

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	POLICY		
	<b>INMATE IDENTIFICATION CARDS</b>		
	REVISION DATE December 31, 2019	NUMBER 204.02	PAGE 1 of 4
STATEMENT OF AVAILABILITY <b>*This Policy is to be made available in inmate law libraries or other resource centers.</b>			

EFFECTIVE: December 12, 2003  
 REVISED: November 30, 2009  
 REVISED: November 30, 2010  
 REVISED: November 30, 2011  
 REVISED: December 28, 2012  
 REVISED: December 27, 2013  
 REVIEWED: December 31, 2014  
 REVISED: November 30, 2015  
 REVISED: November 30, 2016  
 REVISED: November 30, 2017  
 REVIEWED: November 30, 2018  
 REVISED: December 31, 2019

SUMMARY of REVISION/REVIEW

No changes to content. Reformatted to match Policy 001.01.
--

APPROVED:



\_\_\_\_\_  
 Scott R. Frakes, Director  
 Nebraska Department of Correctional Services

	POLICY		
	<b>INMATE IDENTIFICATION CARDS</b>		
	REVISION DATE <b>December 31, 2019</b>	NUMBER <b>204.02</b>	PAGE <b>2 of 4</b>
STATEMENT OF AVAILABILITY <b>*This Policy is to be made available in inmate law libraries or other resource centers.</b>			

PURPOSE

To provide policy for how the Inmate Identification Cards will be issued, carried and used within the facilities of the Nebraska Department of Correctional Services (NDCS).

GENERAL

The Inmate identification cards (ID) will assist in the processing of orders through the inmate canteens, aid in the identification of inmates and any other purpose as identified by this regulation and the Warden. New identification cards will be re-issued whenever staff determines it is necessary.

PROCEDURE

I. CARD PRODUCTION AND ISSUE

The inmate identification cards will be produced by the appropriate facility staff at the time of the inmate's arrival. The inmate's picture will be completed utilizing the inmate ID format. The ID format includes the inmate's photograph, committed name, legal name (if different), physical description, inmate facility identification number, institutional address, expiration date (TRD) and the inmate's signature. Pictures should be taken from the top of the shoulder to the top of the head. The background color shall be the standard background color assigned to the inmate identification card. The inmate's ID picture should reflect the inmate's normal daily appearance (i.e., with glasses, if the glasses are worn, hair must be dry, etc.). The picture shall be taken, reviewed for correct information (scanned to ensure validity of information) and issued to the inmate within 48 hours of arrival, excluding weekends and holidays (Attachment A). Each inmate will sign a receipt when he/she is issued an identification card. Such receipt shall acknowledge not only receipt of the identification card, but also that the card must be kept on the inmate's person at all times when outside of his/her cell.

The warden of the facility will have discretion to temporarily authorize a change to the background color of the ID from the common standard (yellow) to help staff more easily verify inmates custody level and/or program involvement where it is deemed appropriate. For example, a facility that has multiple custody levels and separates inmates living assignments based on their custody and/or program involvement. Inmates with IDs that do not meet the standard color must be reissued new IDs with the standard color prior to a change of custody, transfer or release.

II. REISSUE OF CARDS

A. Significant Changes

When an inmate's appearance significantly changes (weight gain/loss, hair color, hair length, facial hair, aging) staff who make the observation will forward a written request for a new picture to the appropriate facility/program contact. This written request should contain the specific reason for the card reissue.

B. Lost, Missing, Damaged or Destroyed Card

A disciplinary committee can order restitution for cards that are lost, missing, intentionally damaged or destroyed. The card will be replaced within two working days. If the lost card is recovered at a later date, the inmate must surrender it immediately to staff. The inmate will not be reimbursed for the cost of the reproduced card.

	POLICY		
	<b>INMATE IDENTIFICATION CARDS</b>		
	REVISION DATE <b>December 31, 2019</b>	NUMBER <b>204.02</b>	PAGE <b>3 of 4</b>
STATEMENT OF AVAILABILITY <b>*This Policy is to be made available in inmate law libraries or other resource centers.</b>			

C. Replacement Cost

The replacement cost of the card shall be \$1.50.

III. ISSUE OF CARDS

If an inmate is transferred to another NDCS facility, the inmate identification card shall be transferred by the transportation officer. The inmate shall not have the identification card on his/her person during the transport. The receiving institution shall receive the inmate's identification card and shall issue the identification card to the inmate. The inmate shall sign a receipt when he/she receives the identification card at the receiving institution.

IV. RETURN OF CARD

Prior to leaving the facility/program at discharge or parole, the inmate will relinquish his/her ID card. The inmate ID card will be forwarded to the records office for disposal.

V. RESPONSIBILITY OF INMATES

The following rules and regulations apply:

- A. Inmate identification cards must be worn in a visible place at all times when outside of their assigned room, except when going to and from the shower.  
  
Inmate ID cards must be worn on the outer most garment, (collar, shirt pocket, coat, etc.) where it is readily and completely visible and shall not be clipped on any part of the inmate's pants or belt.
- B. Cards are the property of NDCS.
- C. Cards must be presented to any NDCS or contracted staff upon request.
- D. ID clips will be provided to inmates at no cost.
- E. Cards must be used during all canteen purchases.
- F. Cards may not be given to any other inmate or unauthorized person; inmates may not be in possession of another inmate's card.
- G. Cards may not be altered or damaged.
- H. Lost, missing, damaged or destroyed cards must be immediately reported to facility staff.
- I. Lost, missing or intentionally damaged or destroyed cards will be replaced. The cost of replacing the ID card may only be charged to the inmate following a guilty finding by an institutional inmate discipline committee (IDC or UDC).
- J. Cards must be returned upon discharge or parole.
- K. Cards may not be used for any purpose except as defined in this Policy.

	POLICY		
	<b>INMATE IDENTIFICATION CARDS</b>		
	REVISION DATE <b>December 31, 2019</b>	NUMBER <b>204.02</b>	PAGE <b>4 of 4</b>
STATEMENT OF AVAILABILITY <b>*This Policy is to be made available in inmate law libraries or other resource centers.</b>			

Failure to follow any of these regulations could result in a misconduct report for an applicable offense.

VI. USES OF THE INMATE ID CARD

- A. ID cards must be presented to canteen operators in order for the inmate to make purchases in the facility canteen. The ID card will contain a bar code that is unique to that inmate. The bar code will be scanned to call up the inmate's canteen account on the computer. Prior to initiating a sale, canteen operators will compare the picture and signature on the card to the inmate presenting it to ensure proper identification. No transactions will be made without an ID card on general population status.
- B. An inmate will relinquish his/her identification card prior to leaving on a scheduled travel order. The Shift Supervisor will compare the picture ID card with the inmate to verify identity for the travel order.
- C. Staff may require an inmate present his/her ID card upon request. The card may be used to identify inmates for misconduct reports, incident reports or other documentation where identification is necessary.

REFERENCE

- I. STATUTORY REFERENCE – None noted
- II. NDCS POLICIES – None noted
- III. ATTACHMENTS
  - A. Inmate Identification Card
- IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS – None noted