

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 9.10	Effective Date 10/31/2007	Page 1 of 4
	Supersedes Inmate Identification and Movement, dated 12/15/2005		
Approved By 	Title Inmate Identification and Movement		

1. Policy. The Department of Correction shall ensure positive identification of each inmate to promote good security and accountability.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standard 4-4446.
 - C. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standard 4-ALDF-5B-18.
 - D. Administrative Directives 6.2, Facility Post Orders and Logs; and 9.3, Inmate Admissions, Transfers and Discharges.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Inmate Locator Card. A form that contains a current photograph of an inmate and appropriate information which may be used to identify the individual.
 - B. Inmate Master File. An organized collection of specified data relating to an inmate in the custody of the Commissioner of Correction. Each inmate master file may be comprised of several folders.
4. Unit Responsibility. Each unit shall ensure continued positive identification of each inmate admitted, transferred or released from the unit in accordance with this Directive.
5. Admissions - Photograph Imaging. Each inmate shall be photographed upon admission to the Department of Correction. The method of photograph imaging and background selection shall be subject to the review and approval of the Director of Security. All appropriate personal data concerning each inmate shall be recorded in accordance with Administrative Directive 9.3, Inmate Admissions, Transfers and Discharges. At a minimum, the photograph shall be updated every five (5) years, or when there is a significant change in an inmate's appearance. Copies of the photograph shall be distributed as follows:
 - A. Inmate Master File (2 per current file - one inside and one outside);
 - B. Inmate Health Record (1 per record; same requirement if the inmate has multiple record folders);
 - C. Inmate Master Locator Card (1);
 - D. Inmate Housing Locator Card (1); and,
 - E. Inmate Identification Card (1).
6. Photograph Requirements. Each inmate shall be photographed as follows:
 - A. full facial;
 - B. left profile;

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- C. right profile; and,
- D. any tattoos, if applicable.

Inmates shall be required to remove all headgear, to include religious headgear, being worn at the time they are being photographed. Each unit shall make the necessary adjustments to ensure shadows and other obstructions do not interfere with the quality of the image. The only authorized back up to the CAPI System, should it become non-operational, is a digital camera.

7. Informational Requirements. Each photograph taken utilizing the CAPI System shall contain the following information:

- A. name;
- B. inmate number;
- C. date of birth;
- D. hair color;
- E. eye color;
- F. height;
- G. weight;
- H. race;
- I. sex;
- J. Security Risk Group designation(s);
- K. special management information; and,
- L. date of photo.

8. Inmate Locator Cards. At a minimum, two (2) inmate locator cards shall be completed within 24 hours of admission to a Department of Correction facility, utilizing CN 91001, Inmate Locator Card. One (1) card shall be labeled as the inmate housing locator card and the other card shall be labeled as the inmate master locator card. The cards shall be stored and maintained as follows:

- A. Inmate Housing Locator Card. The inmate housing locator card shall be stored in the inmate's housing unit. The housing unit officer shall be responsible for maintaining, updating, and securing the inmate housing locator card.
- B. Inmate Master Locator Card. The inmate master locator card shall be stored in a secure area designated by the Unit Administrator. The inmate master locator card shall be maintained by staff designated by the Unit Administrator and updated as circumstances require.

The inmate locator card shall contain information in accordance with Section 6 of this Directive. Inmates shall not be involved in the production, maintenance, or handling of an inmate locator card.

9. Audits. Each housing unit officer shall be responsible for a weekly inventory of each inmate housing locator card maintained in the unit. Such inventory shall be logged in the unit logbook in accordance with Administrative Directive 6.2, Facility Post Orders and Logs. The Unit Administrator shall designate staff to conduct an inventory of each inmate master locator card. Such inventory shall be conducted on a weekly basis and recorded in the facility logbook in accordance with Administrative Directive 6.2, Facility Post Orders and Logs.

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10. Inmate Identification Card. Each inmate shall be provided with a laminated inmate photo identification card upon initial admission or readmission to the correctional system. The inmate photo identification card shall be carried with the inmate at all times and shall be presented to any staff member upon request for verification of the inmate's identity. The inmate shall turn in the inmate photo identification card prior to discharging or transferring to any community release program. The inmate photo identification card shall be placed in the inmate's master file.

11. Inmate Movement within the Facility. Staff shall confirm inmate identity for internal movement within the facility by utilizing the following:

- A. inmate identification card;
- B. inmate housing locator card; or,
- C. inmate master locator card.

The inmate housing locator card shall be transferred with the inmate when movement occurs within the facility. Inmates shall not have access to any inmate locator cards.

12. Inmate Release or Transfer. Prior to releasing an inmate from a facility, the following staff shall identify the inmate as follows:

- A. Unit Officer. Visual verification of the inmate in comparison with the inmate's identification card and inmate housing locator card (to include inmate personal data, as listed on the inmate housing locator card).
- B. Escort Officer. Visual verification of inmate in comparison with inmate's identification card, inmate housing locator card (to include inmate personal data, as listed on the inmate housing locator card) and data contained in movement authorization, (e.g., court list, transfer list, medical appointment, etc.). The escort officer shall confirm the inmate's identity with the housing unit officer.
- C. Supervisor. Review the visual verification of the inmate as outlined in subsections A and B of this Section, ensure all appropriate discharge procedures are followed in accordance with Administrative Directive 9.3, Inmate Admissions, Transfers and Discharges, and that each appropriate discharge procedure is accurate and in order.

13. Discharge - Photograph Imaging. Prior to any discharge from a correctional facility, each inmate shall be photographed in accordance with Section 6 of this Directive so long as the inmate has been continuously incarcerated for more than thirty (30) days. In addition, such photograph shall be required prior to any discharge from a correctional facility when the inmate's facial appearance has changed, notwithstanding the length of incarceration.

14. Locator Cards Disposition. Upon movement of an inmate outside the facility, the inmate locator card shall be managed in the following manner:

- A. Court. The inmate housing locator cards shall be maintained in the Admission and Discharge area pending a determination of

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return from court. The inmate master locator card shall remain at the secured location designated by the Unit Administrator pending a determination of return from court. If the inmate returns from court, the inmate housing locator card shall be returned to the assigned housing unit. If the inmate does not return from court, the inmate housing locator card and the inmate master locator card shall be incorporated into the inmate's master file.

- B. Transfer. The locator cards shall be forwarded with the inmate's master file to the inmate's new location.
 - C. Transfer Parole and Community Release Programming. The locator cards shall be forwarded with the inmate's master file to the appropriate Parole and Community Services Office.
 - D. Discharge. Upon discharge, the inmate locator cards shall be incorporated into the inmate's master file.
15. Inmate Detail Movement Outside the Facility. The Unit Administrator shall establish and maintain an Inmate Detail Kit Card System for work details to ensure that each detail supervisor has a photo card for each inmate assigned to the crew. The information on these cards shall be the same as the inmate locator cards, but shall be incorporated into a wallet-sized format for ease of carrying and reference by the detail supervisor.

Photo-card identification procedures shall be established at points where inmates move regularly outside the secured perimeter or detail assignment. The Deputy Warden of Operations shall be responsible to maintain these photo cards and related procedures.

16. Forms and Attachments. The following form is applicable to this Administrative Directive and shall be utilized for the intended function.
- A. CN 91001, Inmate Locator Card.
17. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.