



Department of Corrections

# INTERNAL MANAGEMENT POLICY & PROCEDURE

## Policy Memorandum<sup>1</sup>

Policy Issuance #: 19-10-002

Is **STAFF READ ONLY**

Is for Both Staff and Offenders

Effective Date: Upon Issuance

Expiration Date<sup>2</sup> (required): Upon Reissuance of IMPP

Addresses subject matter for which an IMPP will be forthcoming and assigned to Chapter \_\_\_ of the IMPP manual.

Amends or modifies existing IMPP #**11-120A DECISION MAKING: Offender Community Identification**

Elaborates on the contents of IMPP #

This Policy Memorandum is being issued to revise Section V.F.2. as follows:

2. If the offender's average cash account balance is less than \$15.00 for the prior 30-day period, and forced ~~and mandatory~~ savings has been depleted, the corrections counselor must contact the business office of the facility to access funds through the Inmate Benefit Fund (IBF) for any costs of the birth certificate.

Secretary of Corrections

10/04/19

Date

<sup>1</sup>Note: To keep your IMPP Manual current, please place this Policy Memorandum in your manual at the appropriate location. If the memorandum addresses subject matter for which an IMPP will be forthcoming, place this issuance before the first IMPP in the Chapter indicated. If the memorandum addresses an existing IMPP, the issuance should be placed in front of the existing policy. If this memorandum is for both staff and offenders, it shall be immediately posted.

<sup>2</sup>Unless another Policy Memorandum or IMPP on this subject is issued, the requirements contained herein have no force and effect after the indicated expiration date.



# INTERNAL MANAGEMENT POLICY & PROCEDURE

**Applicability:**  Adult Operation Only  JUVENILE Operations Only  DEPARTMENT-WIDE

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IMPP #: 11-120A

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## DECISION MAKING: Offender Community Identification

Original Date Issued: 04-21-04 Replaces IMPP Issued: 06-01-07 **CURRENT EFFECTIVE DATE: 09-12-19**

Approved By: , Acting Secretary Next Scheduled Review: September 2020

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## POLICY

Reasonable attempts must be made to ensure that every offender who is released from a correctional facility has immediate access to identification necessary to seek employment and function lawfully in the community, except for offenders with an INS detainer or who were born in another country. Each offender who does not have these items shall have the opportunity to obtain a birth certificate and social security card prior to release.

## 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, driver's license and DD214.

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 an offender 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 offender as to the last status of his or her driver's license, social security card and birth certificate.
  - 1. If the offender 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 this offender.
  - 2. If the offender does not have a social security card or birth certificate, the need to obtain these items prior to release must be included in the summary of needs for this offender.

### III. Admissions and Discharge (A&D)

- A. When an offender 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 offender's master file.

1. These items must not be sent away from the facility to another location, including being mailed to the offender's last known residence, nor released to the offender's family.
- B. Before an offender is released, A&D must provide the offender with his facility identification as defined in this policy for use after release, unless the offender was committed and served his/her sentence under an alias.
1. Before giving the offender 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 offender entering the facility, which involves:
1. Addressing identification with the offender;
  2. Informing the offender of the need to obtain necessary documents for getting his/her identification or license at the time of release; and,
  3. Providing the offender with written information about how to seek identification material as outlined in this policy.
- B. The Records Department must establish in each master file an envelope on the inside of the file and must maintain any offender identification items in that envelope until the offender'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 Services Administration.
  2. Obtaining birth certificate through the appropriate state agency of all 50 states.
  3. 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 Department of Motor Vehicles for accessing information in appropriate cases to determine what the offender needs to do to address a suspended license (such as paying fines), per Section IV.A. below.

#### **V. Unit Team**

- A. As part of ongoing case management, unit team staff must address with offenders the issue of obtaining his/her driver's license, particularly in those cases where the summary of needs indicates the offender has an issue with a suspended driver's license.
1. This must include encouraging the offender 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 offender.

2. The liaison to the Department of Motor Vehicles in the Records Office (per Section IV. C.) must assist the unit team in making contact with the DMV to obtain information about the reasons for the suspension and what action the offender needs to take to address the suspension in anticipation of release.
- B. Except for offenders serving 180 days or less for a condition violation or offenders with less than six (6) months' time to serve on an original sentence, no less than six (6) months prior to the date an offender is scheduled for determinate release, condition release, or parole eligibility, the corrections counselor assigned to the offender must review the issue of identification with the offender.
1. Unless the offender already has a birth certificate and social security card, the corrections counselor must provide the offender with necessary information and forms needed to assist the offender in making application for both items.
  2. In addition, for male offenders aged 18-25, any offender 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 an offender is serving 180 days or less, as soon as the offender is assigned, the corrections counselor must address the issue of identification with the offender.
1. If the offender 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.
- D. Application forms must be obtained from the Records Department; the corrections counselor must assist the offender, as necessary, in completing and processing the applications.
- E. The return address for forwarding the social security card or birth certificate must be to the Records Department of the facility where the offender is housed at the time the application is made if the offender has 180 days or more to serve.
1. Otherwise, the return address shall be to the parole officer where the offender will be supervised upon release, or to the offender's home address if the offender is going to discharge his 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 corrections counselor and forwarded with the offender's application to the Central Office ID Specialist.
1. If the offender 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 offender's average cash account balance is less than \$15.00 for the prior 30-day period, and forced and mandatory savings has been depleted, the corrections counselor must contact the business office of the facility to access funds through the Inmate Benefit Fund (IBF) for any costs of the birth certificate.
    - a. Any funds paid by the offender for obtaining identification items do not count against his or her weekly spending limit as established by IMPP 11-101A.
    - b. Offenders 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 master file as indicated at Section II. above.
  - 1. If the offender has transferred to another facility, the Records Department receiving the social security card or birth certificate must forward the same to the Records Department of the facility where the offender has transferred to, and that Records Department must place the items in the mater file.
  - 2. If the offender has been released, the items must be forwarded to:
    - a. The offender's parole officer if the offender is under supervision.
    - b. The offender's last known address if the offender discharged and is not under supervision.
- H. When the social security card and/or birth certificate arrive, and are placed in the master file, the Records Department must notify the offender's assigned corrections counselor.
  - 1. Offenders may be eligible for points toward their tablet entertainment according to a process and amount established by Central Office Reentry.
- I. If the corrections counselor who assisted the offender in applying has not received notice of receipt of the item(s) within thirty (30) days, he or she must follow up and determine the status.

#### **VI. Institutional Parole Officer (IPO)**

- A. At the time of the offender's release, the IPO must ensure that the offender accesses the identification items in his or her master 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 an offender 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, at the first contact 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 five (5) 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, 12-120, 14-160A

**HISTORY**

None.

**ATTACHMENTS**

<b>Attachments</b>	<b>Title of Attachment</b>	<b>Page Total</b>
A	Cover Memo to Kansas Department of Vital Statistics	1 page

## MEMO

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

FROM: Corrections Counselor \_\_\_\_\_  
Contact phone number: \_\_\_\_\_  
\_\_\_\_\_ Correctional Facility

RE: Offender Name: \_\_\_\_\_  
Offender Number: \_\_\_\_\_  
DOB: \_\_\_\_\_  
SS#: \_\_\_\_\_

DATE: \_\_\_\_\_

With this memo I'm sending you an application by the above-named offender for a birth certificate. This will confirm that this offender is currently incarcerated at the correctional facility indicated; under the offender 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 offender's original file for safekeeping until she/he is released, and then it will be given to the offender. If for some reason this offender 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 counselor or parole officer immediately.

Thank you for your assistance in this matter.

Enclosure – Application & Check