

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p style="text-align: center;">INTERIM MEMO: Non-Employee (Inmate) Identification Cards</p>	<p style="text-align: center;">Page 1 of 1</p>						
<p>Local Procedure(s) Required: No Applicability: All staff (including contractors and volunteers) Security Level: “B” – Anyone may have access to this document.</p>								
<p>Approved:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">SIGNED</td> <td style="width: 33%; text-align: center;">1/22/2020</td> <td style="width: 33%; text-align: center;">February 3, 2020</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">James Baker, Interim Commissioner</td> <td style="border-top: 1px solid black; text-align: center;">Date Signed</td> <td style="border-top: 1px solid black; text-align: center;">Date Effective</td> </tr> </table>			SIGNED	1/22/2020	February 3, 2020	James Baker, Interim Commissioner	Date Signed	Date Effective
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In compliance with 2019, No. 80, § 11(b), the following changes shall be made to the DOC policy #433 *Non-Employee (Inmate) Identification Cards* under Procedural Guidelines:

OLD LANGUAGE

1. Eligibility

All inmates who have been incarcerated for more than three months, with an approved need, are eligible for a non-employee identification card. Inmates who have been incarcerated less than three months will not routinely receive such identification; however, if they have a documented need, they may also apply for a non-employee identification card.

NEW LANGUAGE

1. Eligibility

Inmates sentenced to six months or longer may request assistance from the Department to obtain at least one form of government-issued identification prior to release. The Department will use approved processes to verify an inmate’s identity. The Department will assist inmates applying for duplicate identification documents and renewing valid state-issued identification, including drivers’ licenses, to aid the inmate with obtaining employment, housing and benefits upon release.

Inmates sentenced to six months or longer who cannot obtain identification documents prior to release are eligible for non-employee identification cards. Inmates who have been incarcerated less than six months who demonstrate the need for government-issued identification are eligible for a non-employee identification card. Inmates who have been incarcerated less than three months will not routinely receive such identification; however, if they have a documented need, they may also apply for a non-employee identification card.