

 <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> 309.20.02	<b>Page</b> 1 of 6
	<b>Original Effective Date:</b> 04/17/09	<b>New Effective Date:</b> 11/08/20
	<b>Supersedes:</b> 309.20.02	<b>Dated:</b> 11/10/17
	<b>Administrator's Approval:</b> Makda Fessahaye, 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> 309 Resources for Inmates		
<b>Subject:</b> State of Wisconsin Identification Card		

**POLICY**

Division of Adult Institutions staff shall assist inmates in obtaining a State of Wisconsin Identification Card prior to their return to the community.

**REFERENCES**

Wisconsin Statutes s. 301.286 – State Identification upon Release from Prison  
DAI 309.20.03 – Inmate Personal Property and Clothing

**DEFINITIONS, ACRONYMS AND FORMS**

COMPAS – Corrections Offender Management Profiling for Alternative Sanctions

DAI – Division of Adult Institutions

DCC – Division of Community Corrections

DMV – Department of Motor Vehicles

DOC – Department of Corrections

DOC-236D – Identification Property Access Record (Red)

DOC-237 – Property Receipt / Disposition

DOC-1163A – Authorization for Use and Disclosure of Protected Health Information (PHI)

DOT – Department of Transportation

ID – Identification

MOU – Memorandum of Understanding

MV3001 – State of Wisconsin Driver's License Application

MV3004 – State of Wisconsin Identification Card Application

SUD – Substance Use Disorder

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USPS – United States Postal Service

Vital Documents – Certified copy of the inmate’s birth certificate, signed social security card, driver’s license, State ID card.

WICS – Wisconsin Integrated Corrections System

## **PROCEDURE**

### **I. General Guidelines**

Inmates who are US citizens and residing in Wisconsin upon release are eligible to apply for an ID card.

- A. When there is an identity discrepancy, inmates are not eligible to apply and must resolve the issue in person at a DMV Service Center upon release.
- B. Inmates are responsible for obtaining the necessary vital documents for application.

### **II. Document Acquisition and Storage**

- A. Upon admission to DAI, designated staff shall determine if the inmate has vital documents and document any vital documents he/she has in COMPAS/Custom Fields/Release Plan-State ID Card.
- B. Upon admission to DAI, inmates shall be encouraged to have existing vital documents sent to their first permanent facility placement. If there are vital documents the inmate cannot locate, designated staff shall assist the inmate in the process for replacement.
- C. As referenced in DAI Policy 309.20.03, State ID Cards shall be stored in the inmate’s DOC-236D.

### **III. Obtaining a State of Wisconsin ID Card**

- A. If it has been determined the inmate does not possess a valid driver’s license or valid State of Wisconsin ID Card, and the inmate is approaching release or is being considered for work release opportunities, staff shall contact the inmate to assist in the acquisition of an ID.
- B. If the inmate chooses to obtain an ID card, the following procedure shall be followed:
  - 1. Staff shall meet with the inmate to determine the current status of their vital documents. Staff shall utilize COMPAS, the DOC-236D, and communication with the inmate to determine the current status of their vital documents.
  - 2. Once the documents are in the facility, staff shall assist the inmate in completing MV-3004, “The ID FOR FREE box shall not be checked.”

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3. Staff shall obtain a signed DOC-1163A from an inmate located at a facility whose primary purpose is to SUD treatment.
4. The cost of the ID card may be paid for by the DOC when funding is available. Inmate funds from their general or release accounts may be used in the absence of departmental subsidies.

	<b>Original ID Card</b>	<b>Duplicate ID Card</b>	<b>Renewable ID Card</b>
Definition	Wisconsin DMV record indicates that no ID card has ever been issued.	Wisconsin DMV record indicates the individual holds a valid ID card, but the card was lost, stolen or mutilated. ID card will expire > one year.	Wisconsin DMV record indicates the individual previously held an ID card and the card is or has expired or will expire < one year.
Requirements	Wisconsin resident U.S. citizen  Proof of: 1. Legal presence. 2. Name and date of birth. 3. Identity. 4. Residency = incarceration.	Wisconsin resident U.S. citizen  Proof of: 1. Identity. 2. Social Security Number match.	Wisconsin resident U.S. citizen  Proof of: 1. Identity. 2. Social Security Number match.
Documents  <i>Originals only, no copies</i>	Certified record of birth (with raised seal)  Signed original social security card.  DOT Form: MV3004 Section A & B, indicating they are a U.S. Citizen	Signed original social security card.  DOT Form: MV3004 Section A & B, indicating they are a U.S. Citizen	Signed original social security card.  DOT Form: MV3004 Section A & B, indicating they are a U.S. Citizen

### C. Photograph Session

1. Designated staff shall schedule photograph sessions with the inmates who are eligible for an ID card. The following documents are to be in the facility prior to scheduling a photograph session:
  - a. Certified copy of the inmate's birth certificate (only required if the individual has never possessed a State of Wisconsin ID Card, driver's permit or driver's license).
  - b. Signed original Social Security card.
  - c. Completed MV-3004.
  - d. The MV-3004 shall list the street address of the current facility as the current address. No other address is allowed.
2. Designated staff shall process the photograph utilizing designated DOC photo ID software.
3. Staff shall verify the inmate's information matches the information on the application including:

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- a. Address.
- b. Social Security Number.
- c. Date of Birth.
- d. Height.
- e. Weight.
- f. Eye Color.
- g. Citizenship- If an inmate is unable to prove United States citizenship, the inmate shall be referred to the DMV to work with them directly upon release.

#### D. Document Handling

1. After the photographs have been completed, designated staff shall:
  - a. Place the vital documents and the MV-3004 in an unsealed, self-addressed (facility address, attention Property Department), stamped envelope for each inmate who had a photo done.
  - b. Document the removal of vital documents on the DOC-236D.
  - c. Place all envelopes in a larger envelope and mail to DOT via USPS, if more than one application is done at a time.
  - d. Office of Program Services shall provide the DOT addresses to facilities.
2. Vital documents are returned by the DMV in the envelopes they were sent in. The photo ID is mailed to the facility address in a separate "Do Not Forward" envelope.
3. Vital documents and the ID card shall be stored in the DOC-236D with the inmate receiving a DOC-237 for the ID card.
4. The DOC-236D shall be updated to reflect the return of the vital documents and the addition of the new ID card.

- E. When the State ID Card is received at the facility, designated staff shall document in COMPAS under Case/Custom Fields/Release Plan – State ID Card.

#### IV. Inmate No Longer at Facility

- A. If an inmate is transferred while the ID acquisition is in process, the DOC-236D shall be transferred with all other files to the receiving site. The vital documents, including the new ID card, shall be forwarded to the next site upon receipt.
- B. If an ID card is received for an inmate who is no longer at the facility, staff shall:
  1. Determine the current location of the inmate.
  2. Open the envelope.
  3. Remove the DOT insert; ID card shall be attached.
  4. Put the insert with the new ID card into a new envelope, address and mail to the inmate's current location.

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- V. **Undeliverable ID Cards Returned to DOT**
- A. Per MOU, the DOT shall contact the DOC about any mailings returned as “undeliverable” by the USPS.
  - B. DOT shall ask DOC facility staff to provide updated information as to the current assigned site of the inmate.
  - C. DOT shall then attempt to mail the returned ID card to the updated location of the inmate.
- VI. **Release of Inmate**
- Per the DMV, address changes are to be reported within 10 days.
- A. Inmates are responsible for changing their address once released from a facility. Addresses may be changed via mail, telephone, or online.
  - B. To receive a new ID card, the inmate needs to visit their local DMV Service Center for a duplicate ID with address change.

**Administrator’s Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Makda Fessahaye, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Chippewa Valley Correctional Treatment Facility		
<b>Original Effective Date:</b> 04/29/09	<b>DAI Policy Number:</b> 309.20.02	<b>Page</b> 6 of 6
<b>New Effective Date:</b> 06/28/21	<b>Supersedes Number:</b> 309.20.02	<b>Dated:</b> 04/06/18
<b>Chapter:</b> 309 Resources for Inmates		
<b>Subject:</b> State of Wisconsin Identification Card		
<b>Will Implement</b> <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b> Timothy A. Nelson, Warden		

**RESPONSIBILITY**

- I. Assigned Case Manager
  - A. Determine if vital documents are present.
  - B. Counsel inmates on obtaining vital documents and assist in replacement, if needed.
  - C. Assist inmates in completing MV-3004 and DOC-1163A.
  
- II. Treatment Specialist 2/ Security Administrative Support Staff
  - A. Verify that vital documents are present.
  - B. Schedule photograph session and process photos using the ID software.
  - C. Verify information in ID software matches information on application and social security card.
  - D. Records Office staff/designee to update when information is not correct.
  - E. Mail vital documents and MV-3004 as directed.
  - F. Update COMPAS as needed.
  
- III. Property Security Staff
  - A. Create a DOC-236D, if needed.
  - B. Complete and forward a DOC-237 to inmate upon receipt of ID card.
  - C. Update DOC-236D when needed.
  - D. Forward vital documents as needed for inmates no longer at the facility.