

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT:	PAGE <u>1</u> OF <u>4</u>
<b>Offender Release Card</b>	NUMBER: 78-REL-02
RULE/CODE REFERENCE: ORC 5120.59; ORC 4507.51	SUPERSEDES: 78-REL-02 dated 05/24/13
RELATED ACA STANDARDS:	EFFECTIVE DATE: March 7, 2014
	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 establish operational policy and procedures for the issuance of a release identification card to eligible offenders upon their reentry into the community to assist them in their successful reintegration by providing an acceptable and recognizable form of identification.

**III. APPLICABILITY**

This policy applies to all employees and offenders of the Department of Rehabilitation and Correction (DRC). It specifically applies to facility identification or receiving and discharge Department staff.

**IV. DEFINITIONS**

**Eligible Inmate** - Any inmate whose social security number has been documented in DOTS Portal and does not already have a current and valid id (i.e., driver's license or state identification card) either already in the record office or that can be sent into the institution.

**Offender Release Card** - A non-replaceable DRC identification card issued to eligible inmates at no charge at the time of their release from a DRC institution/facility.

**Photo Identification System** - An integrated portrait capturing system with the capacity of storing, retrieving, transmitting, and producing images in a variety of formats through the DRC communication network.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction to provide an offender release card to all eligible inmates upon their release (expiration of sentence, parole, or other approved release status) from an institution/facility.

## VI. PROCEDURES

### A. Routine Distribution of Release Identification Cards

1. All eligible offenders shall have a new offender release card produced prior to the offender's release from the institution. Where possible, the card shall be produced 14 - 30 calendar days prior to the scheduled release of the offender. The Cashier's office staff shall place the offender release card in a file for safekeeping until the day of release. Each area shall be responsible for printing their own release lists from DOTS Portal. The record office shall no longer provide notification.
2. Regardless if an offender's social security number is documented as verified in DOTS Portal, the institution identification officer or other person as designated by the Managing Officer shall produce an offender release card utilizing the Department's Photo Identification System. A new digitized photo, with a bright orange backdrop, must be taken for the DRC offender release card.
3. As much as possible, all information on the release ID shall be reviewed with the offender at the time the photograph is taken. In particular, issues with the social security number shall be rectified prior to issuing the card and legal names shall be used as opposed to alias and or nick names.
4. The offender release card shall be green and shall contain the following information:
  - a. Agency (Ohio Department of Rehabilitation and Correction);
  - b. Card Type (Offender Release Card);
  - c. Name;
  - d. Date of Birth;
  - e. Social Security Number;
  - f. Two (2) Digitized Photos of the offender, using a bright orange backdrop;
  - g. Digitized Signature;
  - h. Issue Date;
  - i. Card Number (Inmate Number);
  - j. Agency Seal;
  - k. Offender release date.
5. The eligible offender's release card shall be retrieved from the Cashier's Office and exchanged for his/her institution identification card at the time of his/her release from a DRC institution. The issue date of the offender release card shall not be a date after the inmate's release.
6. The issuance of the offender release card shall be documented on the Transitional Release Plan (DRC4443). In no case shall an offender be released from a DRC institution in possession of the inmate identification card.
7. If an offender release card is unable to be produced due to the offender's action or behavior, the identification officer or other person designated by the Managing Officer

shall document the incident in the DOTS Portal notes section (RAP6), including the staff person's name, date and circumstances regarding the offender's behavior or actions.

8. If an eligible offender's release photographs were taken and he/she is released without being issued an offender release card due to mechanical issues, the institution staff shall submit email notification to the DRC Information Service Center at [drc.infoservctr@odrc.state.oh.us](mailto:drc.infoservctr@odrc.state.oh.us), providing the offender's name, number and community mailing address.
9. Upon request, BITS shall send an offender release card to the address listed in the inmate forwarding address screen in DOTS Portal to an offender who did not receive the card when released. BITS shall notify the Office of Offender Reentry of the card issuance so information will be documented in the Transitional Release Plan (DRC4443).
10. Once issued, the offender release card shall not be reissued.

#### **B. Distribution of Offender Release Cards for Unscheduled Releases**

1. A release ID photo shall be taken of all offenders prior to their departure from an institution for any of the following types of court appearances for use in the event the offender is granted a release by the court:
  - a. Judicial Release;
  - b. Vacated Sentence;
  - c. Discharge by Court Order;
  - d. Sentence Modification;
  - e. Appeal; or
  - f. Released to an immigration detainer.

The date field for the release ID is to list the date the photograph is taken, which initiates the 120 day validity period.

The required release ID shall be provided to the escorting law enforcement officer(s) at the time the inmate is transported to a court appearance that may result in an unscheduled release.

The appropriate institution staff person shall request that the ID be provided by the releasing law enforcement agency to the inmate, should he/she be given an unscheduled release for ALL sentences from ALL counties. If they have any questions regarding the inmates eligibility for an unscheduled release from all of their sentences, have them contact the Bureau of Sentence Computation and Record Management Duty Officer, at 614-649-0852.

2. If the inmate is not released, the ID is to be destroyed upon the inmates return to the institution. If the inmate is returned to the institution rather than released, institution staff may not use the release photograph with the orange backdrop for an escape flier. The previous institution photo must be used or another photograph must be taken.

3. The identification officer, or other person designated by the Managing Officer, shall print the offender release card using the photo taken of the offender with an orange backdrop. The issuance of the offender release card shall be documented on the Transitional Release Plan (DRC4443). BITS cannot produce an offender release card if the offender does not have pictures taken against the orange backdrop.
4. In the event an offender or supervising parole officer contacts the institution ~~record office~~ to provide notification of a release and the release paperwork has not been received from the court, the central record office staff shall contact the court to verify the release of the offender. Once the release has been verified, the offender release card shall be produced and distributed. Upon the request of the supervising parole officer, the offender release card may be mailed to the supervising parole officer for distribution to the offender, rather than a community address, but all action must be documented in the RAP6. The identification officer, or Managing Officer's designee for offender ID's shall be on the email distribution list for OTC and Release Documents so they can be notified if an inmate who has been out to court was actually released.
5. If an offender release card is returned to sender, the institution shall destroy the card. If the card is returned to BITS, BITS shall notify the Office of Offender Reentry and destroy the card.

#### **C. Use of the Offender Release Card**

1. The Department shall issue a facsimile sample of the offender release card to the Bureau of Motor Vehicles (BMV) for distribution to all BMV License Bureaus as a reference for staff members.
2. Upon release, the offender may present his/her DRC offender release card to the BMV as sufficient documentation for the purpose of obtaining an Ohio identification card and any other license or permit for which the BMV considers it sufficient. If any of the required information specified in Section VI., A., 4 is incorrect or is missing from the offender release card, the card will not be accepted by the BMV.
3. DRC is not responsible for the costs associated with the issuance of a new identification card or any other license or permit granted by the BMV.
4. The BMV shall destroy the DRC offender release card upon issuance of the Ohio identification card, permit, or license.

#### **Related Department Forms:**

Transitional Release Plan

DRC4443