
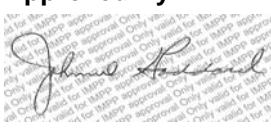


KANSAS DEPARTMENT OF CORRECTIONS

 INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 14-160A	PAGE NUMBER 1 of 2
	SUBJECT: PAROLE SERVICES: Certificate of Identification	
Approved By:  Interim Secretary of Corrections	Original Date Issued: 01-27-16	
	Replaces Version Issued: N/A	
	CURRENT VERSION EFFECTIVE: 01-27-16	

APPLICABILITY:	<input checked="" type="checkbox"/> ADULT Operations Only	<input type="checkbox"/> JUVENILE Operations Only	<input type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

In conjunction with the Department of Revenue, Driver's License Examination Bureau, the Department of Corrections has developed procedures to assist offenders who may lack the necessary documents to establish their identity upon their release. In those cases, the Certificate of Identification shall be completed by the parole officer, which shall serve as one identifying document pursuant to K.S.A. 8-246.

DEFINITIONS

None.

PROCEDURES

I. Issuance Criteria

- A. The Certificate of Identification (Attachment A) shall be issued when necessary to those offenders who are in need of documentation to establish their identity with the Kansas Department of Revenue when applying for a driver's license or identification card.
- B. The Certificate of Identification shall be completed by the supervising officer or designated staff and signed by the offender.
 1. Parole staff may issue Certificate of Identification letters for Community Corrections offenders upon request of the probation officer.
- C. The Certificate of Identification shall be issued for the purpose of obtaining a Kansas driver's license or identification card only.
- D. The Certificate of Identification shall identify the offender by his/her legal name only.
- E. If the supervising officer is unsure as to the legal name of an offender, the officer shall contact his/her immediate supervisor for assistance.
 1. The immediate supervisor shall review the offender file to determine if the offender's legal name can be established.
 2. In the event the offender's legal name cannot be established, a certificate shall not be issued.

II. Document Preparation and Issuance Procedures

- A. The completed Certificate of Identification shall be embossed with the Secretary's seal prior to issuance to the offender.
 - 1. A small number of identification certificates may be embossed with the Secretary's seal, prior to need, and distributed to parole offices where a Secretary's seal is not available.
 - 2. Strict controls shall be established to ensure accountability of the Secretary's seal and all embossed certificates.
- B. The Certificate of Identification shall be considered invalid without the raised seal affixed.
- C. The parole officer shall affix a photograph of the offender (if available) on the Certificate of Identification.
- D. The parole officer shall insert the letter validity date as well as the date the letter must be returned to the parole officer.
 - 1. The dates cited shall be limited to the shortest time period which will allow enough time for the offender to complete the transaction with the Driver's License Examiner and return the form to the parole officer.
- E. When issuing a Certificate of Identification, the parole officer shall instruct the offender to return the letter to the parole officer within an agreed upon time frame.
 - 1. Returned letters shall be maintained in the offender's case file.
 - 2. Letters generated for Community Corrections offenders may be returned to either the issuing parole officer, or the Community Corrections officer assigned to the case.

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 is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.S.A. 8-246

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Certificate of Identification	1 page

KANSAS DEPARTMENT of CORRECTIONS
CERTIFICATE OF IDENTIFICATION

Date: _____

TO: Kansas Department of Revenue

FROM: Kansas Department of Corrections
Division of Community and Field Services

The below referenced offender has requested this document for purposes of obtaining a Kansas driver's license or identification card. This original letter with the **raised seal of the Secretary** is to certify the identification of the offender. Any letter without the raised seal should be considered to be invalid.

Name: _____ DOC #: _____

DOB: _____ RACE/SEX: _____ / _____ HGT: _____ WGT: _____

HAIR: _____ EYES: _____ SSN: _____

Offender's Signature

Parole Officer's Signature

OFFICIAL SEAL

If available, a photograph of the offender should be attached to this document.

The business card of the supervising parole officer has been attached to this document. Please contact the officer if there is any question as to the validity of the document or the identity of the individual presenting the document.

THIS LETTER IS VALID THROUGH _____ AND MUST BE RETURNED TO THE ISSUING PAROLE OFFICER BY _____.
(Date) (Date)