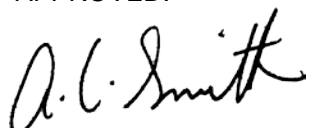




SUBJECT: Inmate Release Card	PAGE <u> 1 </u> OF <u> 4 </u>
	NUMBER: 78-REL-02
RULE/CODE REFERENCE: ORC 4507.51, 5120.59	SUPERSEDES: 78-REL-02 dated 06/18/18
RELATED ACA STANDARDS:	EFFECTIVE DATE: September 3, 2019
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish operational policy and procedures for the issuance of a release identification card to eligible inmates upon their reentry into the community to assist them in their successful reintegration by providing an acceptable and recognizable form of identification.

III. APPLICABILITY

This policy applies to all employees and inmates of the Ohio Department of Rehabilitation and Correction (ODRC).

IV. DEFINITIONS

Eligible Inmate - Any inmate whose social security number has been documented in DOTS Portal and **who** does not already have a current and valid identification that can be sent into the institution.

Inmate Release Card - A non-replaceable ODRC identification card issued to eligible inmates at no charge at the time of their release from a ODRC institution/facility.

Photo Identification System - An integrated image and data capturing system with the capacity of storing, retrieving, transmitting, and producing both data and images in a variety of formats through the DRC communication network, including internet and intranet.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to provide an inmate release card to all eligible inmates upon his/her release (expiration of sentence, parole, or other approved release status) from an ODRC facility.

VI. PROCEDURES**A. Routine Distribution of Release Identification Cards**

1. All eligible inmates shall have a new Inmate Release Card produced (captured in the Photo Identification System) prior to the inmate's release from the institution. The card shall be produced (captured in the Photo Identification System) 14-30 calendar days prior to the scheduled release of the inmate. The Cashier's Office staff shall place the inmate release card in a file for safekeeping until the day of release. Each area shall be responsible for printing their own release lists from DOTS Portal. The Record Office will no longer provide notification.
2. Regardless of whether an inmate's social security number is documented in DOTS Portal, the institution identification officer or the managing officer's designee shall produce an inmate release card utilizing the ODRC's Photo Identification System. A new digitized photo, with a bright orange backdrop, must be taken for the ODRC Inmate Release Card. A new digitized signature should also be captured.
3. As much as possible, all information on the inmate release card shall be reviewed with the inmate at the time the photograph is taken.
4. The inmate release card shall be green and shall contain the following information:
 - a. Agency (Ohio Department of Rehabilitation and Correction);
 - b. Card Type (Offender Release Card);
 - c. Name;
 - d. Date of Birth;
 - e. Social Security Number;
 - f. Two (2) Digitized Photos of the inmate, using a bright orange backdrop;
 - g. Digitized Signature;
 - h. Issue Date;
 - i. Card Number (Inmate Number);
 - j. Agency Seal;
 - k. Offender release date.
5. The eligible inmate's release card shall be retrieved from the Cashier's Office and exchanged for his/her institution identification card at the time of his/her release from an ODRC institution. The issue date of the inmate release card shall not be a date after the inmate's release.
6. The issuance of the inmate release card shall be documented on the Transitional Release Plan (DRC4443) by the institution identification officer or managing officer's designee. In no case shall an inmate be released from an ODRC institution in possession of the inmate identification card.
7. If an inmate release card is unable to be produced (captured in the Photo Identification System) due to the inmate's action or behavior, the identification officer or managing

officer's designee shall document the incident in the DOTS Portal notes section (RAP6), including the staff person's name, date and circumstances regarding the inmate's behavior or actions.

8. If an eligible inmate's release photographs were taken and he/she is released without being issued an inmate release card due to mechanical issues, the institution staff shall submit email notification to the ODRC Information Service Center at drc.infoservctr@odrc.state.oh.us, providing the inmate's name, number and community mailing address.
9. Upon request, the Bureau of Information and Technology Services (BITS) shall send an inmate release card to the address listed in the inmate forwarding address screen in DOTS Portal or to the APA parole officer of a restored citizen who did not receive the card when released. BITS shall notify the Office of Offender Reentry of the card issuance so information will be documented in the Transitional Release Plan (DRC4443).
10. Once issued, the inmate release card shall not be reissued.

B. Distribution of Offender Release Cards for Unscheduled Releases

1. Release ID photos shall be produced and issued with a captured signature from all inmates prior to their departure from an institution for any of the following types of court appearances for use in the event the offender is granted a release by the court:
 - a. Judicial Release;
 - b. Vacated Sentence;
 - c. Discharge by Court Order;
 - d. Sentence Modification;
 - e. Appeal; or
 - f. Released to an immigration detainer.
2. The date field for the inmate release card is to list the date that the card is issued, which initiates the 120-day validity period.
3. The required inmate release card shall be provided to the escorting law enforcement officer(s) at the time the inmate is transported to a court appearance that may result in an unscheduled release.
4. The managing officer/designee shall request that the inmate release card be provided by the releasing law enforcement agency to the inmate should he/she be given an unscheduled release for all sentences from all counties. If they have any questions regarding the inmate's eligibility for an unscheduled release from all his/her sentences, have him/her contact the Bureau of Sentence Computation (BOSC) and Record Management Duty Officer at 614-649-0852.
5. In the case where a restored citizen's inmate release card was not printed before his/her release from ODRC, an inmate release card may be requested by the restored citizen. At

that time, the issue date shall be the date the card is printed to be sent to the restored citizen community mailing address

6. The identification officer, or the managing officer's designee, shall print the inmate release card using the photo taken of the inmate with an orange backdrop. The issuance of the inmate release card shall be documented on the Transitional Release Plan (DRC4443). An inmate release card shall not be issued if the inmate does not have pictures taken against the orange backdrop.
7. In the event an offender or supervising parole officer contacts the institution to provide notification of a release and the release paperwork has not been received from the court, the Central Record Office staff shall contact the court to verify the release of the offender. Once the release has been verified, the inmate release card shall be issued and distributed. Upon the request of the supervising parole officer, the inmate release card may be mailed to the supervising parole officer for distribution to the offender, rather than a community address, but all action must be documented in the RAP6. The identification officer or managing officer's designee for inmate release cards shall be on the email distribution list for OTC and Release Documents so they can be notified if an inmate who has been out to court was actually released.
8. If an inmate release card is returned to sender, the institution shall destroy the card. If the card is returned to OSC, the Office of Offender Reentry will destroy the card.
9. If the inmate is returned to the institution rather than released, institution staff may not use the release photograph with the orange backdrop for an escape flier. The previous institution photo must be used, or another photograph must be taken.

C. Use of the Offender Release Card

1. ODRC shall issue a facsimile sample of the inmate release card to the Bureau of Motor Vehicles (BMV) for distribution to all BMV License Bureaus as a reference for staff members.
2. Upon release, the restored citizen may present his/her ODRC inmate release card to the BMV as sufficient documentation for the purpose of obtaining an Ohio identification card and any other license or permit for which the BMV considers it sufficient. If any of the required information specified in section VI.A.4 of this policy is incorrect or is missing from the inmate release card, the card will not be accepted by the BMV.
3. ODRC is not responsible for the costs associated with the issuance of a new identification card or any other license or permit granted by the BMV.
4. The BMV shall destroy the ODRC inmate release card upon issuance of the Ohio identification card, permit, or license.

Related Department Forms:

Transitional Release Plan

DRC4443

DRC 1362