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	<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	4060.2G August 10, 2016	
			<b>OPI:</b>	RECORDS OFFICE	
			<b>REVIEW DATE:</b>	August 23, 2018	
			<b>Approving Authority</b>	Quincy L. Booth Director	
	<b>SUBJECT:</b>	INMATE RECORD			
<b>NUMBER:</b>	4060.2H				
<b>Attachments:</b>	Attachment A – Consent to Release Form				

**SUMMARY OF CHANGES:**

Section	Change
	<i>Minor Changes Made Throughout Policy.</i>

**APPROVED:**




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**Quincy L. Booth, Director**

8/23/2017

**Date Signed**

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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, PS 2000.2 “Retention and Disposal of Department Records,” and all applicable 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  - a. **Rescinded**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) PP 4060.2G    Inmate Record (8/10/16)
  - b. **Referenced**
    - 1) PP 1300.1    Freedom of Information Act (FOIA)
    - 2) PP 2920.4    Inspections and Abatement Program

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## 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. DCMR Title I, Chapter 4, Freedom of Information

## 7. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4<sup>th</sup> 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 Inmate Records Office staff receives legal documents from the courts through the Inmate Reception Center (IRC) and District of Columbia Superior Court (DCSC) Satellite Inmate Record Office areas.
- 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. Under no circumstance should Email be used for indefinite storing of information or documents. Email used for documenting business activities is to be incorporated into an appropriate record file.

## 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.

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## 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 Inmate 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 the approval of the Inmate Records Office Correctional Program Administrator.
- c. Hard copy records shall be maintained in a fire retardant safe under triple lock. The electronic record system shall be password protected.

## 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 such information and has signed the Consent to Release Information Form (Attachment A), a copy of which shall be placed in the inmate's record.
  - 3) The DOC Office of General Counsel has approved disclosure of information in response to a subpoena, inmate request, external request, or a request under the Privacy Act, and/or Freedom of Information Act.

## 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

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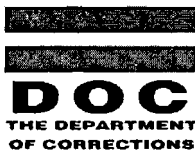
Compliance (OAC) in accordance with PP 2920.4, *Inspections and Abatement Program*, for monitoring and assessment. The review shall consist of the following reports:

- 1) Charge and Sentence Date Errors,
- 2) Commitments Without Charges, and
- 3) Audit of Inmate Records.

Attachment

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

**DOC/PP4060.2H/8/23/2017**



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.**