



*State of North Carolina*  
*Department of Correction*  
*Division of Prisons*

Chapter: F  
Section: .2900  
Title: **Identification Card  
Procedure**  
Issue Date: 10/12/07  
Supersedes: 09/01/06

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**POLICY & PROCEDURES**

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**.2901 PURPOSE**

This procedure provides direction for the production, distribution, maintenance, and use of identification cards and image record sheets within the Division of Prisons.

**.2902 SCOPE**

This procedure outlines the process for production, issuance, and maintenance of Division of Prisons identification cards and image record sheets.

**.2903 GENERAL**

Picture identification cards and image record sheets are used by the Division of Prisons to assist in the identification of inmates, staff, agents, and approved volunteers. Identification cards are issued by, owned by, and may be revoked by the Division of Prisons at any time. The identification cards, image record sheets, and related materials are for official use only.

**.2904 SPECIFIC**

Identification cards shall be either displayed or maintained on the person as deemed appropriate by the facility head. No inmate will be allowed to wear an identification card around their neck. The cards shall be used for visual identification and electronic identification, such as canteen purchases, gate logs, etc.

**.2905 RESPONSIBILITY**

The overall responsibility and management for identification cards and image record sheets production is assigned to the Operational & Technical Support Branch of the Division of Prisons' Auxiliary Services. That office will be responsible for monitoring and coordinating necessary changes in procedures to protect the operational integrity of the identification card program. Procedural directives may be issued as necessary and appropriate to support the identification processes.

(a) **ID CARDS**

The facility head is responsible for determining whether or not staff or inmates shall openly display their identification cards on their person, or maintain them on their person to be presented upon request. Inmate identification cards will not be worn around the neck. Intentional misuse or abuse of identification cards may result in formal disciplinary action.

(b) **IMAGE SHEETS**

The control board inmate image sheet provides a number of control board sized identification cards with demographic data. The control board sheet contains a Prison Release Photo ID Card which is to be issued to an inmate upon release from prison. These image record sheets are filed inside the inmate unit jacket file on the left-hand side. Images may be detached from this record sheet at the discretion of the facility head and utilized on control boards for other identification processes.

### **.2906 PRODUCTION**

- (a) Division of Prison's staff, contractual agents, and inmate photographs will be captured through the automated Digital Photo System, or Auxiliary Photo Capture Stations located throughout the Division of Prisons.
- (b) Division of Prison's AA or NA Correctional Facility Representatives will be required to have a picture identification card. Correctional Facility Representative Photographs and identification cards will also be captured through the automated Digital Photo System and/or Auxiliary Photo Capture Stations.
- (c) Only authorized staff may produce identification cards and image record sheets. Staff are designated by the facility head and shall have completed an identification card training program provided by the Operational & Technical Support Branch of the Division of Prisons' Auxiliary Services Section.
- (d) All images captured for production of DOC Employee Photo Identification cards or DOC Inmate Photo Identification cards will be captured utilizing a digital camera or digital camcorder and submitted to DOP Auxiliary Services Operational and Technical Support (Photo Identification Section) in a JPEG format via GroupWise to DOP PhotoID. ***This only applies if your facility does not have an ID card printer to process cards on site.***

### **.2907 CARD FORMAT DESCRIPTION**

- (a) The Official Division of Prisons identification cards are made of plastic measuring 86mm x 54mm x 1mm, and provide a two-track high coercivity magnetic strip on the reverse side. The card front is formatted in a portrait orientation. A color full-face photograph is printed in the upper portion of the card and identifying data is displayed in the lower portion of the card.
- (b) Color framing identifies blue for staff, green for contractual agents and volunteers, and red for inmates. The color framing is imprinted around the picture on each of the identification cards. The inmate identification cards have a broad color bar across the bottom of the card indicating brown for felons, or green for misdemeanors. The color framing around the photograph and the color bar on the inmate identification card are large enough to make visual identification easy.
- (c) The reverse side of the card has an encoded magnetic strip. Upon issuance of the card, it will be ready for use in accessing cashless canteens, access control, or any function as deemed appropriate by the facility head.

**.2908 INITIAL ISSUE AND REISSUE PROCEDURES AND REQUIREMENTS**

- (a) Recipients of ID cards will be provided an orientation by the issuing facility specifying the responsibilities of the card carrier for the safekeeping of the identification card. Recipients of an ID card will be required to sign the Identification Card Orientation sheet which will be filed in their personnel file (staff, agents, volunteers) or unit jacket (inmates).
- (b) Initial Issuance and Re-issuance
  - (1) **INMATES:** Inmate identification cards and image record sheets shall be initially produced at the admitting diagnostic center. Retakes of the identification card shall occur every five (5) years thereafter. The facility head may direct that additional ID cards are taken at any time (less than five years) if notable change to the inmate's appearance occurs. A new identification card and image record sheets are required if the division changes the inmate's name or sentence type. The only times a name is changed will be to correct any errors made by staff during data input or to conform with a name used on the initial admission to the Division of Prisons. Inmates who legally change their name may have that name added to the ID card directly below the convicted name.
  - (2) Inmates admitted to prison with unnatural hair color, blue, green, pink, etc., shall have their picture taken initially as they appear. The inmate will be issued another ID card when it has been determined what his/her actual hair color is. Female inmates may color their hair periodically to maintain their hair color the same as when they were committed.
  - (3) **STAFF:** Staff employed by the North Carolina Division of Prisons shall be provided an identification card during the initial employment process. It will be the responsibility of the employing facility head to ensure that each employee receives the identification card upon employment. Retakes of staff identification cards shall occur as often as necessary to truly reflect position and location changes. Once an employee has an identification card for five (5) years and no changes in their position and/or location have occurred, a new identification card is to be issued.
  - (4) Identification cards for volunteers and contractual agents are valid for five (5) years. After five years, a new identification card is to be produced.
  - (5) The Operational and Technical Support Branch of the Division of Prisons' Auxiliary Services will be responsible for sending monthly notifications to all facilities for identification cards prior to the (30) thirty-day expiration date.
- (c) Retakes are required if an identification card is lost, stolen, or data change. In the case of lost or stolen identification cards, cashless canteen facilities must invalidate the identification card via OPUS to prevent unauthorized purchases. A lost or stolen card form should be completed and filed in the appropriate jacket.

- (d) Disciplinary action shall be initiated on all inmates who maliciously destroy identification cards or lose them through willful neglect.
- (e) In the event a staff member, agent or volunteer should lose their ID card, they should notify their supervisor, or the facility, as soon as possible.

### **.2909 IDENTIFICATION DATA DISPLAY**

- (a) All staff identification cards will be produced with a blue picture border and all agent and volunteer identification cards will have a green picture border. The following data will be included on the identification card:

Staff Member's Name  
 Staff ID Number  
 Position Number  
 Staff Type (DOC vs. Time Limited Contractual Agent/AA/NA CFR)  
 Title  
 Work Location  
 Facility  
 Issue Date  
 Expiration Date

**No physical features will be included on the identification card other than the picture.**

- (b) Inmate cards will have a red color picture border around the picture and a broad color bar at the bottom signifying brown for felons and green for misdemeanants. Each inmate identification card will have the following data:

Inmate Name (as shown on his/her commitment)  
 Legal Name (applicable only upon verification of legal records)  
 DOC Number  
 Date of Birth  
 Race  
 Height  
 Hair  
 Issue Date  
 Admission Date  
 Gender  
 Weight  
 Eyes  
 Expiration Date

- No physical features will be included on the identification card other than the picture.**
- (c) All data printed on an identification card will be verified through the OPUS files. Any identification card with inconsistent data from the OPUS files will be considered invalid. The OPUS database will be considered the official record and any changes to the record must be routed through the Site Security Administrator of the individual's assigned facility.

- (d) Upon request of an inmate to include a legal name to the inmate ID card, the warden or facility head will forward the request and supporting documentation to the Chief of Auxiliary Services for verification that the inmate's name has been legally changed through court order, birth certificate or other legally acceptable documentation.
- (e) Upon verification, the Chief of Auxiliary Services will facilitate making the ID card which will show the inmate's committed name and legal name, directly under the committed name on the ID card. The card will be forwarded to the appropriate warden/facility head along with the verification letter.
- (f) A legal name change does not require that the department alter official records.
- (g) If the inmate has obtained a legal name change and wishes to have documents notarized, the legal name affixed to an inmate ID card will be sufficient for purposes of obtaining notary services, unless there is a reason to believe that the information has been forged or altered.
- (h) Inmates shall be allowed access to all prison services by providing his legal name and either his OPUS number and/or convicted name.

#### **.2910 IDENTIFICATION CARD MAINTENANCE, RETENTION, AND DISTRIBUTION**

- (a) Identification cards are to be maintained by the person(s) to whom they are issued.
- (b) When an inmate is released from prison, the identification card and image record sheets are retained by placing them in a sealed envelope, properly labeled with the inmate's name and identification number, and filed in the inmate's unit record.
- (c) When a staff member leaves State service, his/her identification card should be turned into the personnel office at the facility assigned. The identification card is then to be placed in the ex-employee's personnel file.
- (d) In the case where a card is invalidated for any reason or a new card is issued, the old card is to be destroyed. Only one (1) identification card will be generated and issued to a staff member, volunteer, contractual agent, or inmate at any given time. The card must be destroyed in such a manner that it is rendered unusable, preferably cut in three (3) or more pieces in such a way that neither the photo nor the magnetic strip is left in its entirety.

#### **.2911 AUTHORITY**

The authority to manage identification card production issuance, maintenance, and training for identification card operations within the Division of Prisons is delegated to the Operational &

Technical Support Branch of the Division of Prisons' Auxiliary Services Section.

**.2912 VISITOR PASS**

- (a) A standard Division of Prisons Visitor Pass shall be issued to individuals designated by the facility head prior to entry of the facility. Normally the pass will be issued to a visitor who enters the facility who is not affiliated with the Department of Correction. These individuals may be conducting tours, inspections, observing programs, etc. Families visiting an inmate inside the facility may be required to carry passes at the discretion of the facility head. All passes must be returned at the point of entry, upon an individual's exiting the facility.
  
- (b) Please click [here](#) for a Visitor Pass template. This template can be printed, and the badges used at each facility.

*Royal Bennett 10-12-07*

Director of Prisons

Date

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**STAFF**  
**IDENTIFICATION CARD ORIENTATION**

1. An identification card has just been issued to you. This identification card is State property. It is your responsibility to maintain this identification card in good condition. It must be carried on your person at all times while on duty and produced upon request for the purpose of identification.
2. You are not allowed to use or possess another person's identification card nor are you allowed to give or lend your identification card to another person for any reason unless directed by supervising staff.
3. In the case of theft, loss, or damage to the identification card, you must report this immediately to your immediate supervisor.
4. You are responsible for any and all purchases made with your identification card at a cashless canteen facility before the card was reported stolen or lost.

Signed: \_\_\_\_\_ Date:

Location: \_\_\_\_\_ Budget Code:

Supervisor: \_\_\_\_\_ Date:

File: Staff - Personnel Folder

**FOR OFFICIAL USE ONLY**

**INMATE**  
**IDENTIFICATION CARD ORIENTATION**

1. An identification card has just been issued to you. This identification card is State property. It is your responsibility to maintain this identification card in good condition. It must be carried on your person at all times and produced upon request for the purpose of identification.
2. You are not allowed to use or possess another person's identification card nor are you allowed to give or lend your identification card to another person for any reason unless directed by supervising staff.
3. Inmates assigned to a Segregation Facility will surrender the identification card to the Segregation Officer who will conduct canteen call and then return the card, the purchased merchandise, and the accompanying sales receipt.
4. In the case of theft, loss, or damage to the identification card, you must report this immediately to your supervising staff or case manager.
5. You are responsible for any and all purchases made with your identification card at a cashless canteen facility before the card was reported stolen or lost.
6. Intentional loss or destruction of your identification card will result in Disciplinary Action.

Signed: \_\_\_\_\_ Date:

Location: \_\_\_\_\_ Budget Code:

Witness: \_\_\_\_\_ Date:

File: Inmate - Unit Jacket

**FOR OFFICIAL USE ONLY**

# Division of Prisons ID Card Request Form – Staff / Inmate

Date of Request             /        /       

**General Information:**

OPUS # / Staff ID      \_\_\_\_\_

Name      \_\_\_\_\_

Facility Name      \_\_\_\_\_

Facility Number      \_\_\_\_\_

**Staff Information:**

Position #      CR \_\_\_\_\_

Staff Type      \_\_\_\_\_

Job Class      \_\_\_\_\_

Work Assign      \_\_\_\_\_

**Retake Information:**

**Problem Reported**

Expired       Lost       Image Retake

Stolen       Damaged       Data Change

**Banking Account Audit**

Performed       Yes       No

Staff ID      \_\_\_\_\_

**GateLog Account Audit**

Performed       Yes       No

Staff ID      \_\_\_\_\_

**Inmate Information:**

SID Number      \_\_\_\_\_

Admin Date      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Race      \_\_\_\_\_

Date of Birth      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Height      \_\_\_\_\_ ‘ \_\_\_\_\_ “

Weight      \_\_\_\_\_

Hair      \_\_\_\_\_

Eyes      \_\_\_\_\_

Classification       Felon       Misdemeanor

**Signatures (Authorization Section)**

Employee / Inmate      \_\_\_\_\_      Date      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Supervisor / OIC      \_\_\_\_\_      Date      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*(for ID System Use)*

Verify OPUS # / Staff ID      \_\_\_\_\_      Date      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(Operator's Staff ID)*

Take Photo      \_\_\_\_\_      Date      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(Operator's Staff ID)*

Produce ID Card      \_\_\_\_\_      Date      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(Operator's Staff ID)*

Produce Laser Sheet      \_\_\_\_\_      Date      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(Operator's Staff ID)*

Verify Card Data & Image      \_\_\_\_\_      Date      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(Operator's Staff ID)*