
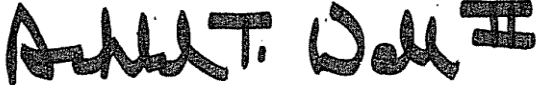


RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 9.11-5 DOC	EFFECTIVE DATE: 07/20/15	PAGE 1 OF 4
	SUPERCEDES: 9.11-4 DOC	DIRECTOR: Please use BLUE ink. 	
SECTION: SECURITY AND CONTROL		SUBJECT: INMATE IDENTIFICATION CARDS	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
REFERENCES: ACA Standard # 4-4188, Staff Regulate Inmate Movement; the most recent version of RIDOC Policy 2.25 DOC, Indigent Inmates			
INMATE / PUBLIC ACCESS?		<input checked="" type="checkbox"/> YES	
AVAILABLE IN SPANISH?		<input checked="" type="checkbox"/> NO	

I. PURPOSE:

To establish and implement an inmate identification (ID) card system which ensures:

- A. All inmate movement from one location to another occurs in a controlled and accountable manner.
- B. Inmate photographs are updated at least annually at all facilities.
- C. Inmates being released from the Adult Correctional Institutions (ACI) submit their inmate ID cards to appropriate Departmental staff for destruction.

II. POLICY:

- A. All inmates of the Rhode Island Department of Corrections (RIDOC) are issued identification (ID) cards to ensure control and accountability of inmate movement.
- B. Inmate photographs are the sole responsibility of the ID Unit staff.

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- C. Inmate photographs are updated at least annually (by ID Unit staff during inmates' birth months) or when an inmate's appearance changes dramatically (facial hair, scars, significant weight gain/loss, etc.) for use by Departmental personnel, law enforcement agencies, and, where appropriate, the media.

NOTE: At the time of the annual photograph update, ID Unit staff shall also update the [Inmate's Emergency Contact Form](#), if necessary.

- D. All photographs, as well as relevant inmate information (i.e., inmates' names, ID numbers, and dates photographs were taken), are stored in the INmate FACility Tracking System (INFACTS).
- E. Inmates being released into the community are issued Discharged ID cards.
- F. Inmates are responsible for their Identification Cards. Inmates who lose, destroy, tamper with, or are in possession of another inmate's Identification Card shall be subject to disciplinary action. Identification cards must be conspicuously displayed at all times.

III. PROCEDURES:

A. Identification Cards

1. An inmate ID card is generated and issued to inmates by the ID Unit's designated staff on the day of commitment to the Intake Service Center or the Gloria DiSandro McDonald Building.
2. The card includes the following information:
 - a. Full Name
 - b. RIDOC Inmate Identification Number
 - c. Inmate photograph taken upon commitment
 - d. Weight
 - e. Height
 - f. Hair Color
 - g. Eye Color
 - h. Date of Birth
 - i. Yellow stripe to indicate SRG status, if applicable.

B. Inmate Movement:

ID cards are specifically used for inmate identification (sentenced and awaiting trial) and to facilitate inmate movement.

1. Individual and/or group inmate movement, to and from any destination within a facility, requires an ID card.
2. Awaiting trial inmates and sentenced male inmates housed at the ISC wear their ID cards on their jumpsuits at all times.
3. All sentenced inmates wear their ID cards on their breast pockets at all times. When tee shirts are worn, ID cards are conspicuously displayed on the front waistbands of trousers.
4. Inmates without proper ID cards are not permitted to move within a facility, are not accepted into scheduled work or program assignments, are not allowed visits, and are not allowed to claim property or store orders.
5. Staff supervises and monitors inmate movement to, from, and/or within any/every area of the facility.
 - a. No inmate is allowed to depart his/her housing unit without prominently displaying his/her ID card.
 - b. Staff assigned to inmate work and/or program locations collects and secures ID cards prior to admitting inmates into designated areas.
 - c. The collecting and securing of ID cards ensures inmate accountability and precludes unauthorized inmate departure from scheduled assignments.
 - d. Inmate departure from a scheduled assignment must be authorized by the staff assigned to the area. If authorization is granted, the ID card is returned to the inmate, and s/he has five (5) minutes to travel to his/her next destination.

C. Disciplinary Action:

1. Disciplinary action may result from an inmate's failure to comply with his/her facility's rules and regulations concerning ID cards (failure to

conspicuously display; tampering; loss or destruction; possession of another inmate's card; etc.).

2. Specific rules may be found in each facility's Inmate Rulebook.
3. In addition to possible disciplinary charges, inmates incur a restitution fee of \$3.00 for each replacement card.

D. Return of Cards Upon Release

At the time of release (e.g., due to flattened sentence, released on Probation or Parole), the inmate submits his/her inmate ID card to the Committing Officer for destruction.

E. Discharged Identification (ID) Cards for Released Inmates:

1. ID Unit staff issues Discharged ID cards to inmates upon release. Said cards contain the affected inmate's date of release, as well as the same information as the standard inmate ID cards (see item III.A.2.); however, these temporary ID cards also contain the statement "This ID is valid for thirty days from date of release".
2. All inmates receive one (1) Discharged ID card upon release. Lost and/or expired Discharged ID cards will not be replaced once the inmates are discharged.
3. The ID Captain or designee adds the inmate's name to a master list for production of released Inmate ID cards.
4. ID Unit staff produces the ID cards one (1) day prior to each applicable inmate's release date.
5. ID Unit staff then attaches the Discharged ID card to the inmate's discharge slip and forwards both to the appropriate facility.
6. Discharged ID cards are **not** issued for inmates who are released to other states or agencies (i.e., ICE, federal marshals).