

 <p>DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE</p>	EFFECTIVE DATE:	June 4, 2013	Page 1 of 5
	SUPERSEDES:	4060.2D February 22, 2012	
	OPI:	RECORDS OFFICE	
	REVIEW DATE:	June 4, 2014	
	Approving Authority	Thomas Faust Director	
	SUBJECT:	INMATE RECORD	
NUMBER:	4060.2E		
Attachments:	Attachment A		

SUMMARY OF CHANGES:

Section	Change
<i>Change Notice - CN-12-008</i>	<i>Change Notice CN-12-008 has been rescinded</i>
<i>Page 3, §7</i>	<i>Section #7 "STANDARDS REFERENCED" 4-ALDF-7D-19 was deleted from the policy. 4-ALDF-2A-16 was added to the policy.</i>
<i>Page 3, §8 "Creation and Content of the Inmate Record" – (c)</i>	<i>Added: "Email under no circumstance should be used for indefinite storing of information or documents. Email used for documenting business activities is to be incorporated into an appropriate record file" to Section #8</i>
<i>Page 4, §9 (b-f)</i>	<i>Section #9 (b-f) has been removed.</i>
<i>Page 4, §10</i>	<i>Section #10 has been revised in its entirety.</i>
<i>Page 4, §10-11</i>	<i>Section #10-#11 of PS 4060.2D has been removed.</i>
<i>Page 5, § 12 (a)</i>	<i>Section #12 (a), "in accordance with PS 2920.4, Inspections and Abatement Program" was added to the policy</i>

APPROVED:

Signature on File



6/04/2013

Thomas Faust, Director

Date Signed

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b. **Referenced**

- 1) PS 1300.1 Freedom of Information Act (FOIA)
- 2) PS 2920.4 Inspections and Abatement Program

6. **AUTHORITY**

- a. DC Code § 24-211.02, Powers; promulgation of rules
- b. DC Code § 2-1701 et seq., Public Records Management
- c. DC Code § 2-531 et seq., Freedom of Information
- d. District of Columbia Municipal Regulations Title I, Chapter 4, Freedom of Information

7. **STANDARDS REFERENCED**

- a. American Correctional Association (ACA) 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-2A-16, 4-ALDF-7D-19, 4-ALDF-7D-20, and 4-ALDF-7D-21.

8. **CREATION AND CONTENT OF THE INMATE RECORD**

- a. The Inmate Record is created when the Records Office staff receives legal documents from the courts through the Receiving and Discharge (R&D) area.
- b. Each Inmate Record is established and maintained to meet the statutory and administrative requirements related to the inmate's incarceration. The Inmate Record shall contain documentation authorizing the inmate's confinement to the custody of DOC.
- c. Email under no circumstance should be used for indefinite storing of information or documents. Email used for documenting business activities is to be incorporated into an appropriate record file.

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9. INMATE RECORD MANAGEMENT

- a. Each inmate record shall be continuously updated in accordance with the judicial, administrative, and programmatic changes affecting the inmate, both electronically and in hard copy.

10. INMATE RECORD SECURITY

- a. DOC employees having custody or control over records are responsible to ensure their proper use and protection. Employees shall not allow Agency records to leave the custody or control of the Records Office, even on a temporary basis, other than as authorized by Agency policy and procedures.
- b. Inmate Records are the property of DOC, not the property of individual employees. Records are to be used to conduct Agency business in accordance with Agency policy and procedures. Records may not be removed from the Agency without proper authority and/or the approval of the employee's supervisor.

11. RELEASE OF INFORMATION

- a. An Inmate Record or information contained in any Inmate Record shall not be released, except under the following conditions:
 - 1) In accordance with applicable laws and regulations, to local, state, and federal law enforcement agencies in the process of conducting law enforcement business.
 - 2) When the subject inmate has specifically authorized the release of information and has signed Consent to Release Information Form (Attachment 1). When an inmate has signed this form, a copy shall be placed in the inmate's record.
 - 3) The DOC Office of General Counsel must approve disclosure of information that is in response to a subpoena, inmate request, external request, or a request under the Privacy Act, and/or Freedom of Information Act.

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12. QUALITY REVIEWS AND REPORTING.

- a. The Correctional Program Officer (CPO) shall conduct weekly Quality Assurance reviews of inmate data entered into the JACCS database using Crystal Reports. Upon completion of the review, the original reports, abatement plan and staff assessment will be forwarded to the Office of the Deputy Director for Operations and the Office of Accreditation and Compliance (OAC) in accordance with PS 2920.4, *Inspections and Abatement Program*, for monitoring and assessment. The review shall consist of the following reports:
 - 1) Charge and Sentence Date Errors,
 - 2) Commitments Without Charges, and
 - 3) Audit of Inmate Records.

Attachment

Attachment 1 – Consent to Release Form (Official Use Only)

**District of Columbia Government
DEPARTMENT OF CORRECTIONS**

INMATE CONSENT TO RELEASE OF INFORMATION

Purpose: To authorize employees of the DC Department of Corrections and employees of any community-based program or facility to release the contents of or information* in my Official Inmate Institutional Record to educational facilities, social agencies, prospective employers, etc., for the purpose of assisting in my community programming and release planning. This consent will remain in effect 30 days from this date, unless revoked in writing, by me, prior to that date.

* I am of the understanding that, pursuant to Privacy Rules, no protected health information (PHI) shall be released unless I have signed a separate "DOC-HIPAA Form 3 Authorization".

Name: _____

DCDC if inmate _____ SSN if guardian _____

Facility: _____

Information to Be Released: Specifically and meaningfully describe information you are authorizing to be released:

Purpose of this Authorization:

Persons/Organizations Authorized to Receive: Name or specifically identify the persons and/or organizations (or the classes of persons and/or organizations), including us, to whom you are authorizing the disclosure and subsequent use of the protected health information described above:

(Name)

(Organization)

(Name)

(Organization)

(Inmate or Guardian's Signature)

(Date)

(Witness' Signature)

(Date)

Include this authorization in the inmate's official institutional record.