

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Offender Photo Identification Cards

**Policy Number:** 221.03

**Effective Date:** 05/25/2022

**Page Number:** 1 of 11

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Operations

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

The primary responsibility of an institution is for the detention of offenders with accurate accountability. The purpose of this procedure is to establish and maintain an accurate offender picture identification system to provide for accountability of all offenders in the Georgia Department of Corrections (GDC) system. It must be acknowledged that GDC is receiving a more sophisticated offender and accountability can only be accomplished by a total effort involving every member of the institutional staff.

**II. Authority:**

- A. Ga. Comp. R. & Regs. 125-2-1-.01(d) and 125-2-4-.03 (1); and
- B. GDC Standard Operating Procedures (SOPs): 201.04 Charges to Inmate/Probationer Accounts for Health Care, Willful Acts, Management of Inmate/Probationer Accounts and Court Costs, 221.02 Count Procedures, 221.01 Fingerprint Procedures for Inmates, 228.02 Facility/Center Barber/Cosmetology Shops, 222.07, Release Procedures for Offenders, and 209.01 Offender Discipline.

**III. Definitions:**

- A. **Offender I.D. Card:** A PVC (Plastic) credit card size identification card containing all of the required identification information with a digital image of the offender embedded on the card. This card shall also have a bar code or a magnetic strip on it containing the offender's identification number as well as other required information that can be read and interpreted with an optical scanner or radio wave scanner. This is the only official I.D. card issued to an offender and only one (1) I.D. card may be made. **This official card is to be taken from the offender and retained in the offender's institutional file at the date of discharge from the assigned facility.**
- B. **Offender Locator Card:** A plastic card similar to the Offender I.D. Card but without a barcode or magnetic strip containing identifying information that can

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Offender Photo Identification Cards

**Policy Number:** 221.03

**Effective Date:** 05/25/2022

**Page Number:** 2 of 11

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Operations

**Access Listing:**  
Level I: All Access

be read and interpreted by a scanner. This card may be used for purposes of accountability but would not allow access to the commissary or any future automated systems requiring bar codes or magnetic strips. The Locator Card shall not be possessed by offenders. Up to four (4) Locator Cards may be made.

- C. **Offender Face Sheet:** A black and white laser printed sheet containing at least the same information found on an Offender's I.D. Card. The Offender Face Sheet is used in areas of the facility where more permanent identification is not needed. Such application of the Offender Face Sheet should be in the I.D. Room where pictured I.D.s are needed but where changes such as security classification and bed assignments are frequent. Offender Face Sheets can also be used as additional Identification in Segregation/Isolation. Offender Face Sheets shall be maintained at the Back Gate in addition to the back gate cards and anytime an offender is being transported. The Offender Face Sheet shall not be used to allow access to the commissary and shall not be possessed by offenders.
- D. **Correctional Release Card:** A Correctional Release Card shall be completed for each offender exiting the GDC system whether on parole, probation, or maximum release. This shall be accomplished on the day in which the offender is to be released. Upon release from the institution, an offender shall be issued a Correctional Release Card in his/her possession to provide a means of identification.

**IV. Statement of Policy and Applicable Procedures:**

**A. Offender Photographs:**

When an offender enters the system, it is the responsibility of the ID Officer at the receiving facility to take a good quality identification photograph, as outlined in the policy below:

1. All offender pictures must be taken with the standard white height chart background, using an inch scale.

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Offender Photo Identification Cards

**Policy Number:** 221.03

**Effective Date:** 05/25/2022

**Page Number:** 3 of 11

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Operations

**Access Listing:**  
Level I: All Access

2. The camera will be level with the viewfinder centered on the offender's face. The photo will encompass the upper torso and head. Offenders should stand approximately 12-inches from the chart for both images with the inch scale clearly visible above the shoulder line. Additionally, the camera will be positioned 8-feet from the offender.
3. The photo area will contain adequate lighting so that glare is not an issue on the digital output.
4. The camera capture resolution will be 640 x 480 to ensure the proper size and quality of the digital output.
5. Offenders who wear eyeglasses for any purpose and/or approved religious headgear, will have four photos taken. One (1) frontal and one (1) profile with the item(s) on, and one (1) frontal and one (1) profile with the item(s) off. No personal clothing or jewelry is permitted. The offender shall look directly at the camera, eyes open for the frontal photograph.

**NOTE:** Once the photos are taken, the ID Officer will review them before processing to ensure accuracy. Additionally, they will ensure that the height matches in both the frontal and the profile photo.

6. There will be no need to re-photograph an offender prior to a transfer from one facility to another unless his or her appearance has changed. The original photograph will be kept on file in the SCRIBE database.
7. The front view photograph shall include a placard positioned in front of the offender (either by use of the Department's computer identification program, handheld or stand) with the top of the placard at the neckline. The placard will contain the following information (as illustrated below):
  - a. Offender's number;
  - b. Offender's name (last, first);

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

**Policy Name:** Offender Photo Identification Cards

**Policy Number:** 221.03

**Effective Date:** 05/25/2022

**Page Number:** 4 of 11

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Operations

**Access Listing:**  
Level I: All Access

- c. Height (inches);
- d. Weight; and
- e. Photo date.



Sex - MALE Race - White Hair - Brown Eyes - Hazel DOB - 10/20/61

HT IN INCHES

GDC # - 123456789

8. A digital photograph shall be taken of an offender upon arrival, after transfer from one facility to another. Prior to photographing the offender, the ID Officer shall take height and weight measurements with the offender of his or her stocking feet. The ID officer will note this, and any personal identifying features/characteristics such as scars, birthmarks, tattoos, etc., from the waist up which may readily be utilized for identification purposes of the offender in the SCRIBE database.

**B. Offender I.D. Card:**

An Offender I.D. Card shall be provided to each offender upon initial admission to a GDC facility by the intake or diagnostic unit.

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Offender Photo Identification Cards

**Policy Number:** 221.03

**Effective Date:** 05/25/2022

**Page Number:** 5 of 11

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Operations

**Access Listing:**  
Level I: All Access

1. Each Offender's I.D. Card shall contain the following:
  - a. Offender's full name;
  - b. Offender's identification number;
  - c. Offender's photograph;
  - d. Sex;
  - e. Color of hair;
  - f. Color of eyes;
  - g. Height;
  - h. Weight;
  - i. Birth date; and
  - j. Date card issued (changes when issued or reissued)
2. Offender I.D. Cards shall be produced, issued, and controlled by the I.D. Officer. I.D. room staff must receive specific training on the use and security of the computerized I.D. system. Staff must pay particular attention when remaking Offender I.D. Cards to ensure the image of the offender and the information on the barcodes and magnetic strip are correct. Only I.D. Officers shall reproduce and replace lost or destroyed Offender I.D. Cards.
3. An offender shall carry their Offender I.D. Card on his/her person and produce it as proof of identity when requested by any staff member.

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Offender Photo Identification Cards

**Policy Number:** 221.03

**Effective Date:** 05/25/2022

**Page Number:** 6 of 11

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Operations

**Access Listing:**  
Level I: All Access

C. Reproduction of Offender I.D. Cards:

The I.D. Officer shall frequently review Offender I.D. Cards to determine if a new I.D. Card needs to be issued due to changes in the offender's physical appearance or condition of the Offender I.D. Card. Lost or stolen Offender I.D. Cards shall be replaced in accordance with the procedure described below. The I.D. Officer shall ensure no duplicate I.D. Cards are issued with the same barcode and magnetic strip information that can be read and interpreted by an optical or radio wave scanner.

1. Approximately six (6) calendar months after the offender receives an initial I.D. Card at intake or the diagnostic unit, or as soon as the offender's hair grows out, whichever comes first, the I.D. Officer shall review the Offender's I.D. Card to ensure the picture accurately portrays the offender's current appearance. If the I.D. Officer determines at the initial six (6) month review that an offender's physical appearance noticeably differs from the existing Offender's I.D. Card, the I.D. Officer shall issue a new Offender I.D. Card to the offender without charging a fee for the Offender I.D. Card or for the Locator Card.
2. If an offender has grown a beard or other facial hair for the first time, and his file does not contain a photo of him with the facial hair, the facility shall take an updated photograph (See SOP 228.02, Facility/Center Barber/Cosmetology Shops). If the I.D. Officer determines that an offender's physical appearance noticeably differs from the existing Offender's I.D. Card, the I.D. Officer shall issue a new Offender I.D. Card to the offender without charging a fee for the Offender I.D. Card or the Locator Cards. If the I.D. Officer determines that the offender is purposely changing their physical appearance back and forth after the initial growth of a beard, the offender shall be issued a disciplinary report and charged for updating the Offender I.D. Card, but not for the Locator Cards.
3. After the initial six (6) month review, an offender's counselor shall annually review Offender I.D. Cards. During the annual review, the counselor shall

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Offender Photo Identification Cards

**Policy Number:** 221.03

**Effective Date:** 05/25/2022

**Page Number:** 7 of 11

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Operations

**Access Listing:**  
Level I: All Access

request that the I.D. Officer replace Offender I.D. Cards in poor condition or that significantly differ from the offender's current appearance. Offenders shall not be charged for the updated Offender I.D. Card, unless the Offender I.D. Card's poor condition is due to deliberate defacement by the offender.

4. The annual review of an Offender I.D. Card shall be documented in the "Case Notes" section in SCRIBE. The counselor shall forward all necessary changes to the I.D. Officer, who shall update any changes to the offender's personal data in SCRIBE. The following information shall be recorded:
  - a. Picture condition;
  - b. Condition of Offender I.D. Card; and
  - c. If all information is current.
5. When, through no deliberate action on the part of an offender, his or her appearance has changed to the degree that the existing identification photograph is no longer a recognizable likeness (e.g., from illness, surgery, weight gain/loss), a new identification photograph shall be taken at facility expense.
6. If an offender drastically changes his/her physical appearance by altering the length/style of hair, or by the growth or removal of beard/mustache, he/she will be re-photographed at the offender's expense.
7. Any employee who notices a change in an offender's appearance from the existing photograph shall bring it to the attention of the Chief of Security, or designee, who will then make the determination regarding the need to re-photograph. Additionally, all offenders will be re-photographed every 24 months.

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Offender Photo Identification Cards

**Policy Number:** 221.03

**Effective Date:** 05/25/2022

**Page Number:** 8 of 11

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Operations

**Access Listing:**  
Level I: All Access

**D. Procedures for Replacement of Lost or Stolen I.D. Cards:**

1. If an offender loses or damages their Offender I.D. Card, they must complete the Replacement I.D. Request Form (Attachment 1). By signing this form, the offender agrees to a \$5.00 charge for re-issuance of the Offender I.D. Card. They will not be charged for the Locator Cards. Indigent offenders shall also complete a Replacement I.D. Request Form and their account shall be frozen upon receipt of this form and the \$5.00 charge shall be carried as a debt until sufficient funds are available to cover this charge.
2. The Warden/Superintendent or their designee may waive the charge for a replacement Offender I.D. Card if the offender was not responsible for the loss or damage of the I.D. card. The offender shall complete the Replacement I.D. Request Form and the Warden/Superintendent, or their designee shall authorize the waiver of the \$5.00 charge and cite the reason for the waiver.
3. The I.D. Officer shall enter the reason (lost, stolen, damaged, or updated) for the Offender I.D. Card replacement in the "Case Notes" section of SCRIBE.
4. Disciplinary charges may be filed on an offender who does not possess an Offender I.D. Card in accordance with policy. Fees may be imposed, during disciplinary action, for costs associated with willful acts per SOP 201.04, Charges to Inmate/Probationer Accounts for Health Care, Willful Acts, Management of Inmate/Probationer Accounts, and Court Costs.

**E. Locator Cards/Offender Face Sheets for Population Management:**

Facilities shall use the following system of picture Locator Cards/Offender Face Sheets to assist in maintaining strict offender accountability. Locator Cards and Offender Face Sheets shall contain the same information as the Offender I.D. Card. Offenders shall not have access to Locator Cards or Offender Face Sheets. Locator Cards and Offender Face Sheets shall be used as follows:



GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Offender Photo Identification Cards

**Policy Number:** 221.03

**Effective Date:** 05/25/2022

**Page Number:** 9 of 11

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Operations

**Access Listing:**  
Level I: All Access

1. I.D. Room Locator Card: The central identification room shall maintain a Locator Card for each offender in the facility. These Locator Cards shall be used to show the offender's housing assignment. The central identification room may also use Offender Face Sheets where picture I.D.s are needed and where changes such as security classification and bed assignments are frequent such as at a medical facility.
2. Crew Kit Locator Cards: The Detail Officer is responsible for the binder, packet, or organized folder at all times and shall ensure they are inaccessible to offenders. Every Detail Officer shall be issued a binder, packet, or organized folder containing a Locator Card for every offender assigned to his/her detail prior to the detail exiting the facility. This binder, packet, or organization folder shall be updated daily on 3rd shift (8-hour shifts), or 2nd shift (12-hour shifts) to accurately reflect all offenders on each detail. The binder, packet, or organizational folder should be stored in a secure Control Room or other secure location.
3. Living Unit Locator Cards: A Locator Card shall be maintained in a secure area in the living unit for each offender assigned to a living unit. These Locator Cards shall be organized by bed assignment and used for identification purposes. If an offender moves from one housing area to another, the Living Unit Locator Card shall be moved simultaneously with the offender. Offenders shall not have access to Living Unit Locator Cards.
4. Rear Gate Locator Cards: For facilities with outside details, the Rear Gate/Detail Gate Officer shall maintain in a secure area a Locator Card for each offender assigned an outside detail. These Locator Cards shall be used for offender identification purposes.
5. Offender Face Sheets: Offender Face Sheets may be used anywhere within a facility where closer offender accountability is determined necessary.
6. Additional Use of Locator Cards: Based on the individual mission or design of a facility, there may be a need for additional use of Locator Cards. Any use

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Offender Photo Identification Cards

**Policy Number:** 221.03

**Effective Date:** 05/25/2022

**Page Number:** 10 of 11

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Operations

**Access Listing:**  
Level I: All Access

of Locator Cards beyond the four (4) specifically designated in this policy must be requested in writing to the Director, Facility Operations, or their designee. Offender Face Sheets are a less expensive option and should supplement the Locator Card system when possible.

7. Transfer of Offender I.D. Cards and Locator Cards: When an offender transfers from one GDC facility to another, the Offender I.D. Card shall be transported with the offender and may be kept in the Transport Officer's possession. All Locator Cards shall be placed in the offender's institutional file and shall be transferred with the offender.

**F. Correctional Release Card:**

On the day of release, an offender shall be issued a Correctional Release Card. Each offender exiting the GDC system whether on parole, probation, or on the maximum release date, shall receive a Correctional Release Card.

1. The Correctional Release I.D. Card shall contain the following information:

- a. Offender's full name;
- b. Offender's residence address (street address, city, and state);
- c. Identification number;
- d. Offender's photograph;
- e. Hair color;
- f. Eye color;
- g. Height;
- h. Weight;

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Offender Photo Identification Cards

**Policy Number:** 221.03

**Effective Date:** 05/25/2022

**Page Number:** 11 of 11

**Authority:**  
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Facilities Operations

**Access Listing:**  
Level I: All Access

i. Birth date;

j. Expiration date; and

k. Date I.D. card issued.

2. The Correctional Release I.D. Card shall be produced, issued, and controlled by the I.D. Officer. Particular attention must be paid to maintaining the security of Correctional Release I.D. Cards.
3. I.D. room staff shall receive special procedures and training on the use and security of the computerized I.D. system.
4. Only I.D. Officers shall produce Correctional Release Cards.
5. Release procedures shall be in strict accordance with SOP 222.07, Release Procedures for Offenders.

**V. Attachments:** Attachment 1: Replacement I.D. Request Form.

**VI. Record Retention of Forms Relevant to this Policy:** Attachment 1: Replacement Offender I.D. Request Form: Attachment 1 of this SOP is to be kept locally for a period of three (3) years past an internal financial audit and then shall be destroyed.