



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI:	Records Office
Number:	4060.2D
Supersedes:	4060.2C (07/08/10)
Date:	February 22, 2012
Subject:	Inmate Record

1. **PURPOSE AND SCOPE.** To provide guidelines for the creation and management of the Inmate Record by the D. C. Department of Corrections (DOC).
2. **POLICY.** It is DOC policy to create and maintain records on newly committed inmates and reactivate the record of re-commits released within 90 days or less. All official documents contained in the inmate record will exist in electronic and hard copy. The Inmate Record shall be retained, protected, preserved, retired, and destroyed in accordance with applicable laws, regulations, and rights of privacy.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
4. **PROGRAM OBJECTIVES**
 - a. The contents of inmate records are identified.
 - b. Contents are separated according to the format prescribed in this policy.
5. **DIRECTIVES AFFECTED**
 - a. **Rescinded**
 - 1) PS 4060.2C Inmate Record (07/08/10)

b. **Referenced**

- 1) PS 1300.1 Freedom of Information Act (FOIA)

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-7D-19, 4-ALDF-7D-20, 4-ALDF-7D-21 and 4-ALDF-7D-22.

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. Generally, the inmate record shall contain the following types of information:
 - 1) DCDC number ;
 - 2) Name and aliases (also known as AKA);
 - 3) Photograph;
 - 4) Current address and zip code and/or last known address;
 - 5) Commitment date, specific charges, duration of confinement, court orders and other legal documents;
 - 6) A copy of the Executed Parole Violator Warrant and a copy of the faxed confirmation to the USM;

- 7) General demographics;
- 8) Birthmarks, tattoos, other identifying marks;
- 9) Parole Notice(s) of Action(s);
- 10) Present or last place of employment;
- 11) Emergency contact;
- 12) Driver's license and social security number(s);
- 13) Record of cash and all property;
- 14) Fingerprint card;
- 15) Separation orders;
- 16) Other court documents; and
- 17) Any other pertinent Information.

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.
- b. Inmate records are electronically maintained in JACCS and/or Paperclips. The electronic files include but are not limited to: information pertaining to institutional classification, institutional incidents, religious or volunteer services received, inmate program participation, inmate grievances, and visitation.
- c. Each inmate record shall be stored in hard copy at the Records Office and in appropriately designated electronic information systems.
- d. The hard copy inmate record shall remain at CDF.
- e. When an inmate has been officially released, the inmate record shall remain at the CDF Record Office for a period of ninety (90) days. Records will be archived after ninety days (90) days and if needed, shall be requested from archives.
- f. Each former inmate's institutional record shall be reactivated if he or she is recommitted to the custody of the DOC within 90 days or less. After 90 days, a new institutional record will be created.

10. ORGANIZATION OF THE HARD COPY INMATE RECORD

- a. *SECTION One (1). Commitment Documents:*
 - 1) Special Handling Notices
 - 2) Separation Orders
 - 3) Detainers
 - 4) Face Sheets #1 and #2
 - 5) Judgment and Commitment Orders
 - 6) Request for Parole Violation Warrants and Detainers
 - 7) Pretrial Work Release/Revocation Orders
 - 8) Probation Violation Reports
 - 9) Reduction in Minimum Sentence Reports
 - 10) Any other Court Documents

- b. *SECTION Two (2). Identification Information:*
 - 1) Photo
 - 2) Fingerprint Cards
 - 3) Property Sheet
 - 4) WALES Printout

- c. *SECTION Three (3). Miscellaneous Correspondence:*
 - 1) Inmate Grievances
 - 2) Correspondence from the Warden
 - 3) Inmate Release of Information Form
 - 4) Disciplinary Reports
 - 5) Inmate or Attorney Appeals
 - 6) Warden's Response to Appeals

- d. *SECTION Four (4) Parole Documents:*
 - 1) Parole Notice of Action
 - 2) CCC Placement Report

11. **ELECTRONIC INMATE RECORD.** Each inmate is assigned an electronic Paperclips file that is associated with his/her DCDC#. The following documents will be stored electronically in Paperclips:

- a. Incident Reports,
- b. Housing Determinations,
- c. Intake Housing Form with Emergency Contact,
- d. Program Checklist,
- e. Classification/Reclassification Forms,
- f. Program Review Recommendations,
- g. Inmate Property Inventory,
- h. Social Security Card, Drivers License, Non-Driver Identification, Alien Registration Card, Passport, Birth Certificate, Program Plans,
- i. Disciplinary Reports/Housing Actions,
- j. Work Evaluations,
- k. Programs Completion Certificates,
- l. Inter-Institutional Transfer Reports,
- m. Escorted Trip Memorandums, and
- n. Special Visit Memorandums.

12. **INMATE RECORD SECURITY**

- a. Inmate Records can be removed from the Record Office for official government business only.
- b. Access to Inmate Records shall be authorized by the Warden and Deputy Wardens. Due to the sensitive nature of information contained in the inmate record, disclosure of information contained in these files must be in accordance with applicable laws and regulations.
- c. Staff that receives authorization to examine or retrieve an inmate record shall be required to sign for each inmate record removed from the Records Office. The form

used to access the removal of an inmate record will reflect the name of the person examining or removing the record and the date the record was signed out. Staff will be required to print and sign their names for identification purposes.

- d. The Record Office staff will ensure that no records signed out remain outstanding at the end of the day. Inmate records removed from the Record Office will be returned daily by 5:00 p.m. If an extension is required, the Record Office supervisor shall be notified prior to 4:00 p.m. An Inmate Record shall not be kept out overnight.
- e. Inmate Records shall never be left unsecured or handled in such a manner as to be accessible to unauthorized persons. Staff shall ensure that inmates do not transport inmate records and confidential materials.
- f. An audit of inmate records will be conducted on a quarterly basis by the Records Office staff. A Supervisory Legal Instruments Examiner shall complete a physical file audit and a review of the records and JACCS to ensure the accuracy of the committing documents. The audit shall be conducted by use of an institutional census of the inmate population. Upon completion, the census shall be signed and dated by the reviewing supervisor and forwarded to the Records Office Administrator. The audits shall be maintained for two (2) years.

12. **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.

13. **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 and the Office of

Internal Controls and Accreditation 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.

A handwritten signature in black ink, appearing to read "Thomas Faust". The signature is written in a cursive style with a horizontal line above the name.

Thomas Faust
Director

Attachment

Attachment 1 – Consent To Release Form