



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: Adult Operation Only JUVENILE Operations Only DEPARTMENT-WIDE

IMPP #: 11-120A

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DECISION MAKING: Resident Community Identification

Original Date Issued: 09-12-19 Replaces IMPP Issued: 08-16-22 **CURRENT EFFECTIVE DATE: 12-21-22**

Approved By: , Secretary

Next Scheduled Review: 06/2025

POLICY

Documented attempts must be made to ensure that every resident who is released from a correctional facility has immediate access to identification necessary to seek employment and function lawfully in the community, except for residents with a U.S. Immigration and Customs Enforcement (ICE) detainer or who were born in another country. Each resident who does not have these items shall have the opportunity to obtain a birth certificate, social security card, Kansas ID Card, or Kansas Driver's License prior to release. The department may use incentives to support community ID initiatives.

DEFINITIONS

Central Office ID Specialist: A staff member located in KDOC Central Office who helps with community offender identification including social security cards, birth certificates, Kansas Driver's License, Kansas ID, DD214, and other Military Identification.

Offender: A person under post-incarceration supervision with the Secretary of Corrections.

Resident: A person who is in the legal custody of the Secretary of Corrections housed in a correctional facility.

Risk, Reduction and Re-Entry (R3) Coordinator: The designated employee at each correctional facility who oversees the release planning, reentry and risk reduction work at their respective facility including supervising the R3 team, overseeing programming, transitional job readiness services, parole revocation programming and services, discharge and support of EPIC and case management work by unit teams.

PROCEDURES

I. Related Policies

- A. A certificate of identification and photograph for a resident must be in accordance with IMPP 14-160A.

II. Reception and Diagnostic Unit (RDU)

- A. During the reception evaluation, RDU staff must inquire of the resident as to the last status of his or her driver's license, social security card, birth certificate, or KS ID Card.
 1. If the resident has a suspended license, and/or has fines due related to his or her driver's license, this information must be included in the summary of needs for the resident.

2. If the resident does not have a social security card, birth certificate, or KS ID Card the need to obtain these items prior to release must be included in the summary of needs for the resident.

III. Admissions and Discharge (A&D)

- A. When a resident arrives at a facility for admission and has in his or her possession any form of identification, including driver's license, birth certificate, social security card, or other form of identification, these items must be forwarded by A&D to the Records Department to be maintained in the resident's central file.
 1. These items must not be sent away from the facility to another location, including being mailed to the resident's last known residence, nor released to the resident's family.
- B. Before a resident is released, A&D must provide the resident with his/her facility identification badge for use after release, unless the resident was committed and served his/her sentence under an alias.
 1. Before giving the resident the identification badge, the magnetic strip must be disabled.

IV. Classification and Records

- A. The Classification Administrator of each facility or his/her designee must establish an orientation session for each resident entering the facility, which involves:
 1. Addressing identification with the resident;
 2. Informing the resident of the need to obtain necessary documents for getting his/her identification or license at the time of release; and
 3. Providing the resident with written information about how to seek identification material as outlined in this policy.
- B. The Records Department must establish in each central file an envelope on the inside of the file and must maintain any resident identification items in that envelope until the resident's release.
- C. The Classification Administrator must identify one (1) person in the facility to be responsible for maintaining current contact information and application forms for:
 1. Obtaining social security cards through the Social Security Administration.
 2. Obtaining birth certificates through the appropriate state agency of all 50 states.
 3. Obtaining a Kansas Driver's License or Kansas ID Card.
 4. Selective service registration for males aged 18-25.
 - a. This information must include Internet addresses to retrieve applications for social security cards or birth certificates, and hard copies of current application forms.
 - b. This information must be made available to all unit team staff in the facility either by direct access to a public folder with Internet address to access applications, or through the designated person identified in this section.
- D. Internet addresses and application forms must be updated on a regular basis. The designated person must check for updates on no less than a quarterly basis.
- E. The Classification Administrator must identify one (1) position to be responsible to serve as a liaison to the Central Office ID Specialist for accessing information in appropriate cases to determine what

the resident needs to do to address a suspended license (such as paying fines), per Section IV.A. above.

V. Unit Team

- A. As part of ongoing case management, unit team staff must address with residents the issue of obtaining his/her driver's license or KS ID, particularly in those cases where the summary of needs indicates the resident has an issue with a suspended driver's license. If driver's license issues cannot be resolved prior to release, then the goal shall be at a minimum a KS ID issued prior to release.
1. This must include working with the resident to prepare for release by using available funds to reduce or pay off any fines or other costs pending which must be paid before a driver's license is issued to the resident.
 2. The liaison in the Records Office (per Section IV. C.) must assist the unit team in making contact with the Central Office ID Specialist to obtain information about the reasons for the suspension and what action the resident needs to take to address the suspension in anticipation of release.
 3. If the resident has insufficient funds and is 12 months or less to a release date, the corrections counselor must contact the Central Office ID Specialist to request an ID for an eligible resident.
 1. If approved, the Central Office ID Specialist shall obtain a Kansas Driver's license or Kansas ID card and provide to the KDOC Fiscal Officer the invoice from the Kansas Department of Revenue for payment.
 2. The IBF shall not pay for any fines or fees beyond the cost of renewing a Kansas Driver's license or Kansas ID card.
- B. The unit team assigned to the resident must review the issue of identification with the resident.
1. Unless the resident already has a birth certificate and social security card in their central file, the unit team must provide the resident with necessary information and forms needed to assist the resident in making application for these items.
 2. In addition, for male residents aged 18-25, any resident who has not registered for the selective service must be advised of their obligation to register with the selective service and given information on how to do so.
- C. If a resident is serving 180 days or less, as soon as the resident is assigned, the unit team must address the issue of identification with the resident.
1. If the resident does not have a social security card, an application must be processed immediately.
 2. If time permits, an application must be made for a birth certificate, KS ID, or KS Driver's License.
- D. Application forms must be obtained from the Records Department; the unit team must assist the resident, as necessary, in completing and processing the applications.
- E. The return address for forwarding the social security card, birth certificate, ID, or KS Driver's License must be to the Records Department of the facility where the resident is housed at the time the application is made if the resident has 180 days or more to serve.
1. Otherwise, the return address shall be to the parole office where the resident will be supervised upon release, or to the resident's home address if the resident is going to

discharge his/her sentence at the next release.

- F. To process an application for a Kansas birth certificate, the cover memo to the Kansas Department of Vital Statistics (Attachment A) must be completed by the assigned unit team and forwarded with the resident's application and payment to the Central Office ID Specialist.
1. If the resident was born in a different state, the form required by that state must be used and the requirements for processing that form must be met.
 - a. Out of state applications for birth certificates are to be handled by the facility and not the Central Office ID Specialist.
 2. If the resident's average cash account balance is less than \$15.00 for the prior 30-day period, and forced savings has been depleted, the unit team must contact the business office of the facility to access funds through the Inmate Benefit Fund (IBF) for any costs of the birth certificate. If the resident has less than 90 days to serve, or has an unopened resident trust account, the 30-day waiting period shall be waived and the IBF process shall be expedited.
 - a. Any funds paid by the resident for obtaining identification items do not count against his or her weekly spending limit as established by IMPP 11-101A.
 - b. Residents accessing IBF for the purpose of obtaining their birth certificate may do so up to three (3) times. Any requests beyond that will be at the discretion of the R3 Coordinator.
- G. When the social security card and/or birth certificate arrive, the Records Department must place these items in the central file as indicated at Section III. above, as soon as possible, or within five (5) business days.
1. If the resident has transferred to another facility, the Records Department receiving the social security card, birth certificate, ID or KS DL must forward the same to the Records Department of the facility where the resident has transferred to, and that Records Department must place the items in the central file.
 2. If the resident has been released, the items must be forwarded to:
 - a. The resident's parole officer if the resident is under supervision.
 - b. The resident's last known address if the resident discharged and is not under supervision.
- H. When the social security card, birth certificate, ID, or Driver's License arrive, and are placed in the central file, the Records Department must notify the resident's assigned unit team.
- I. If the unit team who assisted the resident in applying has not received notice of receipt of the item(s) within thirty (30) days, he or she must follow up with the Central Office ID Specialist and determine the status.
- J. To check the status of a Kansas Driver's License or Kansas Identification Card, the unit team shall complete the Identification Memo (Attachment B) and send it to the Central Office ID Specialist.
1. The ID Specialist shall gather information and forward the results back to the requesting unit team.
- K. To process an application for a Kansas Driver's License, or a Kansas Identification Card, the resident's unit team shall send the Driver's License Application (Attachment C) to the Central Office ID Specialist. Residents shall be encouraged to resolve issues preventing them from obtaining their Driver's License prior to release. If a Kansas Driver's License is unobtainable prior to release, then

unit team must work with residents to get a Kansas ID card.

1. The ID Specialist shall confirm the status of Kansas Driver's License with the Department of Revenue and send the information back to the unit team for case management with the resident.
2. The resident then must submit an Account Withdrawal Request to Centralized Inmate Banking (CIB) for the amount required prior to the issuance of the KS Driver's License or KS ID Card.
3. All Kansas ID and Driver's License Requests with payment shall be provided to the Central Office ID Specialist.

L Residents must have a Birth Certificate and Social Security Card in their central file to obtain a REAL State ID or REAL KS Driver's license.

1. If these two documents are not on file, the resident can obtain a valid KS ID or KS Driver's License that is valid for one year.

VI. Institutional Parole Officer (IPO)

- A. At the time of the resident's release, the IPO must ensure that the resident accesses the identification items in his or her central file before leaving the facility.
- B. The IPO must assist the Classification Administrator in establishing procedures to implement this policy.
- C. The IPO must facilitate communication between facility staff and parole staff to forward identification items that reach the facility after a resident has been released.
- D. The IPO serves as a liaison to the Director of Release Planning to monitor the implementation of this policy, and to advise on barriers or necessary changes in policy or procedure.

VII. Parole

- A. For those offenders who have a period of parole or post-release supervision, as part of the initial interview process between the parole officer and offender, the parole officer must address the issue of identification with the offender.
- B. If the offender does not have a driver's license or state identification, within seven (7) days after release the parole officer must assist the offender in applying for a driver's license, or if he or she is not eligible for a driver's license, for a state identification. This assistance must include:
 1. Providing the offender with information about how and where to apply.
 2. Providing the offender with a certificate of identification and photograph if necessary, per IMPP 14-160A.
 3. Assist the offender in getting to the local driver's license bureau to get a license or state identification card.
 4. If the offender is ineligible for a driver's license, as part of case management, the parole officer must address with the offender a plan for satisfying fines and complying with a suspension order, including by addressing financial issues and a plan to pay any fines due, and by addressing alternative transportation for work and parole meetings, and other obligations, if the offender's license is suspended. Goals regarding the driver's license must be included in the offender's case plan.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure are not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

IMPP 11-101A, 12-120A, 14-160A

HISTORY

09-12-19 Original
10-16-19 Memo 1
08-16-22 Revision 1
12-21-22 Revision 2

ATTACHMENTS

| Attachments | Title of Attachment | Page Total |
|--------------------|---|-------------------|
| A | Cover Memo to Kansas Department of Vital Statistics | 1 page |
| B | Driver's License/ Kansas Identification Memo | 1 page |
| C | Driver's License Application | 1 page |

MEMO

TO: Kansas Department of Vital Statistics
1000 S W Jackson, Suite 110
Topeka, KS 66612
ATTENTION: Birth Certificate Applications Section

FROM: Unit Team _____
Contact phone number: _____
_____ Correctional Facility

RE: Resident Name: _____
Resident Number: _____
DOB: _____
SS#: _____

DATE: _____

With this memo I'm sending you an application by the above-named resident for a birth certificate. This will confirm that this resident is currently incarcerated at the correctional facility indicated; under the resident number indicated; and that she/he needs a birth certificate for purposes of identification upon release after the end of his/her prison sentence. The application includes a check for payment for processing this request in the amount of \$_____.

Please return the birth certificate to our Records division at the following address:

The birth certificate will be retained in the resident's original file for safekeeping until she/he is released, and then it will be given to the resident. If for some reason this resident is transferred to another facility, or released to community supervision, before the birth certificate is returned, we will forward the birth certificate to his/her new facility's business office for filing, or parole officer immediately.

Thank you for your assistance in this matter.

Enclosure – Application & Check

Driver's License/ Kansas Identification MEMO

DATE: _____

TO: Central Office ID Specialist
714 SW Jackson, Ste. 300
Topeka, KS 66603

FROM: Unit Team _____
Contact phone number: _____
_____ Correctional Facility

RE: Resident Name: _____
Resident Number: _____
DOB: _____
SS#: _____
Required to Register? Y N

____ The above resident requests the status of his/her Kansas Driver's License.

____ The above resident requests a Kansas Identification Card.

The resident has the following ID Documents in their Central File (circle):

Social Security Card, Birth Certificate, DD214

Driver's License Application**1. Enter your information in the below fields**

| | | |
|-----------------------------|---|-------|
| Name: | License # optional: | DOB: |
| | | Date: |
| Kansas Residential Address: | Mailing Address: Drivers Services/KDOC PO BOX 2188 Topeka KS 66601 | |

2. Answer the following questions entirely and accurately

1. Is your permanent residence located in Kansas? No Yes
2. Are you a lawful resident of the United States? No Yes
3. Do you understand that your answers to these questions, if answered falsely may be grounds for prosecution? No Yes
4. Is your license now, or has it ever been suspended/revoked in Kansas or any other state?
 No Yes Where? _____ Why? _____
5. Do you currently have any physical or mental disabilities that could make it difficult to operate a motor vehicle safely? No Yes What are they? _____
6. Have you suffered a seizure in the last 6 months? No Yes
7. Are you currently a habitual user of alcohol or drugs? No Yes
8. Do you have a pending suspension, restriction, or revocation in Kansas or any other state?
 No Yes Where? _____
9. Do you give your authorization to be listed as an organ, eye, and tissue donor? No Yes

3. Signature: _____*By signing this form, I affirm that all the information provided on this application is true & correct***4. Mail your application, payment and required document**

Email for questions: Central Office ID Specialist

Mail to: Central Office ID Specialist; 714 SW Jackson St., Suite 300 Topeka, KS 66603

Which of these are on file at the facility?

Birth Certificate

Social Security Card

Marriage License