KAY IVEY
GOVERNOR

# State of Alabama
# Department of Corrections

Alabama Criminal Justice Center
301 South Ripley Street
P. O. Box 301501
Montgomery, AL 36130-1501
(334) 353-3883

JOHN Q. HAMM
COMMISSIONER

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**ADMINISTRATIVE REGULATION NUMBER** 032 **OPR: INFORMATION TECHNOLOGY**

## ISSUE AND CONTROL OF INMATE IDENTIFICATION CARDS

## I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the issue and control of Inmate Identification (ID) Cards.

## II. POLICY

It is the policy of the ADOC to provide all inmates under its jurisdiction with the means of authenticating their identity through the use of identification cards.

## III. DEFINITIONS AND ACRONYMS

A. **ADOC Inmate Identification Card (Inmate ID)**: A permanent ADOC Inmate ID Card that is 2" x 3 ½" on white PVC. The card provides the inmate's name, AIS number, DOB, race, sex, height, eye color, hair color, identifying marks such as tattoos, scars, and a color photo. The inmate's AIS number is bar coded for scanning purposes and the card has the legend "Alabama Department of Corrections." Permanent Inmate ID cards are printed by the Information Technology Division and mailed to the institution where the inmate is incarcerated.

B. **ADOC Inmate Identification Card (Temporary ID)**: An ADOC Inmate ID Card that is 2" x 3 ½" and printed on Laser/Inkjet, 8 ½ x 11 sheets with 10 micro perforated cards (listed as business cards in office supply catalogs). The card is generated by the institution when an inmate does not have a permanent ID. The inmate, for ID purposes, will use the temporary card until a permanent ID card is received from Information Technology.

C. **ADOC Release Identification Card**: An ADOC Inmate ID Card that is 2" x 3 ½" and printed on Laser/Inkjet, 8 ½ x 11 sheets with 10 micro perforated cards (listed as business cards in office supply catalogs). The card is generated at the institution from which the inmate is to be released. It will reflect the same basic information as the permanent ID card, without the barcode, and is to be laminated for durability. The card will have an expiration date not to exceed 60 days from release date.

D. **Inmate Trust Fund (ITF)**: An inmate's financial account held in trust by the ADOC.

E. **Inmate Control Services (ICS)**: The individuals(s) assigned to handle moving inmates in and out of the facility, assigning and changing inmate bed assignments, and placing or removing out-gate holds on inmates.

## IV. RESPONSIBILITIES

A. Wardens are responsible for the issuance, control, use, and accountability of Inmate ID cards issued to inmates assigned to their institution.

B. The Information Technology (IT) Division is responsible for designing, producing and distributing all Inmate ID cards.

C. Wardens are responsible for developing standard operating procedures (SOP's) as may be necessary for the implementation of this AR.

## V. PROCEDURES

A. An ADOC Inmate ID Card will be issued to each inmate in ADOC custody.

B. An ADOC Release ID card will be issued to each inmate upon release from ADOC custody.

C. The purposes/uses of Inmate ID cards serve, but are not limited, to:

1. Standardize the ID card issued to all ADOC inmates when they are processed in at receiving institutions.

2. Provide an official ID card that must be presented or worn (determined by the policy of the institution where the inmate is assigned) by ADOC inmates.

3. Allow tracking and/or identification of inmates while inside the institution for activities such as dining hall entry, sandwich line purchases, canteen purchases, bed assignments, dorm checks, pill call and medical appointments.

4. Allow tracking and identification of inmates out gated for activities such as work details, transferring, attending court, and attending free world medical appointments.

D. The ADOC will replace inmate identification cards as necessary and will charge a $5.00 fee for card replacement under certain circumstances. Conditions generally requiring replacement of an inmate ID card and related fee assessment will include:

1. Loss of ID card by the inmate - $5.00 charge for a replacement card.

2. Damage or destruction of the ID card resulting from the inmate's failure to appropriately safeguard his/her ID card - $5.00 replacement charge.

3. Loss or theft of the card when determined by the Warden or designee to be beyond the control of the inmate – no charge.

4. Significant change in an inmate's physical features or normal aging approximately every five (5) years being the normal target for card replacement – no charge.

E. ID cards for new inmates and replacement cards are generated by the IT Division from the electronic files received from the institutions.

1. A printed log of the cards to be printed and issued is retained for at least six months.

2. Once ID cards are printed, they are mailed to the appropriate institution for distribution.

F. The ICS Office will ensure that all new inmates are provided with an ID card.

G. Failure to report a lost ID card, fraudulent use, misuse, or possession of another inmate's ID card may result in disciplinary action being initiated.

H. When an inmate claims loss, theft, or damage of an ID card:

1. He/she must report this to the correctional officer assigned to his/her living quarters.

2. The correctional officer will then fill out ADOC Form 032-B, *Request for ITF Withdrawal to Replace Inmate ID Card*, have the inmate sign the form, and forward it to the immediate supervisor.

3. A copy of the ADOC Form 032-B, *Request for ITF Withdrawal to Replace Inmate ID Card,* will be maintained in the inmate's institution file.

I. Each institution is responsible for ensuring that every five years a new picture is taken of the inmate, and a new Inmate ID card is issued to each inmate. During the interim, new Inmate ID cards will be issued only to those ADOC inmates who have significant feature changes, erroneous names, or where significant changes are needed in the other existing information prior to the five-year issuance.

J. An inmate with an erroneous name or one who has received a new ID card, must surrender his/her existing ID card when it is replaced. The Wardens or designee shall ensure that the surrendered ID card is returned to the IT Division for destruction.

K. When an inmate is being transferred to another institution, their ID card will be given to the transport officer to ensure accountability until their arrival at the institution.

L. The ICS Office will retain the ID cards of inmates out gated.

M. ID cards for inmates housed in Restricted Housing Units will be retained by the Restricted Housing Commander's Office until the inmate is released from Restricted Housing.

N. The inmate, upon release, must return all ID cards to the ADOC.

O. The photo of all inmates will be retained in the ID system for at least 3 years after the inmate is released.

P. All ADOC facilities will:

1. Upon receiving a new inmate, determine whether the inmate has had a picture taken and loaded into the inmate identification system. If the inmate is not in the system, then take the inmate's picture and load it into the system.

2. Issue ADOC inmate ID cards received from Information Technology.

3. Maintain an accountability log of inmate ID cards that are issued at the respective institution by completing ADOC Form 032 -A, *Inmate Identification Card Accountability Sheet.*

4. Print and issue temporary inmate ID cards as necessary while awaiting the permanent ID card.

5. Request replacement ID cards through the IT Division as needed.

6. Require the inmate to sign ADOC Form 032-B, *Request for ITF Withdrawal to Replace Inmate ID Card*, for cost of replacement ID cards as applicable.

7. Issue an ADOC Release ID card to an inmate upon release. The card will have an expiration date not to exceed 60 days from the release date.

8. Upon release of an inmate, retrieve all permanent and temporary ADOC inmate ID cards; return all retrieved ID cards to the IT Division; and complete ADOC Form 032 -A, *Inmate Identification Card Accountability Sheet*, and maintain on file for 2 years.

9. Initiate procedures that require inmates to keep ID cards on their person while inside facilities.

10. Acquire equipment necessary to laminate Inmate Release ID cards.

11. Print and laminate the ADOC Inmate Release ID Cards for inmates being released from ADOC custody on the date the inmate is released and document the issuance and release by completing ADOC Form 032 -A, *Inmate Identification Card Accountability Sheet*

12. ADOC Form 032 -A, *Inmate Identification Card Accountability Sheet*, will be completed and maintained for documentation of all actions related to ID cards and inmate Release ID cards.

## VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

## VII. ANNEXES AND FORMS

1. ADOC Form 032-A, *Inmate Identification Card Accountability Sheet.*

2. ADOC Form 032-B, *Request for PMOD Withdrawal to Replace Inmate ID Card.*

## VIII. SUPERSEDES

This Administrative Regulation supersedes AR 032, *Issue and Control of Inmate Identification Cards,* dated October 24, 2022, and any related changes.

## IX. PERFORMANCE

Code of Alabama 1975 § 14-1-1.1 et seq.

John Q. Hamm
Commissioner

# ALABAMA DEPARTMENT OF CORRECTIONS
# INMATE IDENTIFICATION CARD ACCOUNTABILITY SHEET

I, _____ AIS #: _____
(Inmate's Name)

was issued my inmate **permanent/ temporary/ release** identification card on: _____
(Circle one)

I UNDERSTAND THAT THIS CARD IS MY RESPONSIBILITY. I AM TO MAINTAIN THIS CARD AND KEEP IT WITH ME. A REPLACEMENT CARD WILL COST ME THREE DOLLARS ($3.00) SHOULD I LOSE IT.

Signature: _____ AIS #: _____

Issuing Officer's Signature: _____

## RELEASE

Inmate identification card was retrieved on _____ due to the inmate being released on _____.
(Date) (Type of Release)

Inmate identification card was mailed to Information Technology on _____.
(Date)

## TEMPORARY ID CARD

Inmate Release Identification card was issued on _____.
(Date)

Inmate initials _____.

Issued by _____.

Comments: _____.

CC: Inmate File

ADOC Form 032-A
10-2025

# ALABAMA DEPARTMENT OF CORRECTIONS
## REQUEST FOR ITF WITHDRAWAL TO REPLACE INMATE ID CARD

TO: _____

FROM: _____ AIS# _____
(Inmate Name)

RE: Withdrawal from Inmate's ITF Account

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Request that the following amount be withdrawn from my ITF account for the purpose of the cost of replacing my inmate identification card, $5.00 (five dollars).

Inmate's signature: _____ Date: _____

Approving official: Approved _____ Denied _____

Approving official: _____
Print Name Signature

Comment: _____

Warden: Approved _____ Denied _____

Warden: _____
Print Name Signature

| BUSINESS OFFICE USE |
| --- |
| Date Completed: _____ |
| Completed By: _____ Print Name |
| Completed By: _____ Signature |

Temporary ID card made: _____

Issued: _____

To Business Office: _____

Replacement ordered: _____

CC: Business Office
Inmate File

ADOC Form 032-B
10-2025