 <p style="text-align: center;">Massachusetts Department of Correction <b>POLICY</b></p>		Effective Date 1/22/2025	Responsible Division Policy Development and Compliance Unit
		Annual Review Date 1/22/2025	
Policy Name  103 DOC 402 INMATE IDENTIFICATION POLICY		M.G.L. Reference: Chapter 124 § 1 (c) and (q); Chapter 127, § 23	
		DOC Policy Reference: 103 DOC 653	
		ACA/PREA Standards: 5-ACI-5A-01	
Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Applicability: Staff/Inmates	
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Location: Department Central Policy File Institutional Policy File	
<p><b>PURPOSE:</b> The purpose of this policy is to establish departmental policy regarding the issuance of inmate identification cards.</p> <p><b>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:</b> Director, Policy Development and Compliance Unit Superintendents</p> <p><b>CANCELLATION:</b> This policy cancels all previous Department policy statements, bulletins, directives, orders, notices, rules or regulations regarding inmate identification, which are inconsistent with this policy.</p> <p><b>SEVERABILITY CLAUSE:</b> If any part of this policy is for any reason held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.</p>			

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**IDENTIFICATION OFFICER (COMMITTING INSTITUTIONS)**

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 inmate 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 inmate 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 inmate with multiple OBTN's, the first OBTN listed shall be the number utilized.
  - 2. For an inmate 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. Inmate's institutional 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 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 (2) "mug shot" photos (three (3) if the inmate normally wears glasses) to the inmate's institutional folder;
2. One (1) photograph to the Control Center for the Inmate 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. One (1) photograph to fingerprint record card in the case of committing institutions;
5. One (1) photograph attached to the mittimus.

D. 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 (2) full frontal photographs, one (1) for the mittimus and one (1) for the inmate's institutional folder.

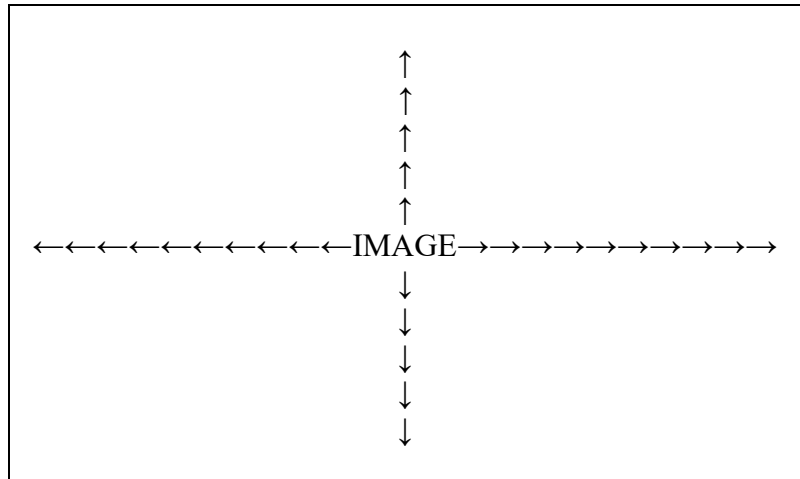
Note: The following guidelines shall be adhered to when photographing an inmate.

1. The inmate shall be photographed without any facial obstructions within clear view 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 toward 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 their 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.

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 inmate photographs are taken. To the extent possible, institutions 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 institution's written procedures to 103 DOC 402.

- 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 inmate 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 inmate is re-photographed during the course of their incarceration, the poses noted in subsection 103 DOC 402.01 (D) (1) and (4) and the process outlined in 103 DOC 402.01 (D)(2) shall be adhered to.
4. 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. The ID Officer shall fingerprint the inmate utilizing Form I-9 ensuring that a sufficient number of forms are completed for distribution in accordance with section 402.01 (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 402.01 (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 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 to establish procedures for issuing standardized identification cards to each inmate

entering the Department.

A. The card will contain the following information:

1. The inmate's full name, including middle initial, if any.
2. The inmate'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 Inmates* requirements)
  - j. Search (Subject to 103 DOC 653, *Identification, Treatment and Correctional Management of Gender Non-Conforming Inmates* 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. Inmates 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), 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. Inmates 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.

- E. 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 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 Inmates*, 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 inmate 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 inmate shall not be allowed to possess more than one (1) ID card at any time.

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, 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.). Seven (7) days prior to their anticipated or scheduled release date, all inmates 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.

Whenever an inmate 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.

#### **402.05**

#### **MISUSE, LOSS, OR DESTRUCTION OF IDENTIFICATION CARDS**

- A. An inmate may be subject to disciplinary actions for misuse of their own or another inmate'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 inmate may be required to reimburse the department for the cost of the ID 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 ID card.
- C. Deliberate mutilation and/or destruction of an issued ID 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 ID card.

#### **402.06**

#### **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 inmate's ID card until delivering it to the receiving institution's staff. The receiving institution shall ensure that the inmate 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 inmate. The ID card shall then be shredded.

##### C. 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 ID card. Upon return to the institution, the receiving institution shall ensure that the ID card is in the possession of the inmate.

##### D. Community Work Crews/Facility Work Crews

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