

SUBJECT: Photo Identification System - Inmates	PAGE <u> 1 </u> OF <u> 3 </u> .
	NUMBER: 07-ORD-08
RULE/CODE REFERENCE:	SUPERSEDES: 07-ORD-08 dated 01/13/10
RELATED ACA STANDARDS: 4-4285	EFFECTIVE DATE: January 19, 2017
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to provide guidelines for the utilization, distribution, and control of inmate information and images created through the Photo Identification System.

III. APPLICABILITY

This policy applies to all institutional staff and inmates incarcerated within the Ohio Department of Rehabilitation and Correction (DRC).

IV. DEFINITIONS

Photo Identification System - An integrated image and data capturing system with the capacity of storing, retrieving, transmitting, and producing both data and images in a variety of formats through the DRC communication network, including internet and intranet.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to utilize a singular automated image capturing system to provide for the identification of offenders under its supervision. The system will create identification cards that are standard in format for all prescribed applications.

VI. PROCEDURES**A. Inmate Database**

The main database the Photo Identification System is linked to is DOTS Portal, which contains, but is not limited to, the following:

1. Name and alias(es);
2. ID number, linking old numbers to new numbers;
3. Case number;
4. Date of birth;
5. Social security number(s);
6. Scars, marks, tattoos;
7. Height, weight, hair color, eye color, gender;
8. Security level;
9. BCI and FBI numbers;
10. Parent institution;
11. County of commitment;
12. Sex offender designation;
13. Crime;
14. Sentence; and
15. STG affiliation.

B. Inmate Identification Cards

The inmate identification cards created by this system will show the following information:

1. Name (and alias, if available);
2. ID number;
3. Height, weight, hair color, eye color, gender;
4. Portrait photo taken against a canary (yellow) backdrop; and
5. Digitized signature.

C. Inmate Identification Card Issue

Inmate identification cards will have a dark green card color and shall be issued only under the following conditions:

1. Initial admission to prison;
2. Re-admission to prison;
3. Lost/stolen/damaged/altered card;
4. Change of appearance;
5. Issuance of a new number; or
6. Official/authorized change of name or alias.

In the event the inmate is transferred to a new facility, the ID card shall be transferred with the inmate.

D. Temporary Inmate Identification Cards

Temporary inmate identification cards shall be issued only when the DOTS Portal or the Central Image Server (where the images are stored) cannot be accessed and it is essential an identification card be created. Temporary inmate identification cards shall show the following information:

1. Name;
2. ID number;
3. Portrait photo taken against a canary (yellow) backdrop; and
4. Digitized signature.

E. Inmate Responsibility

An inmate shall be charged for the replacement of an ID card under the following circumstances:

1. The inmate intentionally changes his or her appearance;
2. There is evidence of intentional damage or alteration of the ID card;
3. The inmate loses his/her ID card;
4. The inmate changes his or her name; or
5. Any other reason as determined by the managing officer.

Replacement cost for the ID card will be \$5.00 (five dollars) for which the inmate shall sign a cash slip.

F. Collection

Staff designated by the managing officer at the institution is responsible for the collection of inmate ID cards when the inmate is released from the facility upon expiration of sentence, parole, or other approved release status.

G. Guidelines and Instructions

1. At the location of every photo ID device, guidelines or instruction sheets shall be developed and implemented governing the use, maintenance, and security of the equipment and supplies. These guidelines or instruction sheets shall be reviewed and revised as necessary on an annual basis by the appropriate staff person designated by the managing officer.
2. The managing officer shall designate an employee to be the administrator of the Photo Identification System in his/her respective work location. This employee shall be trained on the system and shall supervise the use of the system to ensure the guidelines or instruction sheets are followed.

H. Under no circumstances shall an inmate be allowed to operate, use, or otherwise be involved with the Photo Identification System, including the handling of any supplies or peripheral devices (e.g., cards, ribbons, print cartridges, scanners, printers, etc.).