COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CORRECTION

103 DOC 402

INMATE IDENTIFICATION POLICY

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ATTACHMENT I (not available on the intranet)

MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: PDCU
TITLE: INMATE IDENTIFICATION POLICY	NUMBER: 103 DOC 402

Purpose: To establish departmental policy regarding the issuance of inmate identification cards.

References: M.G.L., chapter 124, section 1 (c) and (q) and chapter 127, section 23.

Applicability: Staff/Inmates **Public Access:** Yes

Location: DOC central policy file/institutional policy file

Responsible Staff for Implementation and Monitoring of Policy:

- Director of Policy Development and Compliance Unit
- Superintendents

Effective Date: 07/18/2013

CANCELLATION: This policy cancels all previous department policy statements, bulletins, directives, orders, notices, rules, or regulations regarding inmate identification which are inconsistent with this policy.

SEVERABILITY CLAUSE: If any part of this policy is for any reason held to be in excess of the authority of the Commissioner, such decision will not affect any other part of this policy.

402.01 Identification Officer (committing institution)

Each superintendent shall identify a qualified staff member to serve as the identification officer. The responsibilities of the I.D. officer shall include, but not be limited to:

A. The identification officer at a committing institution (i.e. MCI Cedar Junction and MCI Framingham) shall ensure that each sentenced inmate is fingerprinted and photographed utilizing digital technologies where available. The identification officer shall review the mittimus and any accompanying paperwork of any sentenced commitment for a previously assigned Offense Based Tracking Number (OBTN). Civil commitments other than those committed to the Massachusetts Treatment Center and awaiting trial inmates shall not be fingerprinted.

1. If an OBTN has been issued by the court and recorded on the mittimus, the identification officer will change the prefix to reflect the committing institution i.e., DD5Y (D = department of correction + D5Y = the number of the CJIS terminal used at MCI Cedar Junction) or DD67 (D = department of correction + D67 = the number of the CJIS terminal used at MCI Framingham). Therefore, the new OBTN would appear as follows: DD5Y/DD67 + the previously issued OBTN.

   Note: MCI Cedar Junction and MCI Framingham will exclusively utilize the CJIS terminals with the identification numbers DD5Y (MCI Cedar Junction) and DD67 (MCI Framingham) for entering OBTN numbers.

   a. For a county committed inmate with multiple OBTN’s located on the mittimus, the first OBTN listed shall be the number utilized.

   b. For an inmate serving a state sentence with multiple OBTN’s located on the mittimus, the OBTN for the governing charge on the inmate’s mittimus shall be the number utilized.

2. If no previously issued OBTN can be found, the identification officer shall assign the OBTN utilizing the following format:

   a. DD5Y/DD67 + the inmate’s identification number +

00 (thus the OBTN for an inmate whose commitment number is W12345 would appear as DD5YW1234500 or F12345 would appear as DD67F1234500).

3. The OBTN must be included on all fingerprint forms that are submitted to the State Police Identification Section.

B. A sufficient number of fingerprint forms (Form I-9) shall be completed to allow for distribution to the following:

1. The Massachusetts State Police Crime Laboratory, I.D. Section, 59 Horse Pond Road, Sudbury, MA 01776;
2. Central Office, Records Division, Department of Correction; and
3. Inmate's institutional folder.

The OBTN shall be documented in the IMS Sentence screen associated with the applicable offense by Date Computation staff.

NOTE: Any response from the State Police Identification section shall be printed by the committing institution. The response shall be forwarded to the CRPU for review and then subsequently filed in the inmate's six-part folder.

C. In the case of both committing and receiving institutions, a sufficient number of photographs will be prepared on each inmate to allow for distribution to the following:

1. two "mug shots" photos (three if the inmate normally wears glasses) to inmate's institutional folder;
2. one photo to the Control Center for Inmate Master Card (Committing Institutions or when not received from sending institutions);
3. one photo for bed book (Committing Institution or when not received from sending institution);
4. one photo to fingerprint record card in the case of committing institutions;
5. one photo attached to the mittimus;
6. one recent photo to Central Office, Records Division, Department of Correction.

D. The I.D. officer will provide for the records room staff a minimum of two recent photographs which are to be

maintained in each inmate's institutional folder at all times.

Note: The following guidelines shall be adhered to when photographing an inmate.

a. The inmate shall be photographed in two (2) poses; face full frontal and left profile. The face full frontal photograph shall be taken with the inmate looking directly forward, eyes open and directed towards the camera. For inmates who normally wear eyeglasses, two (2) face full frontal photographs shall be taken, one (1) with the eyeglasses on and one (1) without the eyeglasses on.

   The left profile photograph shall be defined in the following manner. The inmate shall be instructed to turn his/her entire body to the right so that the face can be photographed on the left profile. Inmates shall not be allowed to turn their head only. The entire body must be turned so as to allow a complete profile to be taken.

b. Physical plant differences in each facility’s booking area may limit full adherence to the following guidelines concerning the physical layout of the room in which inmate photographs are taken. To the extent possible, facilities shall adhere to the following guidelines. In cases where physical plant limitations cause the set up to differ, the differences shall be included in the facility’s written procedures to 103 DOC 402.

   1. The background against which the photograph shall be taken is to be coated entirely in FBI Gray paint. The background is to be smooth. In rooms of cinder block type construction, this requirement may be satisfied by hanging a section of appropriately painted plywood against the wall.
   2. Lighting shall be provided using a three (3) point balanced illumination system. Lights shall be positioned on either side of the inmate and directly above in such a way as to reduce shadows and glare in the picture.
   3. The photograph shall be centered using the centering grid software provided. Images shall be taken in such a way as to capture the entire

face without cutting off either the top of the head area or the chin area. The face shall fill most of the image screen (i.e., Photographs shall not be taken at a distance that allows for a substantial portion of the neck and shoulders to be seen. In such instances, the zoom feature shall be used to fill the screen with the subjects face).

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The graphic above shows an approximation of how the facial image should fill the screen.

c. Whenever an inmate is re-photographed during the course of his/her incarceration, the poses noted in subsection 103 DOC 402(1) (C) (a) and the process outlined in 103 DOC 402(1) (C) (b) & (c) shall be adhered to.

d. For inmates whose religious beliefs require a head or face covering, it shall be removed for the photograph.

402.02 Identification Officer (receiving institutions)

A. In the case of receiving institutions, the identification officer shall be responsible to ensure that fingerprinting and photographing has been completed by the sending institution (i.e. if the inmate has been transferred from a county, out of state, or federal institution). If no fingerprint card is present, the identification officer shall reprint the inmate utilizing Form I-9 (see Attachment I) ensuring that a sufficient number of forms are completed for distribution to the DOC Central Office Records

Division, and the inmate's institutional folder. The identification officer shall then inspect the mittimus and any other accompanying paperwork for the OBTN.

1. If the OBTN is present, the identification officer shall change the prefix in accordance with 103 DOC 402.01(A)(1).

   NOTE: The only prefixes that shall be used are DD5Y (for male offenders) and DD67 (for female offenders). No other prefixes shall be accepted by the State Police Identification Section.

2. The identification officer shall place the OBTN in the appropriate box on the Form I-9 fingerprint form and send, via mail, the Form I-9 fingerprint form to the MCI Cedar Junction/MCI Framingham booking department for submission to the State Police Identification Section.

3. If no OBTN is present, the identification officer shall assign an OBTN (utilizing the format in 103 DOC 402.01 (A) (2)) and send the completed I-9 fingerprint form to the MCI Cedar Junction/MCI Framingham booking department. Upon receipt, the booking department of MCI Cedar Junction/MCI Framingham shall review the I-9 fingerprint form for completeness and, if found to be acceptable, forward the I-9 fingerprint form to the State Police Identification Section (if the I-9 fingerprint form is not complete, or the booking department at MCI Cedar Junction/MCI Framingham deem the fingerprints unreadable, the card shall be returned to the sending institution for correction).

   NOTE: MCI Cedar Junction/MCI Framingham shall submit all reprints to the State Police Identification Section.

   The OBTN shall be documented in the IMS Sentence screen associated with the applicable offense by Date Computation staff.

B. The State Police Identification Section will send an automated fax message to MCI Cedar Junction/MCI Framingham indicating whether there was no hit or a positive identification made. MCI Cedar Junction/MCI Framingham

shall then forward the response to the receiving institution's CRPU for review and subsequent filing in the inmate's six-part folder.

C. In the case of both committing and receiving institutions, ensure that a photograph of the inmate is attached to the inmate's mittimus.

402.03 Inmate Identification Cards

It shall be the responsibility of the Superintendent of each committing institution (with the exception of Bridgewater State Hospital) to establish procedures for issuing inmate identification cards to each inmate entering the Department.

1. The card will contain the following information.

   a. The inmate's full name, including middle initial, if any.

   b. The inmate's commitment number.

   c. Physical description including:

      1. Race;
      2. Height;
      3. Weight;
      4. Color of eyes;
      5. Color of hair;
      6. Sex;
      7. Date of Birth; and
      8. Date Card Issued.

   d. Photograph (Frontal Head)

2. The issuance of identification cards shall be noted in the comments section of the Inmate Data screen.

3. Inmates residing in medium and maximum security facilities shall be required to wear their identification card at all times while in or on the grounds of the institution with the exception of while in their assigned housing unit or in those circumstances in which staff may retain identification cards. It shall be the responsibility of the Superintendent of each institution with segregation

units to establish procedures for the handling of the identification card upon admittance to and release from the segregation unit.

4. Patients/Inmates housed at Bridgewater State Hospital shall be issued ID wristbands rather than the standard ID card unless there is a medically documented reason the patient/inmate cannot wear a wristband. If the wristband can not be worn then 103 DOC 402.03 1-3 shall be adhered to.

   Inmates classified to Bridgewater State Hospital shall have their ID's placed in the inmate's mittimus and shall be issued a wristband. Upon release from Bridgewater State Hospital the wristband shall be removed and the ID card shall be returned.

   The wristband ID will be worn at all times except when a patient/ inmate is transferred to the ITU. The wristband shall contain the following information;

   a. Patient/Inmate full name to include middle initial;
   b. Commitment number;
   c. Date of birth;
   d. Photograph

5. Inmates in minimum security or pre-release facilities shall be required to wear their identification card while in or on the grounds of the institution. The identification card shall be worn in such a way that it is in plain view at all times.

   An inmate shall wear the identification card on the front above the waist, and in such a way that it is in plain view at all times.

6. When off the grounds of the institution, each minimum security or pre-release inmate shall be required to carry their identification card.

402.04 Replacement of Identification Cards

Each Superintendent shall develop procedures that provide for the replacement of an inmate identification card required whether due to damage, a significant change in appearance, etc.

The issuance of replacement identification cards shall be noted in the comments section of the Inmate Data screen.

Such cards will be the same as initially issued to the inmate with regard to design and will be laminated. If a card is being replaced due to a significant change in appearance, the original card shall be placed with the inmate's mittimus for future reference or use.

At a minimum, inmates shall be re-photographed every two (2) years. If at any time prior to the required bi-annual photograph a staff member notes the inmate’s physical appearance has changed (i.e., significant weight loss/gain, hair style, facial hair shaved, grown, etc.) to the point where the identification card no longer accurately depicts the inmate appearance, the staff member shall document the noted change in an incident report. Upon review of the incident report, facility administration shall determine if a new photograph is necessary. This new photo shall be updated in all applicable facility files. In addition, all applicable IMS data fields shall be updated (i.e., revised weight, hair/facial growth, etc.). . Seven (7) days prior to their anticipated release, all inmates shall have their photographs re-taken (both full frontal, with and without eyeglasses, and left profile).

Whenever an inmate photograph is updated, a strip searched shall be performed and an update of tattoos shall also be noted on the marks, scars and tattoo screen on IMS. If new tattoos are present and no break in custody has occurred, a disciplinary report shall be issued.

402.05 Misuse, Loss or Destruction of I.D.

1. An inmate may be subject to disciplinary actions for misuse of their own or another inmate's I.D. card, to include, but not be limited to, an attempt to fraudulently obtain medications, canteen goods, or any other product or service intended for another.

2. An inmate may be required to reimburse the department for the cost of the I.D. card if the inmate loses the card. If the circumstances appear to warrant pursuit of such action the inmate shall be issued a disciplinary report and may be required to reimburse the department $3.00 for the cost of replacing the card.

3. Deliberate mutilation and/or destruction of an issued I.D. card by an inmate shall subject the inmate to disciplinary action and the inmate may be required to reimburse the Department $3.00 for the cost of replacing the I.D. card.

402.06 Transfer, Release and Other Outside Trips

1. Transfers

Upon transfer to another Massachusetts Department of Correction facility, the transporting officer shall be responsible for retaining the inmate's identification card until delivering it to the receiving facility staff. The receiving institution shall ensure that the inmate regains possession of the I.D. card. If the receiving institution is a House of Correction, the receiving facility shall place the identification card in the mittimus jacket for safekeeping.

2. Release from Institution

Upon release from the Department of Correction by parole or certificate of discharge, and after the positive identification is made, the outer control senior staff person shall take the identification card from the inmate. The card shall be placed with the mittimus and forwarded to the original sentencing institution.

3. Outside Trips

In the event that an inmate is transported out of the institution for a court trip, hospital trip, furlough or other trip, the transporting officer shall be responsible for retaining the inmate's identification card. Upon return to the institution, the receiving facility shall ensure that the identification card is in the possession of the inmate.

4. Community Work Crews/Facility Work Crews

Inmate I.D. cards are to be kept on each inmate's person at all times.

Attachment I (Form I-9) is not available on the Intranet