

<p align="center">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p>Title: NON-EMPLOYEE (INMATE) IDENTIFICATION CARDS</p>		<p align="right">Page 1 of 4</p>						
<p>Chapter:</p>	<p align="center">#433</p>	<p><i>Supersedes AHS Non-Employee (Inmate) Identification Cards Interim Procedure effective 6/12/2006 and Related Commissioner Memo Regarding AHS Non-Employee ID Card dated 6/2/2006.</i></p>							
<p>Attachments, Forms & Companion Documents:</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 border="0" style="width:100%"> <tr> <td style="width:33%"><u>SIGNED</u></td> <td style="width:33%"><u>01/28/2016</u></td> <td style="width:33%"><u>02/15/2016</u></td> </tr> <tr> <td>Lisa Menard, Commissioner</td> <td>Date Signed</td> <td>Date Effective</td> </tr> </table>				<u>SIGNED</u>	<u>01/28/2016</u>	<u>02/15/2016</u>	Lisa Menard, Commissioner	Date Signed	Date Effective
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PURPOSE

The purpose of this administrative directive is to describe the process to provide inmates being released with a photo non-employee identification card.

POLICY

It is the policy of the Department of Corrections to prepare and aid inmates for successful reentry into society. This directive addresses the need for photo identification faced by many inmates when they are released back into the community. They may not have a driver’s license, or Social Security card, or other official identification document which would help them in their transition. Offering these offenders a temporary identification card supports them and promotes a successful reintegration.

AUTHORITY

REFERENCE

Commissioner Memo Regarding AHS Non-Employee ID Card dated 6/2/2006 and AHS Non-Employee (Inmate) Identification Cards Interim Procedure effective 6/12/2006.

DEFINITIONS

Non-employee identification card: A photo identification card issued by the Department of Corrections for inmates who need a temporary form of identification as they reintegrate into a community.

PROCEDURAL GUIDELINES

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.

2. Issuance

Each individual facility will be responsible for the issuance of non-employee identification cards to inmates being released from their facility.

3. Approval and Issuance Process

Non-employee identification cards shall be approved and issued through the following procedure:

- a. Each requesting inmate will submit an application to their Caseworker or Superintendent, or designee. If the application is submitted to the Superintendent or designee, he or she shall forward it to the appropriate Caseworker.
- b. The Caseworker will attempt to have family members, or others who may be in possession of current identification documentation, send those documents to the respective inmate and will enter a case note in the Offender Management System documenting the receipt of any such form of identification.
- c. Each Caseworker will have five working days to approve or deny the request. Current court records and documents will be used to verify the date and place of birth, as well as the inmate's name, provided on the application document.
- d. The Caseworker will forward a copy of the application to the assigned Admissions Supervisor or designee once it has been approved.
- e. The Admissions Supervisor or designee will have five working days to create the non-employee identification card and will keep possession of the card until the inmate is released.

4. Card Information

Each non-employee identification card will contain the following information, in addition to the clearly stated VERMONT Agency of Human Services Non-Employee Identification, with the Agency Secretary Signature in the lower right hand corner:

- a. Picture;
- b. Name (under picture);
- c. Date of Birth;
- d. Place of Birth;
- e. Date Issued;
- f. Expiration (three months from issuance);
- g. Height;
- h. Weight;
- i. Eyes (color);
- j. Sex (M/F); and
- k. Signature on the front of the card above the place of birth.

5. Records Maintenance

Maintenance of the card records will be the responsibility of each individual facility. An electronic record of all non-employee identification cards issued must be maintained for end of the year reporting. Each individual Caseworker will be responsible for maintaining records of all inmate requests and the decision on each. Each facility Admissions Supervisor or designee will be responsible for the approved applications received and documentation of correspondence regarding the number of non-employee identification cards issued.

6. Lost or Damaged Cards

If the non-employee identification card is lost or damaged while valid and the applicant still has no other form of valid identification, the application process will be repeated in order to issue a new card bearing the same expiration date as the original card.

7. Equipment Security

Each facility will be responsible for the security of the non-employee identification card equipment, as well as maintaining the blank card forms.

- a. The non-employee identification card system utilizes security photograph equipment and a controlled, standard card format for each category of card. Staff handling the non-employee identification card equipment and supplies shall be trained in the use of the

equipment and the security procedures related to its use and storage.

- b. Non-Employee identification cards that are voided must be so marked and recorded. The voided card shall only be destroyed upon approval of the Security and Operations Supervisor.
- c. If there are inmates in the area where the photographs are taken, all supplies shall remain under lock and key unless under the direct control of a staff member. On a daily basis assigned staff shall examine equipment and the controlled supplies to ensure accountability, and shall document this in the log.
- d. Each facility shall be responsible for ordering and purchasing supplies for non-employee identification card production from the Department's designated supplier only.

8. Term of Non-Employee Identification Cards

Non-employee identification cards will be valid for three months from the date of issuance.

IMPLEMENTATION

Each facility Superintendent will be responsible for ensuring that this directive is implemented at their respective institution

QUALITY ASSURANCE

1. This directive will be audited annually.
2. Auditors will review any or all Caseworker application records.
3. Auditors will review the records of the Admissions Supervisor or designee and corresponding non-employee identification cards issued.
4. Auditors may review all inmate grievance records for concerns about the non-employee identification card process and facility compliance to it.
5. Auditors will review the end of the year report concerning this directive.