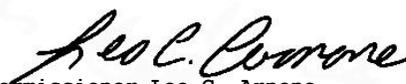


 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 10.15	Effective Date 11/15/2010	Page 1 of 7
	Supersedes Inmate Personal Identification Procurement and Storage, dated 1/31/2009		
Approved By  Commissioner Leo C. Arnone	Title Inmate Personal Identification Procurement and Storage		

1. Policy. The Department of Correction shall provide opportunities for eligible inmates, including inmates with insufficient funds, to obtain personal identification in order to assist with their reintegration to the community.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. Memorandum of Understanding between the Connecticut Department of Correction and the Social Security Administration.
 - C. Memorandum of Understanding between the Connecticut Department of Correction and the Connecticut Department of Motor Vehicles, Agreement #2007GC-159.
 - D. Memorandum of Understanding between the Connecticut Department of Correction and the Connecticut Department of Motor Vehicles, Agreement #2008CAU-99.
 - E. Administrative Directives 6.4, Transportation and Community Supervision of Inmates; and 6.10, Inmate Property.
3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:
 - A. CAPI. Computer-Assisted Positive Identification.
 - B. DMV. Department of Motor Vehicles.
 - C. DOC. Department of Correction.
 - D. DMV Identification Procurement Coordinator. A DOC employee designated to facilitate the procurement of inmate personal identification through the Connecticut Department of Motor Vehicles.
 - E. Facility Identification Procurement (FIP) Coordinator. A facility employee designated by the Unit Administrator to receive and process incoming personal identification.
 - F. Personal Identification. Forms of personal identification shall include, but are not limited to: a birth certificate; social security card; driver's license; non-driver identification card; state identification card; social services identification card; military identification card; passport; and Form I-551, Permanent Resident Card (i.e., green card). When approved by the Department's Security Division, CN 101503, Certified Secondary Identification Document shall also be considered a form of personal identification. Credit cards and non-official identification papers shall not be considered valid forms of identification.
4. Obtaining Personal Identification from the Connecticut Department of Motor Vehicles. If a sentenced inmate does not possess a valid form of Connecticut identification prior to discharge or release to community supervision, the facility shall assist the inmate in obtaining identification through the appropriate procurement process within six (6) months of the inmate's discharge or pending release to community supervision as follows:

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A. Procurement Processes.

1. Procurement of DMV Identification. Facility staff shall meet with the inmate in order to complete and sign CN 101501, Inmate Personal Identification Form. CN 101501, Inmate Personal Identification Form must be completed in order to initiate the following actions:

a. Renewal of Expired Connecticut Driver's License. A sentenced inmate shall be afforded the opportunity to renew an expired Connecticut Driver's License if less than two (2) years has elapsed since expiration. Requests for renewal shall be initiated by completing DMV Form 1-B, Application for Duplicate of Current Driver's License or Permit (Attachment A); and DMV Form B-230, Connecticut Identification Card Requirements and Application (Attachment B). Facility staff shall forward the completed documents as listed on CN 101501, Inmate Personal Identification Form to the DMV Identification Procurement Coordinator who shall submit the documents to the Connecticut DMV for processing.

If less than two (2) years have elapsed since the expiration of the license, the inmate shall only be required to submit the actual (not a copy) expired license as proof of identification (assuming the inmate has access to the license). In this instance, other forms of identification shall not be required by the Connecticut DMV.

If two (2) or more years have elapsed since the expiration of the license, the inmate must report to a DMV branch office after discharge and follow the DMV's guidelines for procuring a Connecticut Driver's License.

b. Replacement of Current Connecticut Driver's License or Connecticut Non-driver Identification. A sentenced inmate shall be afforded the opportunity to request a replacement Connecticut Driver's License or Connecticut Non-driver Identification from the Connecticut DMV prior to discharge or release to community supervision. Requests for replacement shall be initiated by completing DMV Form 1-B, Application for Duplicate of Current Driver's License or Permit (Attachment A); and DMV Form B-230, Connecticut Identification Card Requirements and Application (Attachment B). Facility staff shall forward the completed documents as listed on CN 101501, Inmate Personal Identification Form to the DMV Identification Procurement Coordinator who shall submit the documents to the Connecticut DMV for processing.

If the Connecticut Non-driver Identification is expired (two (2) or more years), facility staff must

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complete forms CN 101502, Secondary Identification Routing Form and CN 101503, Certified Secondary Identification Document as outlined in Section 5 of this Directive. Form CN 101503, Certified Secondary Identification Document shall be included with the documents submitted to the Connecticut DMV.

- c. Application for Connecticut Non-driver Identification. A sentenced inmate shall be afforded the opportunity to apply for a Connecticut Non-driver Identification by completing DMV Form 1-B, Application for Duplicate of Current Driver's License or Permit (Attachment A); and DMV Form B-230, Connecticut Identification Card Requirements and Application (Attachment B). Facility staff shall forward the completed documents as listed on CN 101501, Inmate Personal Identification Form along with CN 101503, Certified Secondary Identification Document to the DMV Identification Procurement Coordinator who shall submit the documents to the Connecticut DMV for processing.
- d. Suspended or Revoked Connecticut Driver's License.
 - 1. Suspension. A sentenced inmate whose Connecticut Driver's License is under suspension is not eligible to apply for a Connecticut Driver's License but may apply for a Connecticut Non-driver Identification in accordance with Section 4(A)(1)(c) of this Directive.
 - 2. Revocation. An inmate whose Connecticut Driver's License has been revoked shall not be eligible to apply for a Connecticut Driver's License or a Connecticut Non-driver Identification.
- 2. First-time Connecticut Driver's License. An inmate shall not be permitted to apply for a first-time Connecticut Driver's License through this process. In order to apply for a first time Connecticut Driver's License, an inmate must report to a DMV branch office after discharge and follow the DMV's guidelines for procuring a first time Connecticut Driver's License.
- B. Transportation to Designated A/P Area. Inmates scheduled to receive DMV identification shall be transported by the facility or the Correctional Transportation Unit to the A/P area of the designated facility in accordance with Administrative Directive 6.4, Transportation and Community Supervision of Inmates.
- C. Transfer of Inmates. Absent exigent circumstances, inmates shall not be transferred to another facility while in the process of obtaining DMV identification through this program. If the inmate is approved for DMV identification and is subsequently released to a halfway house, the inmate shall be afforded the opportunity to complete the process.

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5. Procurement of Secondary Identification. A sentenced inmate may obtain a secondary form of identification from DOC for use at DMV by completing CN 101502, Secondary Identification Routing Form with staff. Facility staff shall forward form CN 101502 to the Security Division in accordance with Attachment C, Procedures for Securing Secondary Identification. The Security Division shall review and process form CN 101502 to determine if the inmate meets the criteria for secondary identification as required by Attachment C, Procedures for Securing Secondary Identification. If the inmate meets the criteria, the Security Division shall complete and issue form CN 101503, Certified Secondary Identification Document and forward the completed form along with the original CN 101502, Secondary Identification Routing Form to the DMV Identification Procurement Coordinator via DOC courier. The Security Division shall maintain a copy of forms CN 101502 and CN 101503 for audit purposes.
6. Social Security Card Replacement. Inmates may apply for a replacement social security card in accordance with the procedures outlined in the Memorandum of Understanding between the Connecticut Department of Correction and the Social Security Administration. The facility shall assist the inmate in obtaining a replacement social security card through the appropriate procurement process within nine (9) months of the inmate's discharge or pending release to community supervision.

These procedures shall apply to inmates who have a valid social security number and are in need of a replacement social security card. Inmates who require a social security number must physically present themselves, upon release, to a Social Security Administration Office for appropriate action.

7. Storage of Personal Identification.
- A. Upon Admission. Upon admission, an inmate's personal identification shall be placed in an envelope marked with the inmate's name, number and a list of the items stored. The envelope shall be stored (taped or stapled) in the inmate's central property file which shall be secured in the facility's property room. Personal identification shall be returned to the inmate at the time of release from incarceration.
- Documents identified as personal identification shall not be stored in the same CN 61003, Inmate Property, Valuables, Document Storage and Discharged Receipt envelopes as the valuables and/or documents that are unauthorized and subject to disposal in accordance with Administrative Directive 6.10, Inmate Property.
- B. Incoming Personal Identification. Personal identification may be mailed to the facility for an inmate preparing for release. Such identification shall be inventoried and recorded on the CN 61003, Inmate Property, Valuables, Document Storage and Discharge Receipt and stored in the inmate's central property file in accordance with Section 7(A) of this Directive. If upon receipt, other items are found with the identification, such items shall be returned to the sender. The identification shall be retained by the facility and processed in accordance with this section.

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C. Distribution of Property Receipt. Form CN 61003, Inmate Property, Valuables, Document Storage and Discharge Receipt shall be distributed in the following manner:

1. The pink copy shall be kept with the envelope in the inmate's central property file;
2. The yellow copy shall be placed in Section 6 of the inmate's master file; and,
3. The white copy shall be given to the inmate.

D. Disposition of Personal Identification upon Discharge or Transfer.

1. Identification other than Social Security Card. Facility staff shall make every effort to provide an inmate with his/her identification prior to his/her departure from the facility. The Unit Administrator shall develop procedures to implement this provision.

In the event an inmate discharges or transfers prior to receiving his/her identification (other than a social security card), the property officer shall promptly forward the identification to the inmate's new location. If the property officer is unable to locate the inmate after discharge, the property officer shall store the identification for one (1) year, at which time the identification shall be destroyed at the facility level.

2. Social Security Card.

- a. Inter-Facility Transfer. In the event an inmate is transferred to another facility prior to receiving his/her social security card, the FIP Coordinator of the sending facility shall promptly forward the social security card to the FIP Coordinator at the receiving facility. The sending FIP Coordinator shall e-mail the receiving FIP Coordinator to alert him/her of the forthcoming social security card. Upon receipt of the social security card, the FIP Coordinator shall place the social security card in the inmate's central property file in accordance with Section 7(A) of this Directive.
- b. Transfer to Community Supervision. In the event an inmate is transferred to community supervision and has not yet received his/her social security card, the FIP Coordinator of the sending facility shall promptly forward the social security card to the FIP Coordinator of the facility closest to the corresponding parole office the inmate is assigned to as follows:

<u>Parole Office</u>	<u>Corresponding Correctional Facility</u>
Bridgeport Parole	Bridgeport CC
Hartford Parole	Hartford CC

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New Haven Parole	New Haven CC
Norwich Parole	Corrigan-Radgowski CC
Waterbury Parole	Cheshire CI

The sending FIP Coordinator shall e-mail the receiving FIP Coordinator to alert him/her of the forthcoming social security card. Upon receipt of the social security card, the FIP Coordinator shall log the date the social security card was received and secure the card in a locked drawer, cabinet or safe designated for social security card storage. The receiving FIP Coordinator shall contact the designated parole manager of the parole office the inmate is assigned to in order to coordinate the inmate's receipt of his/her social security card. Staff must positively identify the inmate with a photo ID or a CAPI photo prior to giving him/her the social security card. At no time may anyone other than the individual named on the social security card take possession of the social security card. If the offender does not claim his/her social security card within 30 days of the initial receipt of the social security card, the receiving FIP Coordinator shall return the social security card to the Social Security Administration in accordance with the Memorandum of Understanding between the Connecticut Department of Correction and the Social Security Administration.

- c. Discharge. In the event an inmate discharges and has not yet received his/her social security card, the FIP Coordinator of the discharging facility shall attempt to contact the inmate to arrange pickup prior to forwarding the social security card to the FIP Coordinator of the facility closest to the inmate's residence. Upon receipt of the social security card, the FIP Coordinator shall log the date the social security card was received and secure the card in a locked drawer, cabinet or safe designated for social security card storage. The FIP Coordinator shall attempt to contact the inmate in order to arrange pickup of inmate's social security card. Staff must positively identify the inmate with a photo ID or a CAPI photo prior to giving him/her the social security card. At no time may anyone other than the individual named on the social security card take possession of the social security card. If the offender does not claim his/her social security card within 30 days of the initial receipt of the social security card, the FIP Coordinator shall return the social security card to the Social Security Administration in accordance with the Memorandum of Understanding between the Connecticut Department of Correction and the Social Security Administration.

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With the exception of a Department-issued identification card, inmates shall not be permitted to carry on their persons or store in their housing units any form of personal identification.

8. Facility Procedures. Each Unit Administrator shall develop and maintain procedures that implements the provisions of this Directive and ensures that all sentenced inmates have identification prior to discharge or release to community supervision. Such procedures shall include, but are not limited to:
 - A. a distribution process for inmates who depart prior to receiving their identification;
 - B. a distribution process for inmates departing during off-hours, weekends or holidays; and,
 - C. a process for logging and storing social security cards in accordance with the Memorandum of Understanding between the Connecticut Department of Correction and the Social Security Administration.
9. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:
 - A. CN 101501, Inmate Personal Identification Form;
 - B. CN 101502, Secondary Identification Routing Form;
 - C. CN 101503, Certified Secondary Identification Document;
 - D. Attachment A, Application for Duplicate of Current Driver's License or Permit (DMV Form 1-B);
 - E. Attachment B, Connecticut Identification Card Requirements and Application (DMV Form B-230); and,
 - F. Attachment C, Procedures for Securing Secondary Identification.
10. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner of Correction.