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<b>Section-04 Security</b>	<b>OP-040115</b>	<b>Page: 1</b>	<b>Effective Date: 10/20/2016</b>
<b>Inmate/Offender Identification and Crime Alert Bulletin</b>	<b>ACA Standards: 2-CO-1F-07, 4-4102, 4-4285, 4-ACRS-7D-06, 4-APPFS-3D-34</b>		
<b>Joe M. Allbaugh, Director</b> <b>Oklahoma Department of Corrections</b>		<b>Signature on File</b>	

## **Inmate/Offender Identification and Crime Alert Bulletin**

A schedule for updating inmate/offender identification information ensures that a reasonably current physical description is maintained on each inmate/offender under the custody/supervision of the Oklahoma Department of Corrections (ODOC). (4-4285)

The Crime Alert Bulletin, provided to agency personnel and designated outside law enforcement agencies, contains information regarding offenders released in specific crime categories and Oklahoma’s “Top Most Wanted Fugitives.” (2-CO-1F-07, 4-4102, 4-ACRS-7D-06, 4-APPFS-3D-34)

### **I. Photographs**

Photographs are required for all inmates/offenders and will be taken and updated as specified in this procedure.

#### **A. Photographing Inmates/Offenders**

1. Staff photographing inmates/offenders will ensure the following:
  - a. The inmate/offender will not wear hats, caps or other head coverings;
  - b. Solid white or light colors will be used as background;

- c. Facilities with computer-generated image capturing capabilities will apply the inmate/offenders name and ODOC number by computer application;
  - d. Inmates/offenders wearing prescription glasses will have one frontal photograph view with prescription glasses on and one with glasses removed. Inmates/offenders will not wear sunglasses for photos; and
  - e. Three photographs, including one front and two lateral views, will be taken. The two lateral views will be taken from each side.
2. The electronic photo imaging system will be used to take photographs of inmates during the reception process. (4-4285, b# 6) The electronic image, which will produce three 3x5 and four passport size color prints, will be made during the reception process.
    - a. A photograph will be taken before and after the inmate receives a haircut to include one front and two lateral views, one of each side.
    - b. Only the photograph taken after the haircut will be printed. One passport size will be used for the consolidated record card and the remaining three passport size photos will be placed in the inmate's classification jacket.
    - c. The electronic images are available to agency personnel on OMS and law enforcement personnel through the law enforcement version of the offender lookup. (4-4102)

#### B. Schedule for Photographs

Facility heads/district supervisors will ensure that inmates/offenders in their custody are photographed at a minimum of every five years. Three quality photographs will be taken. Photographs will be digital or computer generated.

Every five years, or when a new photograph is taken of an inmate/offender, one will be used to update the "Oklahoma Department of Corrections Consolidated Record Card" ([DOC 060211H](#)).

New photographs will also be taken when an inmate's/offender's appearance undergoes a major change.

#### C. Photographs Prior to Release

1. All facilities will make three color photographs, including one front and two lateral views, of each inmate prior to release to community supervision or discharge from custody. The two lateral views will be made, one of each side.

2. Photographs and fingerprint cards will be completed in accordance with [OP-020307](#) entitled "Sex and Violent Crime Offender Registration."
3. If an offender is received by probation and parole and the offender's appearance does not match the photographs in the file, the district supervisor will ensure three quality photographs are taken, including one front and two lateral views, one from each side. The updated photographs will be entered into OMS.

D. Field File

Upon discharge of an inmate, the facility will place all inmate photographs (digital or regular) in the field file before sending the file to the Closed Records Unit.

E. Law Enforcement Offender Inquiry

Electronic images will also be maintained in the Law Enforcement Offender Inquiry System. (4-4102)

II. Inmate Identification Cards

All inmates, regardless of custody level, will be issued an identification card (ID). The inmate will be required to have the ID in their possession at all times except when showering or sleeping.

A. Issuance of Identification Cards

1. Inmates at maximum, medium and minimum security will have the ID displayed on the upper left torso of clothing with the picture facing out.
2. Identification cards are initially issued during the reception process in accordance with [OP-060201](#) entitled "Initial Reception of Offenders."
3. During transportation by the Central Transportation Unit (CTU) and facility transports, the inmate's identification card will normally be placed in their pocket or clipped to their shirt.
4. Replacement identification cards will be issued at the individual facilities.
5. Inmate identification cards will be printed on a white PVC card and will contain the following information:
  - a. "INMATE" printed in large red bold letters;
  - b. Color-coded oval with level number as specified in [OP-060107](#) entitled "Systems of Incarceration";
  - c. Last name, first name and DOC number;

- d. Date the inmate was received at LARC/MBARC;
  - e. Inmate's date of birth;
  - f. Large photograph of inmate with white or light color background; and
  - g. Bar code using the inmate's DOC number for the code.
6. In accordance with [OP-030501](#) entitled "Personal Hygiene and Appearance Code," the growing, shaving or cutting of hair, which results in a change in an inmate's appearance will require that the inmate have a new identification card made at the inmate's expense at a cost of \$5.

Initial replacement of the identification card for inmates whose appearance changed due to haircut procedures conducted in accordance with [OP-060201](#) entitled "Initial Reception of Inmates" will be at no charge.

7. It is the inmate's responsibility to maintain his/her ID. If an inmate loses or breaks his/her ID, a new card will be issued at a cost of \$5 to the inmate. If an inmate's ID is lost or broken through no fault of his/her own, the facility head may elect to waive the \$5 replacement fee.

### III. Crime Alert Bulletin

The Crime Alert Bulletin has been established and is distributed as specified below.

#### A. Crime Alert Bulletin Criteria

The Crime Alert Bulletin will consist of the following categories:

1. "Oklahoma's Top Most Wanted Fugitives" section. This section consists of escapees or parole violators who are violent and/or sex offenders who have demonstrated behavior or circumstances that indicate the fugitive is a high risk to the community.
2. "Current Releases: Sex Offenders" consists of sex offenders as defined in "Eligible Offenses for Crime Alert Bulletin" ([Attachment B](#), attached).
3. "Current Releases: Violent Offenders" consists of violent inmates/offenders as defined in the "Eligible Offenses for Crime Alert Bulletin" ([Attachment B](#)).
4. "Current Releases: Drug Offenders" includes any drug offense as defined in "Eligible Offenses for Crime Alert Bulletin" ([Attachment B](#)).

5. "Current Releases: Other" includes inmates/offenders who have demonstrated behavior or circumstances that indicate the inmate/offender is a risk to the community.

B. Publication of Crime Alert Bulletin (2-CO-1F-07, 4-4102)

The Office of Inspector General maintains an electronic format copy of the Crime Alert Bulletin.

1. The "Crime Alert Input Form" ([Attachment A](#), attached) will be completed by the case manager/probation and parole officer of the inmate/offender with a summary of only relevant information concerning the crime, gang affiliation, name changes and alias of the inmate/offender. The case manager IV/team supervisor will review the completed form to ensure the information provided is accurate and is verifiable and beneficial to other law enforcement agencies.
2. The Office of Inspector General (OIG) publishes and distributes the Crime Alert Bulletin, upon approval of the inspector general, by the tenth day of each month.
3. The OIG reviews the "Oklahoma's Top Most Wanted Fugitives" on a monthly basis to ensure the accuracy of the information listed. Any unusual circumstances or updates concerning escapes or absconders are listed under the "comment" section of the Crime Alert Bulletin as the need arises.
4. Upon being notified of an escapee/absconder apprehension, the OIG telecommunications dispatchers will advise the inspector general. The inspector general will ensure the escapee/absconder information is updated as "Apprehended" in the next Crime Alert Bulletin. The escapee/absconder apprehension information will be displayed in the bulletin for two months, after which time it will be removed.
5. Any additions to the "Oklahoma's Top Most Wanted Fugitives" category of the Crime Alert Bulletin are to be submitted to the Inspector General for verification prior to publication.
6. Any required cancellations of bulletin entries are to be immediately reported to the OIG.

IV. Notification Process

The administrator of Information Technology (IT) ensures that a notification list of all inmates released from the physical custody of the agency or transferred to an outside agency during the preceding month is prepared and provided to the Office of Inspector General by the tenth calendar day of each month. The OIG will ensure the information is disseminated to designated law enforcement agencies. (2-CO-1F-07, 4-4102)

A. Required Information

1. Transfers to external agencies and releases will include:
  - a. Out to hospital, nursing home or psychiatric hospital;
  - b. Out to court;
  - c. Out on bond;
  - d. Executive leave;
  - e. Residential prisoner public works;
  - f. Deceased;
  - g. Residential substance abuse program;
  - h. Halfway house;
  - i. Parole to community supervision;
  - j. Commutation;
  - k. Transfer to community supervision (e.g., split sentence, 120 day Judicial Review);
  - l. Discharge (discharges due to the immediate application of emergency time credits will be identified);
  - m. Agency jurisdiction terminated; or
  - n. Interstate Compact transfers.
2. The notification list will be provided by county of conviction and will include:
  - a. Name of inmate;
  - b. Date of release/transfer;
  - c. Type of release/transfer; and
  - d. Name of releasing/transferring facility or district.

V. Physical Identification Form

The initial "Physical Identification Form" ([DOC 040115A](#), attached) will be completed upon reception to DOC in accordance with [OP-060201](#) entitled "Initial Reception of Inmates." The "Physical Identification Form" ([DOC 040115A](#)) will be updated every

five years thereafter, and whenever an inmate's appearance undergoes a major or significant change, prior to discharge or release to community supervision, and transfer to or return from a contract facility. (4-4285, b# 6)

- A. At facilities, the assigned case manager will ensure the form is updated as needed.
- B. If an inmate/offender is received by probation and parole and the "Physical Identification Form" is older than five years or does not match the appearance of the inmate/offender, the supervising officer will update the form and place it in the field file of the inmate/offender.
- C. Scars, marks and tattoos will be photographed at reception and at any time new markings are identified. All photographed tattoos will be entered into OMS and a copy will be placed in the field file.
- D. New tattoos will also be noted on the "Physical Identification Form" ([DOC 040115A](#)).

#### VI. References

Policy Statement No. P-040100 entitled "Security Standards for the Oklahoma Department of Corrections"

OP-020307 entitled "Sex and Violent Crime Offender Registration"

OP-030501 entitled "Personal Hygiene and Appearance Code"

OP-060107 entitled "Systems of Incarceration"

OP-060201 entitled "Initial Reception of Inmates"

#### VII. Action

The division manager is responsible for compliance with this procedure.

The Inspector General is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-040115 entitled "Offender Identification and Crime Alert Bulletin" dated June 11, 2015

Deleted: OP-040115 Revision-01 dated October 2, 2016

OP-040115 Revision-02 dated December 1, 2015

Distribution: Policy and Operations Manual  
Agency Website



<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 040115A</a>	“Physical Identification Form”	Attached
<a href="#">DOC 060211H</a>	“Oklahoma Department of Corrections Consolidated Record Card”	<a href="#">OP-060211</a>

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	“Crime Alert Input Form” (Computer Version)	Attached
<a href="#">Attachment B</a>	“Eligible Offenses for Crime Alert Bulletin”	Attached