of the memo is retained in their electronic file in ODocS.

B. Incarcerated people are notified in writing of department determinations regarding name change applications, and the documentation is retained in the individual's electronic file in ODocS.

C. The sentence administration unit maintains a list of all name changes, legal names provided by incarcerated people through a name change request, and aliases.

REFERENCES: Policy 302.020, "Mail"
Policy 202.045, "Management and Placement of Incarcerated People Who Are Transgender, Gender Diverse, Intersex, or Nonbinary"
Minn. Stat. §§ 259.10; 259.12

REPLACES: Policy 202.130, "Names," 1/3/23.

All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Legal Name Change Memo (202.130A)(public PDF of 202.130A)
Legal Name Change Request (202.130C)(public PDF of 202.130C)

APPROVALS:
Deputy Commissioner, Chief of Staff
Deputy Commissioner, Client Services and Supports
Assistant Commissioner, Agency Services and Supports
Assistant Commissioner, Facilities
Assistant Commissioner, Facilities
Assistant Commissioner, Community Services and Reentry
Assistant Commissioner, Health, Recovery, and Programming