

SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES		POLICY NUMBER 1.5.A.14	PAGE NUMBER 1 OF 3
		DISTRIBUTION:	Public
		SUBJECT:	Offender Photo Identification
RELATED STANDARDS:	None	EFFECTIVE DATE:	February 15, 2024
		SUPERSESION:	02/25/2020
DESCRIPTION: Institutional Services – Reception and Orientation	REVIEW MONTH: January	 KELLIE WASKO SECRETARY OF CORRECTIONS	

I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to maintain for each offender in DOC custody, a reasonably current photo, measurement, impression, and physical description. All photographs, measurements, and descriptions obtained for the purpose of identifying an offender shall be filed and preserved by the DOC. Criminal booking photographs for a crime classified as a felony, pursuant to statute, are public record. Offender photos may be released pursuant to state statute.

II. PURPOSE

The purpose of this policy is to define procedures for issuing and maintaining offender photo identification.

III. DEFINITIONS

Scheduled Release:

Includes final discharge of sentence, release to parole, suspended sentence, or extension of confinement.

IV. PROCEDURES

1. Offender ID Cards:

- A. DOC issued identification (ID) cards for offenders will be printed with a white background and contain a photo of the offender, the offender's full name, and the DOC ID number assigned to the offender during initial admission to the DOC.

2. Offender Photographs Upon Admission:

- A. The warden, or designee, shall gather identification information for each offender housed at an institution under his/her authority for the purpose of identifying offenders accused of a crime, preventing escape, and facilitating the recapture of an escaped offender. The warden shall order staff to obtain such photographs, impressions, measurements, descriptions, and records as deemed necessary to positively identify each offender.
- B. DOC staff will not provide or reproduce any offender photograph older than twelve (12) months from the date the photograph was taken without authorization from the secretary of corrections (SOC) or designee.

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- C. The custody control manager at the South Dakota State Prison (SDSP) and South Dakota Women’s Prison (SDWP) will assign a staff member to photograph new admission offenders and capture other identifying information within the comprehensive offender management system (COMS) during the admission and orientation (A&O) process. This includes offenders who are returned to custody from escape/absconding if more than one (1) month has elapsed since their departure, or if their appearance has changed.
 - 1. If an offender wears glasses, separate left profile, right profile, and front facial photographs will be taken of the offender with and without glasses. All headgear, including religious headgear, must be removed prior to the photograph.
 - 2. Photographs will be taken of any distinguishing scars, marks, and/or tattoos.
- D. All offenders will be issued a DOC photo ID at the time of admission.
 - 1. Offenders are responsible for their ID card. If an offender tampers with, alters, loses, or destroys his/her ID card, a new card must be issued. The offender may be charged a replacement fee.
 - 2. Offenders are required to have their ID in their possession at all times, except when showering or sleeping.
 - 3. Offenders will affix their ID card in the upper left torso area outside their clothing using the clip provided when the ID was issued. The picture will be visible from the front.
 - 4. All offenders are required to present their IDs for medication and food services.

3. Updated Information Required for Offenders Scheduled for Transport:

- A. Offenders scheduled for transport outside the secure perimeter of a secure facility i.e., out to court, transfers, medical trip, will have new photographs and an updated identification information documented if this information is more than twelve (12) months old.
 - 1. At the time the offender is photographed, he/she will also be checked for any new scars, marks, or tattoos. Photographs will be taken of any new scars, marks, or tattoos.
 - 2. Staff is responsible for updating the identifying information in COMS and issuing the offender an updated DOC photo ID as deemed necessary. The previously issued ID will be properly destroyed by staff. The offender will not be charged for IDs that are updated at the direction of the DOC.

4. Updated Offender Information Required During Incarceration at a Secure Facility:

- A. At the direction of the officer in charge (OIC), unit manager, or other designated DOC staff, an offender whose appearance has changed significantly since their photo ID was issued, may be required to report to staff for an updated photograph.
- B. DOC staff are responsible for ensuring offender ID cards are accurate. Offenders with IDs that do not accurately represent the offender shall be directed to have their ID replaced. Offenders are responsible for promptly reporting lost, inaccurate, damaged, or destroyed IDs to the OIC, who will require the offender to report for a new ID.
- C. In the event of a legal name change, the offender will have their ID card replaced with their new legal name.
- D. Updated photographs and body weights may also be taken any time staff determine an offender’s appearance has changed significantly, unless contraindicated medically.

5. Updated Offender Information Required Prior to Scheduled Release:

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- A. All offenders scheduled for final discharge, or release to supervision or extension of confinement, will be issued a photo ID unless they have a state issued ID or driver license. If an ID is issued, a new photos will be taken and the ID will not include the DOC ID place card or the offender’s ID number(s). The ID photo will be a full front facial image showing the top of the offender’s head to the offender’s collarbone (as depicted on state-issued driver licenses and state IDs).
- B. Designated staff will verify all photos and identifying information for the offender has been updated in COMS prior to releasing the offender.

V. RESPONSIBILITY

The director of prisons is responsible for the annual review and revision of this policy.

VI. AUTHORITY

- A. SDCL § [1-27-35](#) Informal requests for disclosure of records--Costs of retrieval or reproduction.
- B. SDCL § [22-6-1](#) Felony classes and penalties--Restitution--Habitual criminal sentences.
- C. SDCL § [23-5-6](#) Identification records made by wardens and superintendents of penal institutions.
- D. SDCL § [23-5-7](#) Identification records to be filed and preserved--Restrictions as to use.
- E. SDCL § [24-2-20](#) (18) Records and information furnished court, secretary, board, or Governor--Information that may be released for certain other purposes.

VII. HISTORY

February 2024
February 2020
February 2019
February 2018
April 2017
January 2016
January 2015
January 2014
March 2013
March 2005

ATTACHMENTS (*Indicates document opens externally)

1. DOC Policy Implementation / Adjustments