

|  |   |   |
|--|---|---|
| <b>GEORGIA DEPARTMENT OF CORRECTIONS</b><br><b>Standard Operating Procedures</b> |   |   |
| <b>Policy Name: OFFENDER PHOTO IDENTIFICATION CARDS</b>                          |   |   |
| <b>Policy Number:</b> 221.03   | <b>Effective Date:</b> 08/04/15                           | <b>Page Number</b> 1 of 8                         |
| <b>Authority:</b><br><br>Bryson/Ward   | <b>Originating Division:</b><br><br>Facilities Operations | <b>Access Listing:</b><br><br>Level I: All Access |

I. Introduction and Summary:

The primary responsibility of an institution is for the detention of offenders with accurate accountability. The purpose of this procedure is to establish and maintain an accurate offender picture identification system to provide for accountability of all offenders in the Georgia Department of Corrections (GDC) system. It must be acknowledged that GDC is receiving a more sophisticated offender and accountability can only be accomplished by a total effort involving every member of the institutional staff.

II. Authority:

This policy was formerly listed as IIB01-0019;

GDC Rules: 125-2-1-.01(d) and 125-2-4-.03 (1); and

GDC SOPs: (201.04) IIA01-0009 Charges To Inmate/ Probationer Accounts For Health Care, Willful Acts, Management Of Inmate/ Probationer Accounts And Court Costs, (221.02) IIB01-0017 Count Procedures, (221.01) IIB10-0001 Finger Print Procedures for Inmates, (228.02) IIB01-0011 Facility/Center Barber/Cosmetology Shops, (209.01) IIB02-0001 Offender Discipline.

III. Definitions:

**Offender I.D. Card:** A PVC (Plastic) credit card size identification card containing all of the required identification information with a digital image of the offender imbedded on the card. This card shall also have a bar code or a magnetic strip on it containing the offender's identification number as well as other required information that can be read and interpreted with an optical scanner or radio wave scanner. This is the only official I.D. card issued to an offender and only one I.D. card may be made. **This official card is to be taken from the offender and retained in the offender's institutional file at the date of discharge from the assigned prison.**

|  |   |   |
|--|---|---|
| <b>GEORGIA DEPARTMENT OF CORRECTIONS</b><br><b>Standard Operating Procedures</b> |   |   |
| <b>Policy Name: OFFENDER PHOTO IDENTIFICATION CARDS</b>                          |   |   |
| <b>Policy Number:</b> 221.03   | <b>Effective Date:</b> 08/04/15                           | <b>Page Number</b> 2 of 8                         |
| <b>Authority:</b><br><br>Bryson/Ward   | <b>Originating Division:</b><br><br>Facilities Operations | <b>Access Listing:</b><br><br>Level I: All Access |

**Offender Locator Card:** A plastic card similar to the I.D. card but without a barcode or magnetic strip containing identifying information that can be read and interpreted by a scanner. This card may be used for purposes of accountability but would not allow access to commissary or any future automated systems requiring bar codes or magnetic strips. The Locator Card shall not be possessed by offenders. Up to four (4) Locator Cards may be made.

**Offender Face Sheet:** A black and white laser printed sheet containing at least the same information found on an offender's I.D. card. The Face Sheet is used in areas of the prison where a more permanent identification is not needed. Such application of the Face Sheet should be in the I.D. Room where pictured I.D.s are needed but where changes such as security classification and bed assignments are frequent. Face Sheets can also be used as additional Identification in Segregations/Isolation. Face Sheets shall be maintained at the Back Gate in addition to the back gate cards and anytime an offender is being transported. The Face Sheet shall not be used to allow access to the commissary and shall not be possessed by offenders.

**Correctional Release Card:** A Correctional Release Card shall be completed for each offender exiting the GDC system whether on parole, probation or maximum release. This shall be accomplished the day on which the offender is to be released. Upon release from the institution, an offender shall be issued a Correctional Release Card in his/her possession to provide a means of identification.

#### IV. Statement of Policy and Applicable Procedures:

##### A. Offender I.D. Card:

An Offender I.D. Card shall be provided to each offender upon initial admission to a GDC facility by the intake or diagnostic unit.

##### 1. Each Offender I.D. Card shall contain the following:

- a. Offender's full name;
- b. Offender's identification number;
- c. Offender's photograph;

|  |   |   |
|--|---|---|
| <b>GEORGIA DEPARTMENT OF CORRECTIONS</b><br><b>Standard Operating Procedures</b> |   |   |
| <b>Policy Name: OFFENDER PHOTO IDENTIFICATION CARDS</b>                          |   |   |
| <b>Policy Number:</b> 221.03   | <b>Effective Date:</b> 08/04/15                           | <b>Page Number</b> 3 of 8                         |
| <b>Authority:</b><br><br>Bryson/Ward   | <b>Originating Division:</b><br><br>Facilities Operations | <b>Access Listing:</b><br><br>Level I: All Access |

- d. Sex;
- e. Color of hair;
- f. Color of eyes;
- g. Height;
- h. Weight;
- i. Birth date; and
- j. Date card issued (changes when issued or reissued)

2. Offender I.D. Cards shall be produced, issued and controlled by the I.D. Officer. I.D. room staff must receive specific training on the use and security of the computerized I.D. system. Staff must pay particular attention when remaking I.D. Cards to ensure the image of the offender and the information on the barcodes and magnetic strip are correct. Only I.D. Officers shall reproduce and replace lost or destroyed Offender I.D. Cards.
3. An offender shall carry their Offender I.D. Card on his/her person and produce it as proof of identity when requested by any staff member.
4. Offender I.D. Cards shall transfer with the offender.

**B. Reproduction of Offender I.D. Cards:**

The I.D. Officer shall frequently review Offender I.D. Cards to determine if a new I.D. Card needs to be issued due to changes in the offender's physical appearance or condition of the I.D. Card. Lost or stolen Offender I.D. Cards shall be replaced in accordance with the procedure described below. The I.D. Officer shall insure no duplicate I.D. Cards are issued with the same barcode and magnetic strip information that can be read and interpreted by an optical or radio wave scanner.

1. Approximately six (6) calendar months after the offender receives an initial I.D. Card at intake or the diagnostic unit, or as soon as the offender's hair grows out, whichever comes first, the I.D. Officer shall review the Offender's

|  |   |   |
|--|---|---|
| <b>GEORGIA DEPARTMENT OF CORRECTIONS</b><br><b>Standard Operating Procedures</b> |   |   |
| <b>Policy Name: OFFENDER PHOTO IDENTIFICATION CARDS</b>                          |   |   |
| <b>Policy Number:</b> 221.03   | <b>Effective Date:</b> 08/04/15                           | <b>Page Number</b> 4 of 8                         |
| <b>Authority:</b><br><br>Bryson/Ward   | <b>Originating Division:</b><br><br>Facilities Operations | <b>Access Listing:</b><br><br>Level I: All Access |

I.D. Card to ensure the picture accurately portrays the offender’s current appearance. If the I.D. Officer determines at the initial six (6) month review that an offender’s physical appearance noticeably differs from the existing I.D. Card, the I.D. Officer shall issue a new I.D. Card to the offender without charging a fee for the I.D. Card or for the Locator Card.

2. If an offender has grown a beard or other facial hair for the first time, and his file does not contain a photo of him with the facial hair, the facility shall take an updated photograph. (See SOP 228.02, Facility/Center Barber/ Cosmetology Shops) If the I.D. Officer determines that an offender’s physical appearance noticeably differs from the existing I.D. Card, the I.D. Officer shall issue a new I.D. Card to the offender without charging a fee for the I.D. Card or the Locator Cards. If the I.D. Officer determines that the offender is purposely changing their physical appearance back and forth after the initial growth of a beard, the offender shall be issued a disciplinary report and charged for updating the I.D. Card but not the Locator Cards.
  
2. After the initial six (6) month review, an offender’s counselor shall annually review Offender I.D. Cards. During the annual review, the counselor shall request that the I.D. Officer replace I.D. Cards in poor condition or that significantly differ from the offender’s current appearance. Offenders shall not be charged for the updated I.D. Card unless the I.D. Card’s poor condition is due to deliberate defacement by the offender.
  
3. The annual review of an Offender I.D. Card shall be documented in the “Case Notes” section of the Department’s offender data management system. The counselor shall forward all necessary changes to the I.D. Officer, who shall update any changes to the offender’s personal data in the Department’s offender data management system. The following information shall be recorded:
  - a. Picture condition;

|  |   |   |
|--|---|---|
| <b>GEORGIA DEPARTMENT OF CORRECTIONS</b><br><b>Standard Operating Procedures</b> |   |   |
| <b>Policy Name: OFFENDER PHOTO IDENTIFICATION CARDS</b>                          |   |   |
| <b>Policy Number:</b> 221.03   | <b>Effective Date:</b> 08/04/15                       | <b>Page Number</b> 5 of 8                     |
| <b>Authority:</b><br>Bryson/Ward   | <b>Originating Division:</b><br>Facilities Operations | <b>Access Listing:</b><br>Level I: All Access |

- b. Condition of I.D. card; and
- c. If all information is current.

C. Procedures for Replacement of Lost or Stolen I.D. Cards:

1. If an offender loses or damages their I.D. Card, they must complete the Replacement I.D. Request Form (Attachment 1). By signing this form, the offender agrees to a five (5) dollar charge for re-issuance of the I.D. Card. They will not be charged for the Locator Cards. Indigent offenders shall also complete a Replacement I.D. Request Form, and their account shall be frozen upon receipt of this form and the five (5) dollar charge shall be carried as a debt until sufficient funds are available to cover this charge.
2. The Warden, Superintendent or their designee may waive the charge for a replacement I.D. Card if the offender was not responsible for the loss or damage of the I.D. card. The offender shall complete the Replacement I.D. Request Form and the Warden, Superintendent or their designee shall authorize the waiver of the five (5) dollar charge and cite the reason for the waiver.
3. The I.D. Officer shall enter the reason (lost, stolen, damaged, or updated) for the I.D. Card replacement in the "Case Notes" section of the Department's offender data management system.
4. Disciplinary charges may be filed on an offender who does not possess an I.D. Card in accordance with policy. Fees may be imposed, during disciplinary action, for costs associated with willful acts per SOP (201.04) IIA01-0009.

D. Locator Cards/Face Sheets for Population Management:

Facilities shall use the following system of picture Locator Cards/Face Sheets to assist in maintaining strict offender accountability. Locator Cards and Face Sheets shall contain the same information as the Offender I.D. card. Offenders shall not

|  |   |   |
|--|---|---|
| <b>GEORGIA DEPARTMENT OF CORRECTIONS</b><br><b>Standard Operating Procedures</b> |   |   |
| <b>Policy Name: OFFENDER PHOTO IDENTIFICATION CARDS</b>                          |   |   |
| <b>Policy Number:</b> 221.03   | <b>Effective Date:</b> 08/04/15                       | <b>Page Number</b> 6 of 8                     |
| <b>Authority:</b><br>Bryson/Ward   | <b>Originating Division:</b><br>Facilities Operations | <b>Access Listing:</b><br>Level I: All Access |

have access to Locator Cards or Face Sheets. Locator Cards and Face Sheets shall be used as follows:

1. I.D. Room Locator Card: The central identification room shall maintain a Locator Card for each offender in the facility. These Locator Cards shall be used to show the offender's housing assignment. The central identification room may also use Face Sheets where picture I.D.s are needed and where changes such as security classification and bed assignments are frequent such as at a medical facility.
2. Crew Kit Locator Cards: The Detail Officer is responsible for binder, packet or organized folders at all times and shall insure they are inaccessible to offenders. Every Detail Officer shall be issued a binder, packet, or organized folder containing a Locator Card for every offender assigned to his/her detail prior to the detail exiting the facility. This binder, packet, or organization folder shall be updated daily on 3rd shift (8 hour shifts) or 2nd shift (12 hour shifts) to accurately reflect all offenders on each detail. The binder, packet, or organizational folder should be stored in a secure Control Room or other secure location.
3. Living Unit Locator Cards: A Locator Card shall be maintained in a secure area in the living unit for each offender assigned to a living unit. These Locator Cards shall be organized by bed assignment and used for identification purposes. If an offender moves from one housing area to another, the Living Unit Locator Card shall be moved simultaneously with the offender. Offenders shall not have access to Living Unit Locator Cards.
4. Rear Gate Locator Cards: For facilities with outside details, the Rear Gate/Detail Gate Officer shall maintain in a secure area a Locator Card for each offender assigned an outside detail. These Locator Cards shall be used for offender identification purposes.
5. Face Sheets: Face Sheets may be used anywhere within a facility where closer offender accountability is determined necessary.

|  |   |   |
|--|---|---|
| <b>GEORGIA DEPARTMENT OF CORRECTIONS</b><br><b>Standard Operating Procedures</b> |   |   |
| <b>Policy Name: OFFENDER PHOTO IDENTIFICATION CARDS</b>                          |   |   |
| <b>Policy Number:</b> 221.03   | <b>Effective Date:</b> 08/04/15                       | <b>Page Number</b> 7 of 8                     |
| <b>Authority:</b><br>Bryson/Ward   | <b>Originating Division:</b><br>Facilities Operations | <b>Access Listing:</b><br>Level I: All Access |

6. **Additional Use of Locator Cards:** Based on the individual mission or design of a facility, there may be a need for additional use of Locator Cards. Any use of Locator Cards beyond the four specifically designated in this policy must be requested in writing to the Facilities Operations Director or their designee. Face Sheets are a less expensive option and should supplement the Locator Card system when possible.
7. **Transfer of Offender I.D. Cards and Locator Cards:** When an offender transfers from one GDC facility to another, the offender I.D. Card shall be transported with the Offender, and may be kept in the Transport Officer's possession. All Locator Cards shall be placed in the offender's institutional file and shall be transferred with the offender.

**E. Correctional Release Card:**

On the day of release, an offender shall be issued a Correctional Release Card. Each offender exiting the GDC system whether on parole, probation or on the maximum release date, shall receive a Correctional Release Card.

1. The Correctional Release I.D. Card shall contain the following information:
  - a. Offender's full name;
  - b. Offender's residence address (street address, city and state);
  - c. Identification number;
  - d. Offender's photograph;
  - e. Hair color;
  - f. Eye color;
  - g. Height;
  - h. Weight;
  - i. Birth date;
  - j. Expiration date; and
  - k. Date I.D. card issued.

|  |   |   |
|--|---|---|
| <b>GEORGIA DEPARTMENT OF CORRECTIONS</b><br><b>Standard Operating Procedures</b> |   |   |
| <b>Policy Name: OFFENDER PHOTO IDENTIFICATION CARDS</b>                          |   |   |
| <b>Policy Number:</b> 221.03   | <b>Effective Date:</b> 08/04/15                           | <b>Page Number</b> 8 of 8                         |
| <b>Authority:</b><br><br>Bryson/Ward   | <b>Originating Division:</b><br><br>Facilities Operations | <b>Access Listing:</b><br><br>Level I: All Access |

3. The Correctional Release I.D. Card shall be produced, issued, and controlled by the I.D. Officer. Particular attention must be paid to maintaining the security of Correctional Release I.D. Cards.
4. I.D. room staff shall receive special procedures and training on the use and security of the computerized I.D. system.
5. Only I.D. Officers shall produce Correctional Release Cards.
6. Release procedures shall be in strict accordance with SOP (222.07) IIB10-0002 (Release Procedures for Offenders).

V. Attachments:

Attachment 1: Replacement I.D. Request Form.

VI. Record Retention of Forms Relevant to this Policy:

Attachment 1: Replacement Offender I.D. Request Form: Attachment one of this SOP is to be kept locally for a period of three years past an internal financial audit and then shall be destroyed.