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| Name(s):<br>Job Title(s):<br>Facility, Field Site, or Work Location: | <b>Non-Employee Inmate<br/>Identification Cards</b> |
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| <b>COMMENT SHEET</b> |
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| Comment #:        | Page #: | Line #: | Comment:  | Response   |
|-------------------|---------|---------|---|--|
| Wilhelmina Picard |         |         |   |  |
| 1                 | 2       | 13      | What constitutes an "extraordinary documented need?" Should this just be a documented need? How do you measure "extraordinary?" | Will change to "documented need"   |
| Dale Crook        |         |         |   |  |
| 2                 | 2       | 22      | Why even have superintendent here. Just that a application will be made to the caseworker.                                      | Some of the Superintendents want to receive these  |
| 3                 | 2       | 35      | Who is the admissions supervisor? Just not a term I have seen before  | The admissions supervisor is a shift supervisor who oversees admissions  |
| Larry Martineau   |         |         |   |  |
| 4                 | General | General | Looks good to me.   | Thank you  |
| Cheryl Elovirta   |         |         |   |  |
| 5                 | 2       | 23      | "Though" should be "through"  | Made change  |
| 6                 | 2       | 25-26   | Agree with Dale. The application instructions should say to a caseworker.   | Some of the Superintendents want to receive these  |
| 7                 | 2       | 28      | Is there any oversight for denials?   | Not formally, but inmates could use the grievance process to appeal a denial   |
| 8                 | 2       | 32      | Who is responsible for holding on to them.  | Identification sent by family memers will be kept in property storage; non-employee identification cards issued under this directive will be held by the booking officer until release |

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| 9                    | 2       | 35      | Seems more logical that his falls after b. I also do not know who the admissions supervisor is.  | We will move paragraph c. after paragraph a. in section 3 of the Procedural Guidelines; the admissions supervisor is a shift supervisor who oversees admissions                         |
| 10                   | 3       | 19      | Is this in OMS? Does the ID get entered as well in images or somewhere else?   | The caseworkers should make a case note in OMS, but the machine that makes the cards is independent of OMS; the ID or an image of it is not captured in OMS                             |
| 11                   | 3       | 28      | So if released and then lost while in the community the facility still creates the new one?  | Yes, within the period of validity and containing the original expiration date  |
| 12                   | 4       | 20      | Already stated previous page line 8 does it need to be said again?   | This section clarifies who has the responsibility to maintain the record  |
| Tracey A. Harrington |         |         |  |   |
| 13                   | General | General | Has thought been given to either adding the process/procedures for printing inmate IDs while in the facility to this directive or creation of a separate directive for this topic? There have been recent conversations regarding the lack of process for overall card printing and this directive is a timely reminder. | Facilities have a standardized procedure for issuing inmate IDs while incarcerated that are handled by local procedure; there does not seem to be a need for a directive on this matter |
| Stephen Russell      |         |         |  |   |
| 14                   | 2       | 28-30   | I recommend that Caseworker's confirm and case note, that the offender has access to ID upon release. Offenders are not allowed to possess ID while incarcerated and we deal with a large amount of claims in regard to lost property.   | Will add "and will enter a case note in the Offender Management System documenting the receipt of any such form of identification"  |
| Bob Arnell           |         |         |  |   |
| 15                   | 2       | 22      | Remove Superintendent or designee. The policy places responsibility directly on Caseworker. No need to process thru Superintendent and then send back to Caseworker. Throughout the document delegated responsibility belongs to Caseworker  | Some of the Superintendents want to receive these   |
| 16                   | 4       | 28      | Suggest removal if no financial impact designated  | Will do   |

| Don Shaw         |         |         |   |   |
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| 17               | General | General | <p>It may be of benefit to add a thumb print to the card. This would a secondary form of identification.</p>  | <p>This ID is only intended to help the offender access a more traditional form of identification after release; the current machine that procudes these cards does not have a mechanism to add a fingerprint</p>                       |
| Lucas J. Herring |         |         |   |   |
| 18               | General | General | <p>Has there been any discussion with VSP on the use of such identification? Will they understand what this is and will it be of any value to them?</p>   | <p>No; this ID is only intended to help the offender access a more traditional form of identification after release, however, we have coordinated with the DMV which will allow offenders to use this ID to secure a traditional ID</p> |
| 19               | General | General | <p>What about issuance of non-driver IDs through DMV? Rather than create a new type of legal document that potential employers, landlords, to set up bank accounts, or other state and federal agencies (thinking mainly healthcare), wouldn't coordination with the Social Security Administration office in Montpelier and DMV make more sense to issue a valid ID than trying to create something new?</p> | <p>This ID is intended to help the offender secure a non-driver ID through DMV</p>  |
| 20               | General | General | <p>I have spoken in the past on re-entry efforts with the Chief of Police in Barre and it has been stated that these types of IDs aren't well accepted. I will forward this link to him so that he may be able to provide more specific input.</p>  | <p>This ID is not inteded to be universally accepted, only to help the offender access a more traditional form of identification after release</p>  |
| Tina Heywood     |         |         |   |   |
| 21               | 2       | 28-30   | <p>It says that caseworkers will reach out to family and other and have them send the inmates ID's to them. Send them where? The facility? We don't allow valuables to come in here....those items are considered, "valuables".</p>   | <p>This is only pending release; identification sent by family memers will be received by the caseworker and kept in property storage</p>   |
| Roderick Bates   |         |         |   |   |

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| 22                | 1       | 13-14   | My only suggestion is a very simple edit of the last sentence of the Policy section: delete the word “with” in the sentence “Offering these offenders with a temporary identification card supports then and promotes a successful reintegration.”   | Will do  |
| Roberta Shutts    |         |         |  |  |
| 23                | General | General | Released inmates repeatedly say the only acceptable identification is a non-driver ID or driver’s license. Where is this non-employee ID going to be accepted? Can these IDs be used when applying for jobs, economic services, or other state services applications, banks, EBT use? Would we better serve these clients by helping them to apply for valid forms of ID? Suggestion, coordinate with VT Motor Vehicle Dept. | This ID is only intended to help the offender access a more traditional form of identification after release; the DMV is allowing offenders to use this ID to secure a traditional ID and it is accepted throughout AHS and by other agencies within the State; only one bank in the State is currently accepting these IDs      |
| Maria Godleski    |         |         |  |  |
| 24                | General | General | Has DOC established that these ID’s will be accepted at common locations as proper identification? (banks, potential employers for tax forms, DMV, etc.)   | Yes; this ID is only intended to help the offender access a more traditional form of identification after release; the DMV is allowing offenders to use this ID to secure a traditional ID and it is accepted throughout AHS and by other agencies within the State; only one bank in the State is currently accepting these IDs |
| 25                | 2       | 22-23   | Lines 22/23 should just say submit to caseworker   | Some of the Superintendents want to receive these  |
| 26                | 2       | 28-30   | Lines 28-30 make sense if the offender’s family lives out of state or county but does it make sense to send them in if they are going home to live with or near where their IDs are.   | Many offenders do not return to their family's homes and if they do, it may not be right away  |
| 27                | General | General | It should be referenced somewhere that this process may take up to 15 business days so requests will not be honored if they are made less than 15 business days prior to release   | At this point, we don't feel the need to establish a time limit; offenders are working with their caseworkers to have these cards made   |
| Phillip Fernandez |         |         |  |  |

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| 28               | General | General | <p>Why don't we partner with DMV for IDs? The ones we give them (if the machines are working properly) are not really worth the plastic on which they are printed (if the printer is working). In my experience as both a facility superintendent and a re-entry coordinator, the system we use is flawed at best and the IDs are only accepted at one bank for cashing the check we give the inmates when closing their facility accounts.</p> <p>Employers and other community partners look at the release IDs skeptically and they really aren't official in any capacity. We waste a lot of time and money with the cards we give out. If we worked with DMV for non-driver IDs, the inmates would come out with a valid ID that would be less expensive than what we are doing currently...</p> | <p>We have partnered with DMV for IDs, this is part of that process; ID is only intended to help the offender access a more traditional form of identification after release; the DMV is allowing offenders to use this ID to secure a traditional ID and it is accepted throughout AHS and by other agencies within the State; one bank in the State is currently accepting these IDs</p> |
| Christine Cowart |         |         |   |  |
| 29               | General | General | <p>Since the intention of these IDs are strictly to enable offenders to obtain other, more legitimate forms of identification, would it be reasonable to shorten the time that they are valid from one year to three or six months?</p>   | <p>Will do</p>   |