

**VERMONT DEPARTMENT OF CORRECTIONS
MEMORANDUM**

TO: All Staff and Interested Stakeholders

FROM: Robert D. Hofmann, Commissioner

SUBJECT: Interim Procedure: *AHS Non-employee ID Card*

DATE: June 2, 2006

CC: Bob Kupec, Facilities Director

The Department of Corrections is issuing the attached new Interim Procedure, *Agency of Human Services Non-employee (Inmate) Identification Card* today, which goes into effect June 12, 2006. This procedure addresses the need which many inmates have for photo identification when being released back into the community. They may not have a driver's license or Social Security card or other official ID which would help them in their transition.

The Agency encourages this support to offenders being released and is working on specific ways that the Department can promote a successful reintegration.

Key points of the directive include:

1. All inmates with demonstrated need may apply for this card, with a focus being on those incarcerated for more than 3 months.
2. Each facility is responsible for the approval process and will issue the cards for inmates leaving their facility.
3. Inmate information will be validated using court records.
4. This document follows Department of Motor Vehicle protocols.
5. Cards will be valid for one year to provide enough time for offenders to obtain a more traditional photo ID.
6. Staff will be responsible for ID equipment security.
7. We expect to charge for replacement IDs, but believe this needs to be part of the Administration-proposed and Legislature-approved 2007 Fee Bill.

Within 90 days the Department will revise and reissue an administrative directive on this topic in final form.