
 <p style="text-align: center;">State of Connecticut Department of Correction</p> <p style="text-align: center;">ADMINISTRATIVE DIRECTIVE</p>	<p>Directive Number 10.15</p>	<p>Effective Date 5/10/2017</p>	<p>Page 1 of 7</p>
	<p>Supersedes Inmate Personal Identification Procurement And Storage, dated 11/15/10</p>		
<p>Approved By</p>  <p style="text-align: center;">Commissioner Scott Semple</p>	<p>Title</p> <p style="text-align: center;">Inmate Personal Identification Procurement and Storage</p>		

1. Policy. The Department of Correction shall provide opportunities for eligible inmates, including inmates with insufficient funds, to obtain personal identification in order to assist with their reintegration to the community.

2. Authority and Reference.

- a. Connecticut General Statutes, Section 18-81.
- b. Memorandum of Understanding between the Connecticut Department of Correction and the Social Security Administration effective December 5, 2014.
- c. Memorandum of Understanding between the Connecticut Department of Correction and the Connecticut Department of Motor Vehicles, Agreement #2007GC-159.
- d. Memorandum of Understanding between the Connecticut Department of Correction and the Connecticut Department of Motor Vehicles, Agreement #2008CAU-99.
- e. Administrative Directive 4.4, Access to Inmate Information; Administrative Directives 6.4, Transportation and Community Supervision of Inmates; 6.10, Inmate Property; and 9.3 Inmate Admissions, Transfers, and Discharges.

3. Definitions and Acronyms. For the purposes stated herein, the following definitions and acronyms apply:

- a. CAPI. Computer-Assisted Positive Identification.
- b. CDL. Commercial Driver License.
- c. DMV. Department of Motor Vehicles.
- d. DOC. Department of Correction.
- e. DMV Identification Procurement Coordinator. A DOC employee designated to facilitate the procurement of inmate personal identification through the Connecticut Department of Motor Vehicles.
- f. Facility Identification Procurement (FIP) Coordinator. Facility employee(s) designated by the Unit Administrator to procure, receive and process incoming personal identification.
- g. Personal Identification. Forms of personal identification shall include, but are not limited to:
 - i. a birth certificate;
 - ii. social security card;
 - iii. driver's license;
 - iv. non-driver identification card;
 - v. state identification card;
 - vi. learner's permit;
 - vii. social services identification card;
 - viii. military identification card;
 - ix. DD214, Certificate of Release and Discharge from Active Duty;
 - x. marriage certificate or divorce decree (to document name changes);
 - xi. college/student ID;
 - xii. passport; and
 - xiii. Form I-551, Permanent Resident Card (i.e., green card).
 1. When approved by the Department's Security Division, CN 101503, Certified Secondary Identification Document shall also be considered a form of personal identification. Credit cards and non-official identification papers shall not be considered valid forms of identification.
- h. SRF. Connecticut Department of Correction Special Request Form (Release of Obligation of Funds) (Attachment D).

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4. Storage and Documentation of Personal Identification. The storage and logging of inmate personal identification shall be in accordance with this directive, unit directives and post orders.

- a. Upon Admission. Upon admission, an inmate's personal identification shall be documented on CN 61003, Inmate Property, Valuables, Document Storage and Discharge Receipt, and placed in the designated 6.5" x 9.5" envelope with a label that is marked with the inmate's name, number and a list of the items stored. The sealed envelope shall be stored in the inmate's identification file which shall be secured in the facility's designated ID storage location that is accessible only by staff.
- b. Personal identification will be retained at the facility where the inmate resides and shall be returned to the inmate at the time of release from incarceration. Except in exigent circumstances, personal identification cannot be mailed or released to anyone other than the individual named on the identification.
 - i. In exigent circumstances and at the discretion of the Unit Administrator, the inmate may release identification to another individual but must complete and sign CN 4402, Authorization for Release of Non-Health Information.
- c. Documents identified as personal identification shall not be stored in the same envelopes as the valuables and/or documents that are unauthorized and subject to disposal in accordance with Administrative Directive 6.10, Inmate Property.
- d. With the exception of a Department-issued identification card, inmates shall not be permitted to carry on their persons or store in their facility housing units any form of personal identification.

5. Incoming Personal Identification. Personal identification may be mailed to the facility for an inmate preparing for release. Such identification shall be sent to the attention of the FIP Coordinator who will inventory and record the identification received on the CN 61003, Inmate Property, Valuables, Document Storage and Discharge Receipt, and store the identification in the inmate's identification file in accordance with Section 4(A) of this Directive. If upon receipt, other items are found with the identification, such items shall be returned to the sender.

- a. Distribution of Property Receipt. Form CN 61003, Inmate Property, Valuables, Document Storage and Discharge Receipt, shall be distributed in the following manner:
 - i. The white copy shall be given to the inmate;
 - ii. The yellow copy shall be placed in Section 6 of the inmate's master file; and,
 - iii. The pink copy shall be stored in the inmate's central property file.

6. Procurement Processes.

- a. Procurement of a Birth Certificate. If an inmate does not possess a birth certificate prior to discharge or release to community supervision, the FIP Coordinator may assist the inmate in obtaining a birth certificate through the appropriate procurement process two years prior to the date of the inmate's discharge or pending release to community supervision. The FIP Coordinator shall meet with the inmate in order to complete and sign CN 101501, Inmate Personal Identification Form. CN 101501, Inmate Personal Identification Form, must be completed in order to initiate the process to obtain a birth certificate. The FIP Coordinator shall complete the respective birth certificate application, DOC cover letter, and SRF (Attachment D) and forward the completed documents to Inmate Accounts for processing.
 - i. Inmate personal funds will be utilized to obtain a birth certificate. If the inmate has insufficient funds, the Inmate Welfare Fund will be utilized to obtain a birth certificate.
- b. Procurement of Replacement Social Security Card. Sentenced inmates may apply for a replacement social security card at no cost and in accordance with the procedures outlined in the Memorandum of Understanding between the Connecticut Department of Correction and the Social Security Administration. The FIP Coordinator shall meet with the inmate in order to complete and sign CN 101501,

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Inmate Personal Identification Form. CN 101501, Inmate Personal Identification Form, must be completed in order to initiate the process to obtain a replacement social security card. The FIP Coordinator shall assist the inmate in obtaining a replacement social security card through the appropriate procurement process within 180 calendar days of the inmate's discharge or pending release to community supervision.

- i. These procedures shall apply to inmates who are US Citizens, who have a valid social security number, have not used multiple social security numbers, and are in need of a replacement social security card. Inmates who are non US Citizens, request a name change, or require a social security number must physically present themselves, upon release, to a Social Security Administration Office for appropriate action.
- c. Procurement of Personal Identification from the Connecticut Department of Motor Vehicles. If a sentenced inmate does not possess a valid form of Connecticut identification prior to discharge or release to community supervision, the FIP Coordinator shall assist the inmate in obtaining identification through the appropriate procurement process as follows:
 - i. Procurement of DMV Identification. The FIP Coordinator shall meet with the inmate in order to complete and sign CN 101501, Inmate Personal Identification Form. CN 101501, Inmate Personal Identification Form, must be completed in order to initiate the following actions:
 - ii. Renewal of Connecticut Driver's License. A sentenced inmate shall be afforded the opportunity to renew a Connecticut driver's license four months prior to expiration date. Expired licenses can be renewed if less than two (2) years has elapsed since expiration. Requests for renewal shall be initiated by completing DMV form B-350, Request for a Connecticut Driver's License/Identification Card by Mail, (Attachment A) and SRF (Attachment D). The FIP Coordinator shall forward the completed documents to Inmate Accounts for processing. The inmate must use personal funds to cover the cost of the Connecticut driver license renewal. The inmate is responsible for any late fees assessed by the DMV.
 - 1. If two (2) or more years have elapsed since the expiration of the license, the inmate must report to a DMV branch office after discharge and follow the DMV's guidelines for procuring a Connecticut driver's license.
 - iii. Replacement of Current Connecticut Driver's License. A sentenced inmate shall be afforded the opportunity to request a replacement of a current Connecticut driver's license from the Connecticut DMV six months prior to discharge or release to community supervision. Requests for replacement shall be initiated by completing DMV form B-350, Request for a Connecticut Driver's License/Identification Card by Mail, (Attachment A) and SRF (Attachment D). The FIP Coordinator shall forward the completed documents to Inmate Accounts for processing.
 - 1. Inmate personal funds will be utilized to replace current Connecticut driver licenses. If the inmate has insufficient funds, the Inmate Welfare Fund will be utilized to replace a current Connecticut driver license.
 - iv. Replacement or Renewal of Connecticut Non-driver Identification. A sentenced inmate shall be afforded the opportunity to request a replacement or renewal of a Connecticut non-driver identification from the Connecticut DMV six months prior to discharge or release to community supervision. Requests for replacement and renewals shall be initiated by completing DMV form B-350, Request for a Connecticut Driver's License/Identification Card by Mail, (Attachment A) and SRF (Attachment D). The FIP Coordinator shall forward the completed documents to Inmate Accounts for processing. Inmate personal funds or Inmate Welfare Funds (if the inmate has insufficient funds) can be utilized for replacement or renewal Connecticut non-driver identification cards. Renewals utilizing the mail-in form can only be initiated if the Connecticut non-driver identification card is either (1) current but within four (4) months of the expiration date; or (2) expired by not more than two (2) years.

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1. If the Connecticut non-driver identification is expired by two (2) or more years, the FIP Coordinator must follow the process outlined in Section 5(1) (d). Application for New Issue Connecticut Non-driver Identification.
 2. Inmate personal funds will be utilized to replace or renew Connecticut non-driver identification cards. If the inmate has insufficient funds, the Inmate Welfare Fund will be utilized to replace or renew Connecticut non-driver identification cards. DMV will waive late fees for non-driver identification.
- v. Application for New Issue Connecticut Non-driver Identification. A sentenced inmate shall be afforded the opportunity to apply for a Connecticut non-driver identification card six months prior to the date of the inmate's discharge or pending release to community supervision by completing DMV Form B-230, Connecticut Identification Card Requirements and Application, (Attachment B); SRF (Attachment D); CN 101501, Inmate Personal Identification Form; CN101502, Secondary Identification Routing Form and CN 101503, Certified Secondary Identification Document. The FIP Coordinator shall forward the completed documents along with certified copies of the inmate's birth certificate and social security card to the DMV Identification Procurement Coordinator who shall submit the documents to the Connecticut DMV for processing. Inmate personal funds will be utilized to obtain new issue Connecticut non-driver identification cards. If the inmate has insufficient funds, the Inmate Welfare Fund will be utilized to obtain new issue Connecticut non-driver identification cards.
- vi. Downgrading Suspended CT Driver Licenses to CT Non-Driver ID cards. A sentenced inmate shall be afforded the opportunity to downgrade a suspended CT Driver License to a Connecticut non-driver identification card six months prior to the date of the inmate's discharge or pending release to community supervision by completing DMV form P-147 Voluntary Surrender or Downgrade of Operator License/Learner Permit, (Attachment E); DMV form B-350, Request for a Connecticut Driver's License/Identification Card By Mail, (Attachment A); and SRF (Attachment D). The FIP Coordinator shall forward the completed documents to Inmate Accounts for processing. Downgrades utilizing the mail-in form can only be initiated if the Connecticut driver license is not more than two years past the expiration date.
1. Inmate personal funds will be utilized to downgrade a suspended CT driver license to a CT non-driver identification card. If the inmate has insufficient funds, the Inmate Welfare Fund will be utilized to downgrade a suspended CT driver license to a CT non-driver identification card.
- vii. Suspended or Revoked Connecticut Driver's License.
1. Suspension. A sentenced inmate whose Connecticut driver's license is under suspension may pay the restoration fee in the amount specified by DMV by sending a completed SRF (Attachment D) to Inmate Accounts for processing. Driving privileges will not be restored until notification is received from the DMV and a valid license is procured. The inmate must use personal funds to cover the cost of the restoration fee. The application and fees for replacement or renewal of a Connecticut driver license will be handled in accordance with Sections 5 (C) (1) (a) or (b) of this Directive.
 - a. A sentenced inmate may also downgrade to a Connecticut Non-driver Identification in accordance with Section 5((C) (1) (e) of this Directive.
 2. Revocation. An inmate whose Connecticut Driver's License has been revoked shall not be eligible to apply for a Connecticut Driver's License or Connecticut Non-driver Identification while incarcerated in a correctional facility. An inmate whose license has been revoked must physically present themselves, upon release, to a DMV hub office for appropriate action.

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- viii. Connecticut Learner's Permits and First-time Connecticut Driver's License.
1. Replacement of Current Connecticut Learner's Permit. A sentenced inmate shall be afforded the opportunity to replace a current Connecticut Learner's Permit. Requests for replacement of a Connecticut Learner's Permit shall be initiated by completing DMV form B-350, Request for a Connecticut Driver's License/Identification Card by Mail, (Attachment A) and SRF (Attachment D). The FIP Coordinator shall forward the completed documents to Inmate Accounts for processing.
 - a. Inmate personal funds will be utilized to replace a current Learner's permit. If the inmate has insufficient funds, the Inmate Welfare Fund will be utilized to replace a current Learner's permit. An inmate shall not be permitted to renew a Learner's Permit or apply for a first-time Connecticut Driver's License through this process. In order to renew a Learner's Permit or apply for a first time Connecticut Driver's License, an inmate must report to a DMV branch office after discharge and follow the DMV's guidelines for procuring a first time Connecticut Driver's License or reissuing a Connecticut Learner's Permit.
 2. Downgrade of Connecticut Learner Permit to a Connecticut Non-driver Identification card. A sentenced inmate shall be afforded the opportunity to downgrade a Connecticut Learner's Permit to a Connecticut Non-driver Identification card by completing DMV Form B-230, Connecticut Identification Card Requirements and Application, (Attachment B); SRF (Attachment D); and DMV form P-147 Voluntary Surrender or Downgrade of Operator License/Learner Permit, (Attachment E). The FIP Coordinator shall forward the completed documents to Inmate Accounts for processing.
 - a. Inmate personal funds will be utilized to downgrade the Learner's permit to a Non-driver Identification card. If the inmate has insufficient funds, the Inmate Welfare Fund will be utilized to downgrade the Learner's permit to a Non-driver Identification card. An inmate shall not be permitted to renew a Learner's Permit or apply for a first-time Connecticut Driver's License through this process. In order to renew a Learner's Permit or apply for a first time Connecticut Driver's License, an inmate must report to a DMV branch office after discharge and follow the DMV's guidelines for procuring a first time Connecticut Driver's License or reissuing a Connecticut Learner's Permit.
 3. Commercial Driver Licenses. An inmate shall not be permitted to renew a CDL while incarcerated but can opt to voluntarily downgrade the CDL to a regular Class D operator license by completing DMV form P-147 Voluntary Surrender or Downgrade of Operator License/Learner Permit, (Attachment E); DMV form B-350, Request for a Connecticut Driver's License/Identification Card By Mail, (Attachment A); and SRF (Attachment D). The FIP Coordinator shall forward the completed documents to Inmate Accounts for processing. The inmate must use personal funds to cover any applicable fees as determined by the DMV.
- ix. Transportation to Designated A/P Area. Inmates scheduled to receive DMV identification shall be transported by the facility or the Correctional Transportation Unit to the A/P area of the designated facility in accordance with Administrative Directive 6.4, Transportation and Community Supervision of Inmates.
- x. Transfer of Inmates. Absent exigent circumstances, inmates shall not be transferred to another facility while in the process of obtaining DMV identification through this program. If an inmate is approved for DMV identification and is subsequently released on parole or to a halfway

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house, the inmate shall be afforded the opportunity to complete the process.

- xi. Procurement of Secondary Identification. A sentenced inmate may obtain a secondary form of identification from DOC for use at DMV by completing CN 101502, Secondary Identification Routing Form, with staff. The FIP Coordinator shall forward form CN 101502 to the Security Division in accordance with Attachment C, Procedures for Securing Secondary Identification. The Security Division shall review and process form CN 101502 to determine if the inmate meets the criteria for secondary identification as required by Attachment C, Procedures for Securing Secondary Identification. If the inmate meets the criteria, the Security Division shall complete and issue form CN 101503, Certified Secondary Identification Document and forward the completed form along with the original CN 101502, Secondary Identification Routing Form to the DMV Identification Procurement Coordinator. The Security Division shall maintain a copy of forms CN 101502 and CN 101503 for audit purposes.

7. Disposition of Personal Identification upon Discharge or Transfer. The Unit Administrator shall develop procedures to provide an inmate with his/her identification prior to his/her departure from the facility. Identification distributed to inmates upon discharge or transfer to community release shall be documented in Section 5 of the CN 9302, Transfer and Discharge Checklist. The completed CN 9302, Transfer and Discharge Checklist, shall be returned to the Records Office for filing in the inmate's master file in accordance with Administrative Directive 9.3, Inmate Admissions, Transfers, and Discharges.

- a. Inter-Facility Transfer. In the event an inmate is transferred to another facility, the FIP Coordinator at the sending facility shall complete CN 61004, Inmate Property Transfer Receipt, and place the identification in the designated secured area in A&P for pick up by the CTU Property Officer. The CTU Property Officer will sign the CN61004 and transport the identification to the FIP Coordinator at the receiving facility. Upon receipt of the identification, the FIP Coordinator at the receiving facility shall sign the CN61004 and place the identification in the inmate's identification file in accordance with Section 4(A) of this Directive.

- i. Distribution of Transfer Receipt. Form CN 61004, Inmate Property Transfer Receipt, shall be distributed in the following manner:

- 1. The white copy shall remain with the sending facility;
- 2. the yellow copy shall be kept by CTU; and
- 3. the pink copy shall be kept by the receiving facility and placed in the inmate's central property file. If Central Office is the receiving facility, the pink copy will be kept on file.

- b. Transfer to Community Supervision. In the event an inmate is transferred to community supervision and has not yet received his/her identification, the FIP Coordinator of the sending facility shall forward the identification via CTU Property Officer, certified mail, or hand delivery to the halfway house, parole office, or the FIP Coordinator at Central Office, Programs and Treatment Unit.

- i. In order to coordinate the inmate's receipt of his/her social security card identification. Staff must positively identify the inmate with a photo ID or a CAPI photo prior to releasing any identification.

- ii. Except in exigent circumstances, personal identification cannot be mailed or released to anyone other than the individual named on the identification. In exigent circumstances and at the discretion of the Unit Administrator, the inmate may release identification to another individual but must complete and sign CN 4402, Authorization for Release of Non-Health Information.

- c. Discharge. In the event an inmate discharges and has not yet received his/her identification, the FIP Coordinator of the discharging facility shall attempt to contact the inmate to arrange pickup. If the FIP coordinator is unable to locate the inmate after discharge, the FIP coordinator shall store the identification for 30 calendar days at which time the identification shall be

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forwarded via CTU Property Officer to the FIP Coordinator at Central Office, Programs and Treatment Unit.

- i. Upon receipt of the identification, the FIP Coordinator shall log the date the identification was received and secure the identification in a locked drawer, cabinet or safe designated for identification storage. The FIP Coordinator shall attempt to contact the inmate in order to arrange pickup of the identification. Staff must positively identify the inmate with a photo ID or a CAPI photo prior to giving him/her the identification.
- ii. Except in exigent circumstances, personal identification cannot be mailed or released to anyone other than the individual named on the identification. In exigent circumstances and at the discretion of the Unit Administrator, the inmate may release identification to another individual but must complete and sign CN 4402, Authorization for Release of Non-Health Information.

8. Unclaimed Identification. Identification that is unclaimed after 30 calendar days of discharge will be forwarded to the FIP Coordinator at Central Office. Unclaimed identification will be stored at Central Office for a period of two years with the exception of social security cards obtained through the Memorandum of Understanding with Social Security Administration. The social security cards procured while incarcerated shall be returned after 30 calendar days to the Social Security Administration in accordance with the Memorandum of Understanding between the Connecticut Department of Correction and the Social Security Administration.

9. Facility Procedures. Each Unit Administrator shall develop and maintain procedures that implements the provisions of this Directive and ensures that inmates receive their identification prior to release. Such procedures shall include, but are not limited to:

- a. a distribution process for inmates who depart prior to receiving their identification;
- b. a distribution process for inmates departing during off-hours, weekends or holidays; and,
- c. a process for logging and storing identification in accordance with section 4 (A) of this Directive and the Memorandum of Understanding between the Connecticut Department of Correction and the Social Security Administration.

10. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for the intended function:

- a. CN 101501, Inmate Personal Identification Form;
- b. CN 101502, Secondary Identification Routing Form;
- c. CN 101503, Certified Secondary Identification Document;
- d. Attachment A, Request for a Connecticut Driver's License/Identification Card by Mail (DMV Form B-350);
- e. Attachment B, Connecticut Identification Card Requirements and Application (DMV Form B-230);
- f. Attachment C, Procedures for Securing Secondary Identification;
- g. Attachment D, Connecticut Department of Correction Special Request Form (Release of Obligation of Funds); and,
- h. Attachment E, Voluntary Surrender or Downgrade of Operator License/Learner Permit (DMV Form P-147).

11. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner of Correction.