

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b>	EFFECTIVE DATE 05/16/11	NUMBER 04.04.133
	SUBJECT PRISONER PHOTOGRAPHIC IDENTIFICATION	
SUPERSEDES <b>NEW</b>		AUTHORITY MCL 791.203
ACA STANDARDS 4-4285; 4-4446		PAGE 1 OF 2

**POLICY STATEMENT:**

Prisoner photographs shall be taken by the Department for identification purposes, including for issuance of prisoner identification cards.

**POLICY:**

- A. For purposes of this policy, "prisoner" includes probationers in the Special Alternative Incarceration Program (SAI).
- B. A photograph of each prisoner's face and any scars, marks, and tattoos shall be taken during intake processing pursuant to PD 04.01.105 "Reception Facility Services" and during SAI intake processing, as necessary. Prisoners shall wear state-issued clothing for the photograph of their face. Eyeglasses and headgear shall not be worn. New photographs shall be prepared whenever there is a change in the prisoner's physical appearance or every three years, whichever occurs first. The photographs shall be retained in the prisoner's Record Office and Counselor files and the photographic images retained in Offender Management Network Information (OMNI). The photograph of the prisoner's face also shall be used to create the prisoner's identification card.
- C. Each prisoner shall be issued an identification card. Identification cards shall be yellow for prisoners and orange for SAI probationers. The identification cards shall include a color photograph of the prisoner's face, the prisoner's current commitment name, legal name if known and different from commitment name, identification number, and any other information determined necessary by the Director. The identification card also shall be electronically coded with the prisoner's identification number. The identification card shall be retained by the institution when the prisoner paroled or discharges on the maximum sentence.
- D. Prisoner identification cards shall be issued initially at Department expense. Prisoners may be charged for the necessary replacement of their identification cards, including damage to the magnetic strip, at a rate established by the Director or designee. A prisoner shall not be charged, however, for a replacement card required due to a change in his/her physical appearance if s/he has not had the card replaced during the preceding three years. A prisoner also shall be charged for an identification card replaced due to a change in his/her legal name as set forth in PD 03.01.110 "Prisoner/Parolee Name Changes".
- E. Prisoners are individually responsible for ensuring their identification cards reflect their current physical appearance and are in good physical condition. Prisoners also are individually responsible for notifying appropriate staff if their identification card is lost, stolen, destroyed, or mutilated to allow for replacement as soon as possible. Each prisoner shall have his/her identification card in his/her possession at all times unless otherwise approved by the Warden or designee. A prisoner shall not qualify for a visit or other non-emergency movement inside the facility if s/he does not have a current valid identification card in his/her possession, unless otherwise approved by the Warden or designee. A prisoner who deliberately sells, alters, damages, gives away, or otherwise inappropriately disposes of an identification card may be charged with misconduct in accordance with PD 03.03.105 "Prisoner Discipline" or, if in SAI, PD 05.01.142 "Special Alternative Incarceration Program".

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 05/16/11	NUMBER 04.04.133	PAGE 2 OF 2
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- F. A prisoner who is discharging on the maximum sentence or paroling shall be issued a new identification card for this purpose. The new identification card shall include a color photograph of the prisoner's face as well as his/her commitment name, legal name if known and different from the commitment name, and any other information determined necessary by the Director. The identification card for discharging prisoners shall have a white background; the identification card for paroling prisoners shall have an orange background. The photograph used for the prisoner identification card may be used for the parole or discharge identification card provided it was taken within the preceding three years and the prisoner's physical appearance has not changed since the photograph was taken. If a new photograph is required, it shall be taken in the same manner as for the photograph for the prisoner identification card. The new discharge or parole identification card shall be provided to the prisoner upon release from the institution and documented on the Release Clearance form (CAJ-801) along with the prisoner's written acknowledgment of receipt. Replacement cards shall be issued only as approved by the Correctional Facilities Administration (CFA) Deputy Director or designee; if issued, a fee may be charged at a rate determined by the CFA Deputy Director.

#### PROCEDURES

- G. Wardens shall ensure that procedures are developed to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

#### AUDIT ELEMENTS

- H. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: RMcK 04/22/11