DEPARTMENT OF CORRECTIONS

Policy Number:	**302.255**
Title:	**Offender/Resident Identification Cards**
Effective Date:	**10/6/20**

PURPOSE: To enhance the security and control of department facility systems by ensuring the positive identification and tracking of offenders/residents.

APPLICABILITY: All adult and juvenile facilities

DEFINITIONS:
Identification (ID) officer – person designated by the warden or designee to produce and update the offender/resident ID cards and photographs as required or requested.

Religious head covering – see definition in Policy 302.300, "Religious Programming."

PROCEDURES:

A. Facilities must maintain uniform procedures for the production, issuance, and control of offender/resident identification (ID) cards.

1. The facility warden or designee appoints staff who may access ID equipment in order to ensure the integrity of the system.

2. Department staff are responsible to ensure that offender/resident ID cards are accurate and to report inaccurate/damaged ID cards to the facility ID officer for correction.

B. Production of ID Cards

1. The facility office services department designates the name (name listed on the warrant of commitment) used on the ID card and the offender/resident identification number (OID).

2. The offender's/resident's preferred pronoun and honorific must be displayed on the offender's/resident's badge:
   a) She/Ms;
   b) He/Mr; or
   c) They/Mx (pronounced 'mix')

   See also Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Offenders/Residents," section G.

3. Upon their initial admission to a department facility, the ID officer must photograph offenders/residents including full front facial, and left profile (right profile may be taken if additional characteristics are present). Photographs of significant scars, marks, and tattoos must be taken. For those offenders/residents with previous admissions to the department, a new photograph of full front facial and profile must be taken. Photographs of significant scars, marks, and tattoos must be verified and updated as necessary.

4. All offender/resident ID cards have the offender's/resident's OID number (bottom), full front facial (center), and format bar code (left side) on the front of the ID card and magnetic strip on the back of the card (right side).

5. The full front facial photograph must show the top of the head to the collarbone, unless the offender's/resident's religion requires them to wear a religious head covering in which case they can wear the religious head covering in the photo as long as it is adjusted to reveal the hairline (for women, the ears may remain covered). When the ID officer is photographing the offender's/resident's profile, the offender/resident must be turned completely to the offender's/resident's right to display a left profile. Once the photographing is complete, staff must allow the offender/resident to reposition their religious head covering before the rest of the process continues.

6. All photographs are taken against a common gray photographer's backdrop.

7. The ID officer at the intake facility must physically weigh the offender/resident, measure offender/resident height, verify eye and hair color, skin tone, complexion, place of birth, gender, race, and photograph date. The ID officer must document this information and enter it into the correctional operations management system (COMS).

8. ID officers must follow the coding instructions for Bureau of Criminal Apprehension (BCA) and Federal Bureau of Investigations (FBI) criminal fingerprint cards to label significant scars, marks, and tattoos, items noted in Procedure A.6, and any other physical identifiers that assist with positive identification.

9. ID cards must not be altered unless authorized by the warden/superintendent or designee. Only authorized removable tags or stickers are permitted on the back of the ID. No stickers are allowed to be on the front of the ID card.

10. All images are maintained and stored in the central office database. When an offender/resident is transferred, the offender's/resident's ID card transfers with the offender/resident. When an offender/resident is released, the ID officer must destroy the offender's/resident's ID card.

11. The ID officer must re-photograph (full front facial and left profile) every offender/resident and issue a new ID card every four years (within 90 days of that date), regardless of whether the offender's/resident's appearance has changed. The ID officer must verify the accuracy of the photographs on file regarding significant scars, marks, and tattoos, and update these photographs if necessary. The ID officer must physically weigh the offender/resident, measure offender/resident height, verify eye and hair color, skin tone, complexion, place of birth, gender, race, and photograph date. The ID officer must document this information and enter it into COMS.

C. Control of ID Cards

1. Offenders/residents must carry/display ID cards as determined by the facility management.

2. Offenders/residents are charged a replacement fee of $5.00 if they:
   a) Tamper with, destroy, lose, or alter the ID,
   b) Significantly alter their physical appearance (hair cutting, hair color) without facility authorization; or

c) Change their pronoun and honorific designation.

3. Offenders/residents are not charged a replacement fee if:
   a) The ID officer determines the ID has had normal wear;
   b) The offender/resident has any authorized appearance changes (hair cutting);
   c) The ID was damaged by circumstances beyond the offender's/resident's control; or
   d) The ID is four years or older and required to be replaced pursuant to Procedure A.10.

4. Unit staff must write an incident report documenting all requests for a new ID, giving the reason for the request, and indicating whether or not a replacement fee is to be charged. Incident reports must be retained at the facility. The unit staff must use this information to complete a voucher form indicating the replacement cost, and must have the offender sign the form. Unit staff must submit that signed voucher to the intake ID officer and to finance before the ID may be printed.

D. Release Requirements

1. Upon final release from a facility, the offender/resident must return the ID card to the ID officer for disposition. During the week prior to the offender's/resident's release, the ID officer or designated release personnel must take new full front facial and profile photographs of the offender/resident. The ID officer must verify the accuracy of the photographs on file regarding significant scars, marks, and tattoos, and update these photographs if necessary. The ID officer must physically weigh the offender/resident, measure offender/resident height, verify eye and hair color, skin tone, complexion, place of birth, gender, race, and photograph date. This information must be documented and entered into COMS.

2. All work release and intensive community work crew (ICWC) offenders/residents are issued a new offender/resident ID upon transfer to either program. A health care information sticker is affixed to the back of the ID. The stickers are provided to facilities by the department health services unit. Offenders/residents must refer to the sticker for information on appropriate procedures to access health care while on work release or ICWC status. Offenders/residents are charged a replacement fee for lost a ID as outlined in Procedure C. Upon release from the program or return to facility custody, the offender/resident must turn over the ID to the offender's/resident's supervising agent.

INTERNAL CONTROLS:

A. All offenders/residents have a photo ID card showing the offender's/resident's name, preferred honorific, and OID.

B. Offender photographs and information on weight, height, eye and hair colors, skin tone, complexion, place of birth, gender, race, and photograph dates are retained in COMS. All images, including photographs of significant scars, marks, and tattoos, are maintained in the central office database.

C. Incident reports are retained at the facility

ACA STANDARDS: None

REFERENCES: Minn. Stat. § 241.01

Policy 302.300, "Religious Programming"
Policy 202.045, "Management of Transgender/Gender Non-Conforming/Intersex Offenders/Residents"

REPLACES: Policy 302.255, "Offender/Resident Identification Cards," 7/21/20, and version issued 8/6/20 but not yet put into effect.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Criminal Justice Policy, Research, and Performance