



Identification For Incarcerated and Civilly Committed Individuals
103 DOC 402

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402.01 Purpose

The purpose of this policy is to establish departmental policy regarding the issuance of incarcerated and civilly committed individual’s identification cards.

402.02 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.

402.03 Severability Clause

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

402.04 Identification Officer (committing institution)

Each Superintendent shall identify a qualified staff member to serve as the identification

(ID) Officer. The responsibilities of the ID Officer shall include, but not be limited to:

- A. The Criminal History Records Information (CHRI) Unit at a committing institution (i.e., Souza-Baranowski (SBCC) and MCI-Framingham) shall ensure that each sentenced incarcerated or civilly committed individual does not have a prior commitment number from a previous incarceration in a state correctional institution utilizing the Inmate Management System (IMS). If a previous commitment number is found during the review onto the IMS; then the new commitment number shall be linked to the previous commitment number. The ID Officer shall then conduct a ten-print fingerprint of the incarcerated individual and ensure photographs are taken utilizing digital technologies, where available. Civil commitments shall not be fingerprinted.

Note: SBCC and MCI-Framingham will exclusively utilize the Criminal Justice Information System (CJIS) terminals for the Offense-Based Tracking Number (OBTN) with the identification numbers DS74 (SBCC) and DD67 (MCI-Framingham) for entering OBTN numbers.

- 1. For a county committed incarcerated individual with multiple OBTN's, the first OBTN listed shall be the number utilized.
 - 2. For an incarcerated or civilly committed individual serving a state sentence with multiple OBTN's, the OBTN for the governing charge shall be the number utilized.
- B. Fingerprint cards (Form I-9) shall be completed to allow for distribution to the following:
 - 1. The Massachusetts State Police Crime Laboratory, Identification Section (distributed electronically);
 - 2. Incarcerated or civilly committed individual's six-part folder.

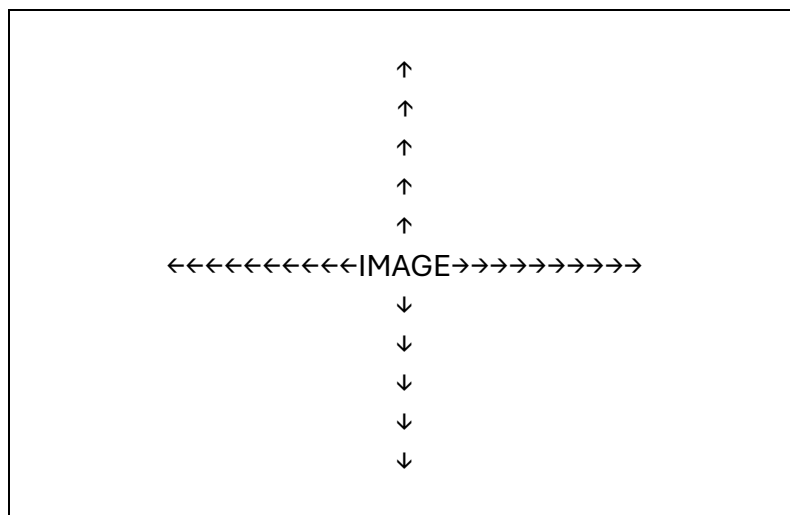
The OBTN shall be documented in the IMS Alias screen associated with the applicable offense.

NOTE: Any response from the State Police Identification section shall be printed by the committing institution. The response shall be filed in the incarcerated or civilly committed individual's six-part folder.

- C. In the case of both committing and receiving institutions, a sufficient number of photographs will be taken utilizing digital technologies, where available, on each incarcerated or civilly committed individual to allow for distribution to the following:
 - 1. Two (2) "mug shot" photos, three (3) if the incarcerated or civilly committed individual normally wears glasses, to the incarcerated or civilly committed individual's six-part folder ;

2. One (1) photograph to the Control Center for the incarcerated or civilly committed individual's Master Card (Committing Institutions or when not received from sending institutions);
 3. One (1) photograph for bed book (Committing Institution or when not received from sending institution);
 4. The ID Officer will provide for the records room staff a minimum of two (2) recent photographs, which are located in IMS. The photographs shall consist of two (2) full frontal photographs, one (1) for the mittimus and one (1) for the incarcerated or civilly committed individual's six-part folder.
- D. The following guidelines shall be adhered to when photographing an incarcerated or civilly committed individual:
1. The incarcerated or civilly committed individual shall be photographed, without any facial obstructions within clear view, in two (2) poses: (1) face full frontal and (1) left profile.
 - a. The face full frontal photograph shall be taken with the incarcerated or civilly committed individual looking directly forward, eyes open and directed toward the camera. For incarcerated or civilly committed individuals who normally wear eyeglasses, two (2) face full frontal photographs shall be taken, one (1) with the eyeglasses on and one (1) with the eyeglasses off.
 - b. The left profile photograph shall be defined in the following manner: The incarcerated or civilly committed individual shall be instructed to turn their entire body to the right so that the face can be photographed on the left profile. Incarcerated or civilly committed individual 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.
 2. Physical plant differences in each institution's booking area may limit full adherence to the following guidelines concerning the physical layout of the room in which incarcerated or civilly committed individual photographs are taken. In cases where physical plant limitations cause the set up to differ, the differences shall be included in the institution's written procedures to 103 DOC 402. To the extent possible, institutions shall adhere to the following guidelines:
 - a. 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 shall be satisfied by hanging a section of appropriately painted plywood against the wall.

- b. Lighting shall be provided using a three (3) point balanced illumination system. Lights shall be positioned on either side of the incarcerated or civilly committed individual and directly above in such a way as to reduce shadows and glare in the picture.
- c. 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 subject's face).



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

- 3. Whenever an incarcerated or civilly committed individual is re-photographed during the course of their incarceration, the poses noted in subsection 103 DOC 402.04 (C)(1) and (4) and the process outlined in 103 DOC 402.04 (D)(1-2) shall be adhered to.
- 4. For incarcerated or civilly committed individuals whose religious beliefs require a head or face covering, it shall be removed for the photograph.

402.05 Identification Officer (receiving institutions)

- A. The ID Officer shall fingerprint the incarcerated individual utilizing Form I-9 ensuring that a sufficient number of forms are completed for distribution in accordance with section 402.04 (C) of this policy.

NOTE: The only prefixes that shall be used are DS74 (for male offenders) and DD67 (for female offenders). No other prefixes shall be accepted by the State Police Identification Section.

1. The ID 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 SBCC/MCI-Framingham booking department for submission to the State Police Identification Section.
2. The ID Officer shall assign an OBTN, utilizing the format in 103 DOC 402.04 (A), the fingerprint computer, and send the completed Form I-9 fingerprint form to the SBCC/MCI-Framingham booking department. Upon receipt, the booking department of SBCC/MCI-Framingham shall review the Form I-9 fingerprint form for completeness and, if found to be acceptable, forward the Form I-9 fingerprint form to the State Police Identification Section. If the Form I-9 fingerprint form is not complete, or the booking department at SBCC/MCI-Framingham deem the fingerprints unreadable, the card shall be returned to the sending institution for correction.

NOTE: SBCC/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 “*Live Scan*” printer message to SBCC/MCI-Framingham indicating whether there was no hit or a positive identification made. SBCC/MCI-Framingham shall then forward the response to the receiving institution’s CHRI for review and subsequent filing in the incarcerated individual’s six-part folder.
- C. In the case of both committing and receiving institutions, ensure that the most recent photograph of the incarcerated or civilly committed individual is attached to the individual’s mittimus.

402.06 Identification Cards

It shall be the responsibility of the Superintendent of each committing institution to establish procedures for issuing standardized identification cards to each incarcerated or civilly committed individual entering the Department.

- A. The card will contain the following information:
 1. The incarcerated or civilly committed individual’s full name, including middle initial, if any.
 2. The incarcerated or civilly committed individual’s commitment number.
 3. Physical description including:
 - a. Race
 - b. Height
 - c. Weight

- d. Color of eyes
- e. Color of hair
- f. Sex
- g. Date of Birth
- h. Date Card Issued
- i. Gender (Subject to [*103 DOC 653, Identification, Treatment and Correctional Management of Gender Non-Conforming Individuals requirements*](#))
- j. Search (Subject to [*103 DOC 653, Identification, Treatment and Correctional Management of Gender Non-Conforming Individuals requirements*](#))

4. Photograph (Frontal Head), with eyeglasses, if applicable.

- B. The issuance of identification cards shall be noted in the comments section of the Inmate Data screen on IMS.
- C. Incarcerated or civilly committed individuals residing in medium and maximum-security institutions 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 Behavioral Assessment Units (BAU), Secure Adjustment Units (SAU), and/or other specialty units to establish procedures for the handling of the identification card upon admittance to and release from the Behavioral Assessment Units (BAU), Secure Adjustment Units (SAU) and/or other specialty unit(s).

The identification card shall be worn on the shirt front, above the waist, and in such a way that it is in plain view at all times.

- D. Incarcerated individuals in minimum security or pre-release institutions 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.
 - a. When off the grounds of the institution, each minimum security or pre-release incarcerated individual shall be required to carry their identification card.

402.07 Replacement of Identification Cards

- A. Each Superintendent shall develop procedures that provide for the replacement of an incarcerated or civilly committed individual's identification card whether due to damage, a significant change in appearance, a gender identity change in accordance with [*103 DOC 653, Identification, Treatment and Correctional Management of Gender Non-Conforming Individuals*](#), etc. The issuance of

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

Such cards will be the same as initially issued to the incarcerated or civilly committed individual with regard to design and will be laminated. If an ID card is being replaced due to a significant change in appearance or damage, the original ID card shall be shredded prior to the issuance of the new ID card. An incarcerated or civilly committed individual shall not be allowed to possess more than one (1) ID card at any time.

- B. At a minimum, incarcerated or civilly committed individuals shall be re-photographed every two (2) years. If at any time prior to the required bi-annual photograph a staff member notes the incarcerated or civilly committed individual'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 individual's appearance, the staff member shall document the noted change in an incident report. Upon review of the incident report, institution administration shall determine if a new photograph is necessary.

This new photograph shall be updated in all applicable institution files. In addition, all applicable IMS data fields shall be updated (i.e., revised weight, hair/facial growth, etc.).

- C. Seven (7) days prior to their anticipated or scheduled release date, all incarcerated or civilly committed individuals shall have their photographs re-taken (both full frontal, with and without eyeglasses, and left profile); however, when notifications are received within or less than seven (7) days available (e.g. parole, pre-release, etc.), the photographs shall be taken at the time of release.
- D. Whenever an incarcerated or civilly committed individual's photograph is updated, an unclothed search shall be performed, and an update of tattoos shall also be noted on the Marks, Scars, and Tattoo screen in IMS. If new tattoos are present and no break in custody has occurred, a disciplinary report shall be issued.

402.08 Misuse, Loss, or Destruction of Identification Cards

- A. An incarcerated or civilly committed individual may be subject to disciplinary actions for misuse of their own or another incarcerated or civilly committed individual's ID 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.
- B. An incarcerated or civilly committed individual may be required to reimburse the department for the cost of the ID card if the incarcerated or civilly committed individual loses the card. If the circumstances appear to warrant pursuit of such

action, the incarcerated or civilly committed individual shall be issued a disciplinary report and may be required to reimburse the department \$3.00 for the cost of replacing the ID card.

- C. Deliberate mutilation and/or destruction of an issued ID card by an incarcerated or civilly committed individual shall subject the incarcerated or civilly committed individual to disciplinary action and the individual may be required to reimburse the Department \$3.00 for the cost of replacing the ID card.

402.09 Transfer, Release, and Other Outside Trips

- A. Transfers
Upon transfer to another Massachusetts Department of Correction institution, the transporting officer shall be responsible for retaining the incarcerated individual's ID card until delivering it to the receiving institution's staff. The receiving institution shall ensure that the incarcerated individual regains possession of the ID card. If the receiving institution is a House of Correction, the receiving institution shall place the ID card in the mittimus jacket for safekeeping.
- B. 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 ID card from the previously incarcerated or civilly committed individual. The ID card shall then be shredded.
- C. Outside Trips
In the event that an incarcerated or civilly committed individual 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 incarcerated or civilly committed individual's ID card. Upon return to the institution, the receiving institution shall ensure that the ID card is in possession of the incarcerated or civilly committed individual.
- D. Community Work Crews/Facility Work Crews
The incarcerated individual shall have their ID card on their person at all times.

402.10 Responsible Staff

Reviewing Authority: Policy Development and Compliance Unit

Responsible Staff:

- Superintendents

402.11 Access to Policy

Department's Central Policy File

Each Institution's Policy File
Institution Library

402.12 Information Sources

Legal Authority:

[M.G.L. c 124 § 1 \(c\) and \(q\)](#)

[M.G.L. c 127, § 23](#)

Other Related Policies

[103 DOC 653, Identification, Treatment and Correctional Management of Gender Non-Conforming Individuals](#)

Applicability:

- All Staff
- Incarcerated Individuals
- Civil Commitments

Attachments: None