

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
701**

INMATE IDENTIFICATIONS

Supersedes: AR 701 (06/17/12); and AR 701 (Temporary, 12/17/14)
Effective date: 05/19/15

AUTHORITY

NRS 209.131
NRS 209.151
NRS 209.511

RESPONSIBILITY

The Wardens/Facility Managers are responsible for ensuring inmates have proper identification.

701.01 INMATE IDENTIFICATION (ID) CARD

1. The inmate identification card is the property of the Nevada Department of Corrections. The inmate is prohibited from mailing this card out or giving it to anyone outside the institution/facility.
2. Each inmate shall be:
 - A. Photographed upon intake into the Nevada Offender Tracking Information System (NOTIS) with demographics and descriptions determined by the Offender Management Division.
 - B. Required to have in their possession their inmate ID card.
 - C. Able to produce their ID card to any staff member.
 - D. Responsible for reporting the loss of an identification card to their unit officer or work supervisor.
 - E. Subject to disciplinary action if found to be in possession of another inmate's ID card.
 - F. Aware that inmate ID cards are State property and they're subject to disciplinary action, including the assessment of a replacement charge for mishandling, mailing out, destroying, losing or altering their ID card.

3. When an inmate is transferred, the sending institution will ensure the inmate possesses an ID card prior to transfer.
4. Prior to issuing a new ID card, the assigned staff member shall determine whether a disciplinary offense should be charged and whether to charge an inmate a fee for the replacement of the card.
 - A. Replacement fees to be charged will be set by the designated Deputy Director and reviewed annually.
 - B. No cost will be assessed if it is determined the ID card is worn through normal usage.
5. The inmate ID card is the property of the Department of Corrections. Upon release from custody (i.e. parole, expiration, court order), the inmate is authorized to take the ID card with him/her.

701.02 INMATE IDENTIFICATION (ID) PHOTOGRAPH

1. An inmate's photograph and demographics and descriptions should be up-dated at least once every three years or when transferred to a minimum facility.
2. A new photograph should be taken of an inmate whenever the inmate alters his appearance in any way that might inhibit immediate identification.
3. A system of routine comparisons of inmate to the inmate's photograph should be developed at all institutions and facilities.
4. Inmate photographs which are issued to outside agencies/media, will follow the procedure set forth in AR 120.
5. Before an inmate is released from the custody of the Department on parole or discharge, the Pre-Release Coordinator shall ensure a photo of the inmate is taken in NOTIS or by a digital camera (for transfer into NOTIS).
6. Information contained on the inmate photograph will reflect inmate's name; ID number and date received in the Department, as well as any other personal or legal data determined by the Offender Management Division.

APPLICABILITY

1. This AR requires an Operational Procedure.
2. This AR requires an audit

REFERENCES:

ACA Standard 4-4285



Director



Date

