

December 4, 2017

TO: ALL CONCERNED  
FROM:   
Nolan P. Espinosa, Director  
SUBJECT: **AMENDMENTS TO COR.08.11: INMATE  
IDENTIFICATION/PHOTOGRAPHS**

The following are the significant changes to COR.08.11, effective December 4, 2017:

- 1) Modified Section 2.0 to References and Forms, and moved Definitions into a separate section, making it Section 3.0, and increased number of subsequent sections..
- 2) In Section 2.0, References, deleted citations from American Correctional Association.
- 3) In definitions broke the definition of "inmate" into "Jail Inmate" and "Prison Inmate."
- 4) In the Policy section, added "before accepting custody of an inmate, reasonable efforts shall be made to verify his/her identity."
- 5) In Section 5.0 Procedures, deleted the section pertaining to fingerprints on the department identification fingerprint card.
- 6) In Section 5.0 Procedures, added the sections regarding finger scanning and the MorphoTrak and/or similar devices.
- 7) In Section 5.0 Procedures, added the section pertaining to documenting STG related identifying marks/tattoos.
- 8) Modified formatting so that it is consistent with other policies.
- 9) Other minor grammar changes.

If you require any clarification, please contact Shelley Nobriga at 808-587-1260 or [shelley.d.nobriga@hawaii.gov](mailto:shelley.d.nobriga@hawaii.gov). COR.08.11 is to take effect on December 4, 2017.

	<b>DEPARTMENT OF PUBLIC SAFETY</b>	<b>EFFECTIVE DATE:</b> Dec. 4, 2017	<b>POLICY NO.:</b> COR.08.11
	<b>CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES</b>	<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.08.11 & 07/01/2010	
	<b>SUBJECT:</b> INMATE IDENTIFICATION/PHOTOGRAPHS		Page 1 of 3

## **1.0 PURPOSE**

To set guidelines for identification of inmates upon admission or photographing under other circumstances.

## **2.0 REFERENCES AND FORMS**

### **.1 References**

- a. Hawaii Administrative Rules (HAR), Title 23, Department of Public Safety, Subtitle 1, Administration, Chapter 1, General Provision, §23-1-6, Inmate Control.
- b. Hawaii Revised Statutes (HRS), § 26-14.6, Department of Public Safety.

### **.2 Forms**

- a. PSD 8235, State of Hawaii Department of Public Safety, Right Index Card (attached).

## **3.0 DEFINITIONS**

- .1 Jail Inmate: Any individual who is convicted of a crime and committed by the courts for a period of LESS THAN ONE (1) YEAR (this includes probation violators awaiting adjudication of their violation hearings, pretrial detainees, Federal/other State holds).
- .2 Prison Inmate: Any individual who is convicted of a crime and sentenced by the courts for a period of MORE THAN ONE (1) YEAR (this includes anyone that has been SENTENCED to a CONSECUTIVE term TOTALLING more than one (1) year combined) and parole violators returned to custody.

## **4.0 POLICY**

Before accepting custody of an inmate, reasonable efforts shall be made to verify his/her identity. Adequate documentation for identification purposes shall be maintained on all inmates. Upon admission to a correctional facility, inmates shall be photographed, fingerprinted, and identifying marks or other unusual physical characteristics documented.

**NOT CONFIDENTIAL**

<b>COR P &amp; PM</b>	<b>SUBJECT:</b>  <b>INMATE IDENTIFICATION/PHOTOGRAPHS</b>	<b>POLICY NO.:</b> <b>COR.08.11</b>
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Facilities with finger scanning capabilities shall also scan the index fingers of each inmate.

## **5.0 PROCEDURES**

- .1 For identification purposes, every inmate shall have a photograph taken of his/her front and right side of his/her face, fingerprinted, and where applicable, finger scanned, upon intake to the Department of Public Safety (PSD).
- .2 Photographs of inmates upon intake.
  - a. The inmate's full face and side right profile shall be photographed with a camera system that is interfaced with PSD's inmate management system, under the inmate's SID number.
  - b. Inmates shall be photographed free of hair which conceals facial features.
    - 1) Inmates with beards and/or mustaches shall be photographed clean shaven at their consent.
    - 2) Inmates photographed with beards and/or mustaches, and subsequently shave off their facial hair during their incarceration, shall be photographed clean shaven.
    - 3) For the side face profile picture, hair that conceals the ear and neck shall be set aside so that the ear and neck can be photographed.
- .3 PSD 8235, Right Index Card, shall be completed using an inked right index finger print and maintained in the inmate's institutional file.
- .4 A live finger scan, using a MorphoTrak or similar device, shall be performed to verify an inmate's identify. The scanning shall be performed at the time of intake, before transfer to another facility, and when released from a facility.
  - a. The index fingers of both hands of the inmate shall be scanned.
- .5 The scanning device is interfaced with the Hawaii Criminal Justice Data Center, and utilized solely for the purpose of verifying the inmate's identity. PSD does not store the scans of inmates' fingerprints.

**NOT CONFIDENTIAL**

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- .6 All identifying marks (tattoos), or other unusual physical characteristics shall be documented by a picture taken by a camera system that is interfaced with the PSD's inmate management system under their SID number.
  - a. All Security Threat Group (STG) or gang-related identifying marks shall be documented by a picture taken by a camera system that is interfaced with the PSD's inmate management system under their SID number. The facility's STG officer shall be notified immediately for validation purposes.


**6.0 SCOPE**

This policy applies to all correctional facilities.

APPROVAL RECOMMENDED:

  
\_\_\_\_\_  
Deputy Director for Corrections      December 4, 2017  
Date

APPROVED:

  
\_\_\_\_\_  
Director      December 4, 2017  
Date

back

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Date \_\_\_\_\_

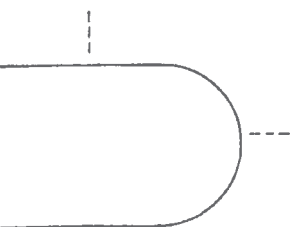


**State of Hawaii**  
**DEPARTMENT OF PUBLIC SAFETY**

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

SSN or DOB \_\_\_\_\_ State ID Number \_\_\_\_\_

Date Issued \_\_\_\_\_



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