

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 306.00.06	<b>Page</b> 1 of 4
	<b>Original Effective Date:</b> 01/26/04	<b>New Effective Date:</b> 02/22/21
	<b>Supersedes:</b> 306.00.06	<b>Dated:</b> 03/20/18
	<b>Administrator's Approval:</b> Sarah Cooper, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Inmate Digital Photo Identification System		

**POLICY**

Division of Adult Institution facilities shall digitally photograph all inmates for identification purposes.

**DEFINITIONS, ACRONYMS AND FORMS**

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-184 – Disbursement Request

DOC-2136 – Acknowledgment of Receipt of Identification Card (WICS)

ID – Identification

TLU – Temporary Lock Up

WICS – Wisconsin Integrated Corrections System

**PROCEDURE****I. Inmate Photographs****A. Photo Frequency**

1. Photos shall be taken at a minimum of every five years.
2. Inmates shall be reviewed regularly and photos shall be updated when there is a substantial change, e.g., hair length or color, facial hair, tattoos, disfigurement.

**B. Camera background shall be non-reflective, plain neutral gray, smooth and flat.****C. Photo Content**

1. For all photographs inmates shall have their eyes open.
2. Inmates shall physically turn left and right for their profile photo.
3. Photograph 1 – Frontal view of inmate from base of neck to just above top of head.
4. Photograph 2 – Right profile of inmate from base of neck to just above top of head.
5. Photograph 3 – Left profile of inmate from base of neck to just above top of head.

<b>DAI Policy #:</b> 306.00.06	<b>New Effective Date:</b> 02/22/21	<b>Page</b> 2 of 4
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Inmate Digital Photo Identification System		

6. Photograph 4 (if applicable) – Inmate with glasses – frontal view wearing glasses.

## II. Inmate ID Cards

- A. Inmates shall be required to wear and display ID cards with the photo visible.
- B. Inmate shall immediately inform staff if their ID card or lanyard is lost, stolen or damaged.
- C. Inmates are not permitted to alter ID cards in any way for any reason.
- D. ID cards shall be worn at all times except:
  1. In restrictive housing, control, observation or TLU status.
  2. In showers.
  3. In their cell.
  4. While actively engaged in recreational or recognized religious activities that prevent wearing of the ID card. The ID shall be carried by the inmate or readily available upon request.
  5. While actively engaged in an assigned work activity that may cause damage to the ID card or poses a health and safety risk. The ID shall be carried by the inmate or readily available upon request.
  6. When released to law enforcement for court appearances.
  7. At work/study release sites (must be kept in their possession).
- E. ID cards shall be issued as soon as possible after arrival.
- F. Inmate ID cards shall be worn around the neck using a nylon and/or beaded lanyard that is 1/8" or less and no longer than 38".
- G. Inmates in areas that prevent use of the standard ID attachment system shall be provided with alternative methods to display the ID. Any alternatives require prior approval by the Warden/designee.
- H. ID cards shall be worn when inmates are transported off-site by DOC staff.
- I. Facilities may require replacement cost of damaged, lost or stolen cards and/or lanyards. Replacement costs shall be:
  1. ID card – \$3.00.
  2. Nylon lanyard – \$.50.
  3. Beaded lanyard – \$1.00.
- J. IDs that are in need of replacement shall be destroyed by staff upon issuance of the new ID card.
- K. ID cards shall transfer between DAI facilities with the inmate and shall be retained by the inmate upon release to field supervision.

<b>DAI Policy #:</b> 306.00.06	<b>New Effective Date:</b> 02/22/21	<b>Page</b> 3 of 4
<b>Chapter:</b> 306 Security		
<b>Subject:</b> Inmate Digital Photo Identification System		

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Sarah Cooper, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
<b>Original Effective Date:</b> 00/00/00	<b>DAI Policy Number:</b> 306.00.06	<b>Page</b> 4 of 4
<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 300 Security		
<b>Subject:</b> Inmate Digital Photo Identification System		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
  - B.
    - 1.
    - 2.
      - a.
      - b.
      - c.
    - 3.
  - C.

II.

III.

**RESPONSIBILITY**

I. Staff

II. Inmate

III. Other