



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure No.: MSP 3.1.107	Subject: <b>INMATE ID CARDS</b>
Reference: DOC Policy No. 4.1.1	Page 1 of 1
Effective Date: November 18, 2008	Revision Date(s):
Signature / Title: /s/ Mike Mahoney / Warden	

**I. PURPOSE**

To maintain direct control and accountability over the ID cards made to identify inmates, which are utilized by staff to account for and control individual inmate movement.

**II. DEFINITIONS (none)**

**III. PROCEDURES**

- A. Admissions staff will produce an ID card to identify each inmate at the time of the inmate's admission to MSP.
- B. Each inmate identification card will include the inmate's:
  - Full name.
  - Adult Offender Number (A0#).
  - Current photograph.
  - Date of birth.
  - Height.
  - Weight.
  - Hair color.
  - Eye color.
- C. Each inmate identification card will also have the word "INMATE" in bold red type on the face of the card, and will include the Warden's authorization and a barcode.
- D. Admissions staff will deliver the ID cards to housing unit staff who will utilize them as outlined in *MSP 3.1.11, Inmate Movement Control* and *MSP 3.1.21, Inmate Counts*.
- E. Unit staff will monitor the condition of the ID cards, ensuring they are kept in proper, usable condition and accurately identify the inmate.
  1. If an ID card needs replacement because of damage, defacement, loss, or inaccurate identification data (old photo, weight loss, etc.) unit staff will contact Admissions Staff at the MDIU to have them produce a replacement.
  2. Unit staff must provide a written request for replacement to Admissions staff.
  3. Upon receipt of the reissued card unit staff will forward the old ID card (if not lost) to the Admissions Office. Admissions staff will destroy the old ID card.
  4. Admissions staff will prioritize the production of replacements for cards that are lost or that need new photographs.

**IV. CLOSING:**

Questions concerning this procedure will be directed to the Security Major.

**V. ATTACHMENTS (none)**