

## 1.4.A.1 DOC Photographs of Inmates

### I Policy Index:



**Date Signed:** 04/16/2012  
**Distribution:** Public  
**Replaces Policy:** N/A  
**Supersedes Policy Dated:** 04/15/2012  
**Affected Units:** Adult Institutions  
**Effective Date:** 04/17/2013  
**Scheduled Revision Date:** February 2014  
**Revision Number:** 9  
**Office of Primary Responsibility:** DOC Administration

### II Policy:

The Department of Corrections (DOC) will maintain a current record of inmate photographs.

### III Definitions:

#### Senior Security Officer:

The Deputy Warden at the South Dakota State Penitentiary (SDSP), the Deputy Warden at the Mike Durfee State Prison (MDSP) or the Deputy Warden at the South Dakota Women's Prison (SDWP). The Senior Security Officer is responsible for the same duties at ancillary units that fall within the supervision of their main facility.

#### Scheduled Release to the Community:

For the purposes of this policy, scheduled release to the community will include final discharge of sentence, release to parole or suspended sentence, transfer to the work release program or transfer to the Community Transition Program (CTP) (See DOC policy 1.5.A.5 [Work Release](#) and DOC policy 1.5.G.2 [Community Transition Program](#)).

### IV Procedures:

#### 1. Categories of Inmate ID Cards:

- A. The identification (ID) card for inmates twenty-one (21) years of age or older will contain a white background with the inmate's picture, name and ten digit DOC ID number assigned to the inmate during their initial admission to the DOC.
- B. The ID card for inmates under twenty-one (21) years of age will contain red background with the inmate's picture, name and ID number.

#### 2. Inmate Photographs Upon Admission/Readmission:

- A. The Senior Security Officer at the SDSP and the SDWP will assign a staff member to photograph inmates who are initially admitted or re-admitted into the adult corrections system.

1. If an inmate wears glasses and/or has a beard, separate front facial photographs will be taken of the inmate with and without glasses and/or without a beard.
2. Each inmate will be photographed in a left profile, right profile and front face shot, with and without glasses and/or without a beard.
3. Photographs will also be taken of any scars and/or tattoos on the inmate.
4. The staff member assigned to photograph inmates is responsible for documenting the photographs in the adult Corrections Offender Management System (COMS).
5. The staff member assigned to photograph the inmate is responsible for issuing the inmate a DOC photo ID.

### **3. Updated Inmate Photographs When Transferring From A Secure To Non-Secure Facility:**

- A. The Senior Security Officer at each adult secure facility will assign staff to take an updated photograph of an inmate prior to the inmate being transferred to a minimum unit from a higher custody unit, with the exception of inmates transferring directly from Admissions and Orientations (A&O) to a minimum unit.
  1. If an inmate wears glasses, separate front facial photographs will be taken of the inmate with and without glasses.
  2. Each inmate will be photographed in a left profile, right profile and front face shot without glasses.
  3. At the time the inmate is photographed, he/she will also be checked for any new tattoos and/or scars. Photographs will be taken of any new scars and/or new tattoos on the inmate.
  4. The staff member assigned to photograph inmates is responsible for updating the photographs in COMS and issuing the inmate an updated DOC photo ID.

### **4. Updated Inmate Photographs During Incarceration For Secure Facilities:**

- A. The Senior Security Officer at each adult secure facility will assign a staff member to take an updated photograph at least once every five (5) years of any inmate currently incarcerated in a secure facility. The Warden or his/her designee may require updated photographs of any inmate prior to the inmate being transported outside of the secure perimeter of a secure facility (See DOC policy 1.3.A.7 [Transport & Escort of Inmates](#)).
  1. Updated photographs will be taken any time the Senior Security Officer determines an inmate's appearance has changed to the point the inmate would be difficult to recognize from his/her existing photograph.
  2. If an inmate wears glasses, separate front facial photographs will be taken of the inmate with and without glasses.
  3. Each inmate will be photographed in a left profile, right profile and front face shot without glasses.

4. At the time the inmate is photographed, he/she will also be checked for any new tattoos and/or scars. Photographs will be taken of any new scars and/or new tattoos on the inmate.
5. The staff member assigned to photograph inmates is responsible for updating the photographs in COMS and issuing the inmate an updated DOC photo ID.

## **5. Updated Inmate Photographs During Placement in Non-Secure Facilities:**

- A. The Senior Security Officer at each non-secure facility will assign a staff member to update photographs of all inmates housed at a non-secure facility for a period exceeding one (1) year and annually thereafter.
  1. Updated photographs may also be taken any time staff determines an inmate's appearance has changed to the extent the inmate would be difficult to recognize from his/her existing photograph.
  2. If an inmate wears glasses, separate front facial photographs will be taken of the inmate with and without glasses.
  3. Each inmate will be photographed in a left profile, right profile and front face shot without glasses.
  4. At the time the inmate is photographed, he/she will also be checked for new tattoos and/or scars. Photographs will be taken of any new scars and/or new tattoos on the inmate.
  6. The staff member assigned to photograph inmates is responsible for updating COMS with the new inmate ID photograph.
  7. The staff member assigned to photograph inmates is responsible for updating the photographs in COMS and issuing the inmate an updated DOC photo ID.

## **6. Updated Inmate Photographs Pending Discharge/Release to the Community:**

- A. Each Senior Security Officer will assign a staff member to take updated photographs of each inmate within one (1) calendar week prior to his/her release to the community, except as noted below.
  1. An inmate transferring to the work release program will not need a new photograph if the inmate was photographed within the last year and the inmate's appearance has not changed to the point the inmate would not be recognized from his/her existing photograph.
- B. If an inmate wears glasses, separate front facial photographs will be taken of the inmate with and without glasses.
- C. Each inmate will be photographed in a left profile, right profile and front face shot without glasses.
  1. Another front facial photo will be taken of inmate without his/her ten digit institutional ID Number. This photo will be used for the inmate's discharge/release photo ID.

- D. The staff member assigned to photograph inmates is responsible for updating COMS with the new inmate ID photograph and ensuring the inmate receives their photo ID upon release to the community or final discharge.

## V Related Directives:

DOC policy 1.3.A.7 -- [Transport & Escort of Inmates](#)

DOC policy 1.5.A.5 – [Work Release](#)

## VI Revision Log:

**March 2005:** New policy.

**May 2006:** **Revised** the sentence number requirements for inmate photographs to include the primary number rather than the longest running sentence. **Included** provisions for single sentence inmates who pick up a subsequent sentence while incarcerated. **Deleted** the requirement that an inmate shave his beard for an updated photograph or release photograph.

**March 2007:** **Revised** the definition of Senior Security Officer.

**March 2008:** **Deleted** the spelling of South Dakota State Penitentiary with the abbreviation of SDSP and the South Dakota Women's Prison with the abbreviation of SDWP in the Procedure section.

**Revised** "with/without" to "with and without" as it relates to being photographed regarding glasses and beards. **Revised** some grammatical and sentence structure throughout policy.

**February 2009:** **Revised** formatting of policy in accordance with DOC policy 1.1.A.2. **Added** definition of "scheduled release into the community", which was formerly located in Updated Inmate Photograph Pending Release to the Community section. **Added** ss (6 of Inmate Photograph Upon Admission/Readmission). **Added** Updated Inmate Photograph When Transferring From a Secure to Non-Secure Facility section. **Added** For Secure Facilities within former section title of Updated Inmate Photograph During Incarceration, **added** for secure facilities within ss (A) and **added** ss (7) all within same section. **Added** Updated Inmate Photograph During Incarceration For Non-Secure Facilities section. **Clarified** 1 calendar week in ss (A) **deleted** reference to CTP in ss (A1) and **added** ss (C1) of Updated Inmate Photograph Pending Release to the Community. **Added** DOC policy 1.1.D.3 to ss (V). **Revised** formatting of bulleting as required throughout policy.

**February 2010:** **Revised** formatting of Section I. **Added** exception to A&O in ss (A of Updated Inmate Photograph When Transferring From A Secure To Non-Secure Facility).

**February 2011:** **Added** to Sections 1-5 "each time a new inmate ID photograph is taken" pertaining to updating Adult Photos in Citrix. **Added** categories of Inmate ID Cards, A. & B. to Section 1 within Procedures. **Added** to ss 4 A. "and at the discretion of the Warden or designee prior to an inmate being transported outside of the secure perimeter"

**February 2012:** **Added** "front facial" and "without glasses or beard" to Section 2 A. 2. **Added** "front facial" and "without glasses" to Sections 3-6.

**March 2013:** **Added** "ten digit DOC ID number assigned to the inmate during their initial admission to DOC" **Deleted** "sentence number" in Section 2 A. 2., Section 3 A. 2., Section 4 A. 3. Section 5 A. 3. and Section 6 C. **Deleted** 3. "If an inmate has more than one sentence, the inmate photographs will include the sentence number based on the following criteria" in Section 2 A. 3. **Deleted** a. "If an inmate is admitted with one sentence and later receives additional sentences, only the original sentence number needs to appear in the inmate photographs" in Section 2. A. 3. **Deleted** "3. "If an inmate has more than one sentence, the inmate photographs will only include the primary sentence number" in Section 3 A. **Deleted** b. "If an inmate is admitted with multiple sentences, the number of the primary sentence will appear in the inmate photograph" in Section 2 A. 3. **Deleted** "the Citrix database each time a new inmate ID is taken" and **Replaced** with "documenting the photographs in COMS" in Section 2 A. 5. Section 3 A. 4., Section 4 A. 6., Section 5 A. 6. and Section 6 E. **Deleted** "If an inmate has more than one sentence, the inmate photographs will only include the primary sentence number" in Section 4 A. 4. and Section 5. A. 4. and Section 6 D. **Added** "at each non-secure facility" and **Deleted** "at least annual of any inmate currently incarcerated in a non-secure facility" and **Replaced** with "of all inmates housed at a non-secure facility for a period exceeding one (1) year and annually thereafter" in Section 5. A.

*Denny Kaemingk* (original signature on file)

Denny Kaemingk, Secretary of Corrections

*04/16/2013*

Date