



<b>NEBRASKA</b> Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	<b>POLICY</b> <b>INCARCERATED INDIVIDUAL IDENTIFICATION CARDS</b>		
	<b>REVIEWED DATE</b> <b>September 30, 2023</b>	<b>NUMBER</b> <b>204.02</b>	<b>PAGE</b> <b>1 of 4</b>
	<b>STATEMENT OF AVAILABILITY</b> <b>Law Library Access</b>		


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**SUMMARY OF REVISION/REVIEW**

Reviewed, no changes.

APPROVED:



  
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 Rob Jeffrey, Director  
 Nebraska Department of Correctional Services

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## PURPOSE

To provide Policy for how the incarcerated individual identification cards (ID cards) will be issued, carried, and used within the facilities of the Nebraska Department of Correctional Services (NDCS).

The ID cards will assist in the processing of canteen orders, aid in identification, and be used for other purposes as identified by this Policy. ID cards will be re-issued as determined necessary by NDCS team members. See *Incarcerated Individual Identification Cards* (Attachment A).

## PROCESS

### I. CARD PRODUCTION AND ISSUE

ID cards will be produced by the appropriate facility staff at the time of the incarcerated individual's arrival. The incarcerated individual's picture will be completed utilizing the ID cards format. The format includes the incarcerated individual's photograph, committed name, legal name (if different), physical description, and facility identification number. Pictures should be taken from the top of the shoulder to the top of the head. The incarcerated individual ID picture should reflect their normal daily appearance (i.e., with glasses, if the glasses are worn, hair must be dry, etc.). The picture shall be taken, reviewed for correct information (scanned to ensure validity of information) and issued to the incarcerated individual within 48 hours of arrival, excluding weekends and holidays. Each incarcerated individual will sign a receipt when issued an ID card. Such receipt shall acknowledge not only receipt of the ID card, but also that the card must be kept on the incarcerated individual's person at all times when outside of their cell.

### II. REISSUE OF CARDS

#### A. Significant Changes

When an incarcerated individual's appearance significantly changes (weight gain/loss, hair color, hair length, facial hair, tattoo, aging) staff who make the observation will forward a written request for a new picture to the appropriate facility/program contact. This written request should contain the specific reason for the card reissue.

#### B. Lost, Missing, Damaged or Destroyed Card


A disciplinary committee can order restitution for cards that are lost, missing, intentionally damaged or destroyed. The card will be replaced within two working days. If the lost card is recovered at a later date, the incarcerated individual must surrender it immediately to staff. The incarcerated individual will not be reimbursed for the cost of the reproduced card.

#### C. Replacement Cost

The replacement cost of the card shall be \$1.50.

### III. ISSUE OF CARDS

If an incarcerated individual is transferred to another NDCS facility, the ID card shall be transferred by the transportation officer. The incarcerated individual shall not have the ID card on their person during the transport. The receiving facility shall receive the ID card and shall issue new ID card to the incarcerated individual. The incarcerated individual shall sign a receipt when provided the new ID card at the receiving facility.

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#### IV. RETURN OF CARD

Prior to leaving the facility at discharge or parole, the incarcerated individual will relinquish the ID card. The ID card will be forwarded to the records office for disposal.

#### V. RESPONSIBILITY OF INCARCERATED INDIVIDUALS

The following process applies:

- A. ID cards must be worn whenever outside of the incarcerated individual's assigned room except when going to and from the shower. This is also applicable to incarcerated individuals assigned to community corrections centers; however, they are not required to wear the ID cards when not on NDCS grounds.


ID cards must be worn on the outer most garment, (collar, shirt pocket, coat, etc.) where it is readily and completely visible and shall not be clipped on any part of the incarcerated individual's pants or belt.

- B. ID cards are the property of NDCS.
- C. ID cards must be presented to any NDCS or contracted staff upon request.
- D. ID clips will be provided to incarcerated individuals at no cost.
- E. ID cards must be used during all canteen purchases.
- F. ID cards may not be given to any other incarcerated individual or unauthorized person; incarcerated individuals may not be in possession of another incarcerated individual's ID card.
- G. ID cards may not be altered or damaged.
- H. Lost, missing, damaged, or destroyed ID cards must be immediately reported to facility staff.
- I. Lost, missing or intentionally damaged/destroyed ID cards will be replaced. The cost of replacing the ID card may only be charged to the incarcerated individual following a guilty finding by a facility incarcerated individual discipline committee (IDC or UDC).
- J. ID cards must be returned upon discharge or parole.
- K. ID cards may not be used for any purpose except as defined in this Policy.

Failure to follow any of this process could result in a misconduct report for an applicable offense.

#### VI. USES OF THE INCARCERATED INDIVIDUAL ID CARD

- A. ID cards must be presented to canteen operators to pick up their canteen orders and/or purchase additional items. Canteens that are centralized and operated by Cornhusker State Industries shall follow the applicable portions of Policy 113.20, *Canteen Operations* and all applicable Policies, Procedures, and practices established for their operations.

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The ID card will contain a bar code that is unique to that incarcerated individual. The bar code will be scanned to call up the incarcerated individual's canteen account on the computer. Prior to initiating a sale, canteen operators will compare the picture on the card to the incarcerated individual presenting it to ensure proper identification. No transactions will be made without an ID card on general population status.

- B. An incarcerated individual will relinquish their ID card prior to leaving on a scheduled travel order. The shift supervisor will compare the picture on the ID card with the incarcerated individual to verify identity for the travel order.
- C. Staff may require an incarcerated individual present their ID card upon request. The card may be used to identify incarcerated individuals for misconduct reports, incident reports, or other documentation where identification is necessary. If the appearance of an incarcerated individual causes a visual discrepancy between the incarcerated individual and their ID card for a picture card count, NDCS staff should follow the steps described in II.A above.

**REFERENCE**

- I. STATUTORY REFERENCE AND OTHER AUTHORITY – None noted
- II. NDCS POLICIES – None noted
- III. ATTACHMENTS
  - A. Incarcerated Individual Identification Card
- IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA) – None noted