



Date: July 12, 2022

INMATE IDENTIFICATION DOCUMENTS

STANDARD OPERATING PROCEDURES

I. AUTHORITY:

Correctional Services Article (CSA), § 9-609.1 and Transportation Article (TA) §12-301 through 301.1, Annotated Code of Maryland (AMC), and COMAR 11.17.09.05(C).

II. APPLICABLE TO:

This Standard Operating Procedure (SOP) is applicable to designated correctional facility custody staff and case managers.

III. DEFINITIONS:

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

1. Identification Document.

- (a) "Identification document" means an original official document that identifies the individual named or pictured in the document.
- (b) "Identification document" includes, but is not limited to:
 - (i) An inmate identification card (e.g., "I", "E", and "R" Card);
 - (ii) A state identification card or driver's license;
 - (iii) A birth certificate;
 - (iv) A social security card; and
 - (v) A military identification card.

2. "MVA ID Card" means a State identification card issued by the Maryland Motor Vehicle Administration (MVA) under TA §12-301 and 301.1.

3. "R Card" means a release card issued by the Division of Correction in accordance with the provisions established under TA §12-301.1, AMC for the purpose of identification.

III. PROCEDURES.

A. Reception and Intake.

1. At the time of reception and intake for a sentenced inmate committed to the custody of the Commissioner of Correction, designated custody staff shall:
 - (a) During the property inventory process:
 - (i) Place all identification documents found in an inmate's possession into a secure envelope;
 - (ii) Label the envelope with the inmate's name and SID (State Identification) number; and
 - (iii) Include the envelope in the Intake Information Packet sent to the facility's Case Management Supervisor.
 - (b) During the inmate's intake and reception interview:
 - (i) Provide the inmate with an *Identification Documents Assistance Request* form OPS Form # 280-1bR;
 - (ii) Explain that a birth certificate and social security card are needed to apply for a MVA State Identification card and ask the inmate if assistance is needed in obtaining these original identification documents;
 - (iii) Direct the inmate to complete the OPS Form # 280-1bR and indicate the important facts shown on the back of the form; and
 - (iv) Place the completed and signed form into the Intake Information Packet that is sent to the Case Management Supervisor and is reviewed in accordance with the procedures with DOC.100.0002-Case Management Manual.
2. Within 14 calendar days after reception and intake, during an inmate's initial security classification, a case manager shall:
 - (a) Process *Identification Documents Assistance Request* form by:

- (i) Documenting the receipt of OPS Form # 280-1bR in the Offender Case Management System (OCMS)—Identification Documents Screen;
 - (ii) Scanning and uploading the form into the inmate’s electronic case file in OCMS documents—Inmate Case Record, Section 1, and naming the e-document “OPS_280-1bR-Inmate Last Name_First Initial_year_month_day” (e.g. OPS_280-1bR-Brown_J_2020_01_01); and
 - (iii) Placing the signed original form in Section 1 of the inmate’s physical case record (base file).
 - (b) Process any identification documents obtained during the inmate property inventory by:
 - (i) Documenting the receipt of any personal identification documents including, but not limited to a birth certificate, social security card, state identification card, or military identification in the OCMS—Identification Documents Screen; and
 - (ii) Placing the original documents in Section 1 of the inmate’s case record.
- 3.** If the inmate refused assistance during the reception and intake interview, the case manager shall, during the initial security classification process, ask the inmate again if the inmate would like assistance in obtaining personal identification documents in order to apply for an MVA state identification card and other benefits.
- (a) If the inmate decides that assistance is wanted, the case manager shall:
 - (i) Assist the inmate to complete a new Identification Documentation Assistance Request form, in accordance with the requirements in CSA, § 9-609.1(b)(3), ACM;
 - (ii) Complete the process stated in §III.A.2(a) of this SOP; and
 - (iii) Place a note in OCMS Identification Documentation Screen - Release Comments that the inmate has reversed a previous decision and is requesting assistance obtaining personal identification documents.
 - (b) If the inmate confirms that no assistance is needed, the case manager shall

place a note in OCMS Identification Documentation Screen - Release Comments that the inmate has not reversed a previous decision and does not want assistance. Do Not update the inmate's original declination date in OCMS.

B. Maintaining Facility.

1. All Department correctional facilities shall post in the housing units and common areas, copies of the Identification Documents Fact Sheet or signs indicating that inmates may request assistance from Case Management in obtaining personal identification documents.
2. Birth Certificates.
 - (a) During an inmate's initial assignment at the maintaining facility, the assigned case manager shall determine whether or not an inmate has completed an *Identification Documents Assistance Request* OPS Form # 280-1bR.
 - (b) If the inmate did complete an *Identification Documents Assistance Request* OPS Form # 280-1bR at intake, and the form and wants assistance obtaining a birth certificate, social security card, or both the case manager shall:
 - (i) Begin the application process for obtaining a duplicate birth certificate;
 - (ii) Forward the completed application to case management staff for processing and submission to the Division of Vital Records; and
 - (iii) Document the date the birth certificate was requested in the OCMS Identification Documents Screen.
 - (c) If the inmate did not complete an *Identification Documents Assistance Request* OPS Form # 280-1bR at intake, or the form indicates that the inmate does not want assistance, provide the inmate with another form and ask the inmate again if the inmate wants assistance in obtaining a birth certificate and a social security card.
 - (i) If the inmate decides that assistance is wanted, the case manager shall complete the processes established in § IIIA(3)(a) of this SOP.
 - (ii) If the inmate confirms that no assistance is needed, the case manager shall complete the process established in § IIIA(3)(b) of this SOP.
 - (d) A case manager shall, during a security reclassification interview ask an

inmate who previously refused assistance, if that inmate would now like assistance obtaining a birth certificate and social security card and provide the inmate with another copy of *Identification Documents Assistance Request* OPS Form # 280-1bR . If the inmate affirms that assistance is requested:

- (i) Assist the inmate to complete a **new** *Identification Documentation Assistance Request* form, in accordance with the requirements in CSA, § 9-609.1(b)(3), ACM;
 - (ii) Complete the process stated in §A.2(a) of this SOP; and
 - (iii) Place a note in OCMS Identification Documentation Screen - Release Comments that the inmate has reversed a previous decision and is requesting assistance obtaining personal identification documents.
- (e) If during a follow up security reclassification interview, the inmate again refuses assistance or indicates that the personal identification documents are at home in the community, the case manager shall enter the date of refusal into the OCMS—Identification Documents Screen and ask the inmate again at the next security reclassification if the inmate would like assistance in obtaining any needed documents.

3. Inmates Not Born in Maryland.

- (a) If the inmate was not born in Maryland, but within the United States, the case manager shall:
 - (i) Complete the birth certificate application for the state where the inmate was born;
 - (ii) Send the completed application to the Department's Accounts Payable Office for issuance of payment to the state or business providing the birth certificate;
 - (iii) Receive notification from Accounts Payable Office that confirms the application and payment were sent to the state; and
 - (iv) Document the date the birth certificate was requested from the state in the OCMS Identification Documents Screen.

4. Receipt of a Birth Certificate.

- (a) Upon receipt of a duplicate birth certificate, designated case management staff shall:

- (i) Document the date the birth certificate was received in the OCMS Identification Documents screen; and
 - (ii) Place the original document in Section 1 of the inmate's case record.
 - (b) The inmate's birth certificate shall be securely maintained in the inmate's case record until the time of the inmate's release.
5. If the inmate was born outside the United States and its territories as a citizen of a foreign country, the case manager shall:
- (a) In accordance with the procedures established in Section 3 of DOC.100.0002— *DOC Case Management Manual*, determine whether the federal Immigration and Customs Enforcement Office (ICE) has filed a detainer and if there is a detainer, enter a note into OCMS Identification Documents Screen – Release Comments.
 - (b) If it is determined that there is no ICE detainer or other deportation order, the case manager shall:
 - (i) Work with the inmate to establish whether the inmate has a federal Permanent Resident Card (Green Card) and is still in good standing; and
 - (ii) If the inmate is in good standing, ask the inmate if the inmate would like assistance in applying for a replacement Permanent Resident Card.
 - (c) If the inmate accepts the assistance, have the inmate complete an updated and specially notated *Identification Documents Assistance Request form OPS Form # 280-1bR* and enter the date the Permanent Resident Card was requested from the federal government in the OCMS Identification Documents Screen.

6. Social Security Cards.

- (a) No later than 120 days before an inmate's anticipated release date or eligibility date for pre-release programming, whichever is earlier, the case manager shall, if needed:
 - (i) Complete an application packet for a duplicate social security card;
 - (ii) Submit the completed application to the designated facility staff; and

- (iii) Document the date the application for a duplicate social security card was requested in the OCMS Identification Documents screen.
- (b) Upon receipt of the inmate's social security card, the designated facility staff shall:
 - (i) Document the date the social security card was received in the OCMS Identification Documents screen; and
 - (ii) Place the social security card in Section 1 of the inmate's case record.
- (c) The inmate's social security card shall be maintained securely in the inmate's case record until the time of the inmate's release.

7. Military Discharge Certification.

- (a) When a case manager confirms an inmate's prior record with the United States Military, the case manager shall enter the "VETERAN" alert into OCMS.
- (b) As soon as possible, but not later than 180 days prior to the inmate's anticipated release date, the case manager shall, for an inmate who is a veteran of the United States Military, provide assistance in obtaining a *Certificate of Release or Discharge from Active Duty* (DD Form 214).
- (c) Case management shall document the date of request for a DD Form 214 in the OCMS Identification Documents Screen.
- (d) Upon receipt of a DD Form 214, the case manager shall:
 - (i) Document the date the DD Form 214 was received in the OCMS Identification Documents screen; and
 - (ii) Place the document in Section 1 of the inmate's physical case record (base file).

8. MVA State Identification Card.

- (a) Not later than 90 days prior to an inmate's anticipated release to the community or transfer to home detention, the case manager shall initiate the process for obtaining a MVA state identification card for the inmate by:
 - (i) Assisting the inmate in completing the MVA Application for an Identification Card (DL-082), Residency Certification (DL-199), and

the Certified Statement of Receipt (DL-304); and

- (ii) Submitting the completed application to the designated case management staff for review and processing.
- (b) Designated case management staff shall:
- (i) Ensure that all application documents are complete;
 - (ii) Schedule the inmate for an MVA photograph on a white background and obtain an electronic signature (photograph may also be used for an R Card);
 - (iii) Submit the completed application documents and photo to the designated facility staff for submission to MVA; and
 - (iv) Document the date the application was submitted to the MVA in the OCMS—Identification Documents Screen.
- (c) In accordance with COMAR 11.17.09.05, the designated facility staff tasked with processing an inmate's application for a MVA IDs shall not submit the documents to MVA more than 60 days before an inmate's anticipated release to the community or transfer to home detention.
- (d) Upon receipt of the inmate's MVA ID card the designated case management staff shall:
- (i) Document the date the MVA ID card was received in the OCMS—Identification Documents Screen;
 - (ii) Scan and upload the MVA ID into the inmate's electronic case file in OCMS documents—Inmate Case Record, Section 1, and naming the e-document "MVA ID-Inmate Last Name _First Initial_Year_Month_Day"; and
 - (iii) Place the original MVA-ID in Section 1 of the inmate's physical case record (base file).
- (e) Case Management shall securely maintain the MVA ID card in the inmate's case record until the time of the inmate's release.
- 9.** If an MVA ID was not requested or received prior to an inmate's release the case manager shall explain to the inmate that in order to receive a free MVA ID card under TA, §12-301.1, AMC, the newly released individual must:

- (a) Appear in person within 60 days of the date of release at an MVA office; and
- (b) Present a DOC Release Identification Card (R-Card) issued under CSA, § 9-609.1(a), AMC and an original social security card.

C. Release.

1. If a case manager has not received an inmate's requested MVA ID card at least 14 days before anticipated release, the case manager shall:
 - (a) Send a written inquiry to facility staff designated to submit applications to MVA for a status update; and
 - (b) Arrange for the creation of an R Card to be placed in the inmate's case record file.
2. No later than 48 hours before an inmate's scheduled release, excluding weekends, a case manager shall:
 - (a) Complete and sign the *Release Process Checklist* (Appendix B of OPS.230.0005);
 - (b) Complete the required fields on the *Release Documentation Envelope* (RDE) OPS Form # 230-5cP (Appendix C of OPS.230.0005);
 - (c) Place all of the inmate's identification documents into the RDE; and
 - (d) In accordance with DOC.230.0005—*Release Procedures* and DOC.100.0002, § Section 23E of the *DOC Case Management Manual*, provide the completed Release Process Checklist and RDE to the Case Management Supervisor who shall:
 - (i) Review the checklist;
 - (ii) Compare the contents of the RDE to the information contained in the OCMS Identification Documents Screen; and
 - (iii) Ensure the RDE contains all of the obtained identification documents. If all of the release documents are not contained in the RDE, notify custody/traffic.
3. On or before the day of an inmate's release, designated custody staff shall:
 - (a) Obtain the RDE from the Case Management Office;

- (b) Review the information on the outside of the RDE and verify the contents are accurate and complete as indicated by case management, social work, and medical staff;
 - (c) Secure and sign the RDE, and advise the inmate where to sign;
 - (d) Make two copies of the front of the RDE;
 - (e) Escort the inmate to the exit and give the original RDE and contents of the envelope to the inmate;
 - (f) Log the date of the inmate's receipt of the RDE and the enclosed contents in the OCMS Identification Documents Screen;
 - (g) Close the inmate's electronic case record in OCMS;
 - (h) Retain one copy of the RDE in the traffic/release area files; and
 - (i) Forward the one copy of the RDE to case management for placement in the inmate's physical case record (base file).
4. The case manager shall scan and upload the signed RDE into the inmate's electronic case file in OCMS documents—Inmate Case Record, Section 1, and naming the e-document "OPS_230-5cP-Inmate Last Name_First Initial_year_month_day" (e.g. OPS_230-5cP-Brown_J_2021_12_24).

IV. APPENDIX:

- A. DPSCS/OPS Form # 280-1bR – *Identification Documents Assistance Request Form* and Identification Document Fact Sheet
- B. DPSCS/OPS Form #230-5cP – *Release Documentation Envelope* (P=MCE Preprinted)
- C. Appendix B of OPS.230.0005 – *Release Process Checklist*

V. **AUTHORIZED BY:** Wayne Hill 07/12/2022
Wayne Hill, Deputy Secretary of Operations Date

VI. DISTRIBUTION: A, C, D, L



Identification Document Assistance Request form

As a person sentenced to the custody of the Commissioner for the Division of Correction (DOC) you are entitled to receive assistance in obtaining personal identification documents prior to release. Personal identification documents include, but are not limited to, birth certificates, social security cards, driver's licenses, and state identification cards (IDs). Having these documents in your possession at the moment of release may help you make a positive transition back to the community, as well as, help you obtain additional services and benefits. In order to apply for a State ID, you must first have an original birth certificate and social security card.

In order to help you, we need to know if you already have a birth certificate and/or a social security card. If you do not have one or both, we would like to help you apply for them.

Do You Have A:		Where Is The Document Located?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Birth Certificate _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Social Security Card _____

Yes I would like assistance when applying for a **Birth Certificate**.
I was born in the State of _____.

No I am *declining* assistance in obtaining a Birth Certificate. I have an original Birth Certificate in a safe location or do not need the Department to assist me with applying for one. I understand that I may change my mind and request assistance at any time.

Yes I would like assistance when applying for a **Social Security Card**.

No I am *declining* assistance in obtaining a Social Security Card. I have an original Social Security Card in a safe location or do not need the Department to assist me with applying for one.

Name _____ SID# _____ DOC# _____

Date _____

Staff _____ Date _____

OCMS Identification Screen Update Date _____

Identification Document Fact Sheet

Having identification is very important to being a productive member of society. You will need a State Identification (ID) Card to:

- Apply for a job
- Sign a lease or apply for subsidized housing
- Qualify for benefits
- Cash a check
- Enroll in substance abuse treatment

Did you know?

After your release from prison, support services such as housing and mental health care can help you get back on your feet and avoid returning to the criminal justice system. In order to connect with these support services and other partners in reentry, you need proper identification.

Having proper identification is a critical part of reentry but it can be a difficult process to navigate on your own. You should contact the case management team at your facility for more information or to get the application process started. Getting a birth certificate, social security card, or other authenticated identification documentation can take a long time and the process can be difficult to navigate; but DPSCS is here to help.



DPSCS has made it a priority to help you get your ID documents before your release, including:

- Birth Certificate
- Social Security Card
- DD-214 – Military Discharge Certificate (for veterans)
- Maryland State Identification Card

What you need to know:

- Staff will ask you if you want to start the application process for your ID documents during the reception and intake process. Don't worry, even if you refuse assistance at intake, your case manager will ask you again if you want help getting these important documents. We encourage you to get started early and ask for help!
- Even if you were born in another state, staff will help you get a birth certificate.
- Staff will help you complete an application for a new Social Security card when you are 120 days from release, or when you become eligible for the Work Release Program.
- If you are a U.S. military veteran, staff will assist you in requesting a *Certificate of Release or Discharge from Active Duty* (Dept. of Defense form # 214).
- To obtain a Maryland State Identification Card you will need an original birth certificate and social security card.

DON'T WAIT FOR RELEASE, GET YOUR IDENTIFICATION DOCUMENTS NOW!

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

RELEASE DOCUMENTATION ENVELOPE

Name:		
SID:	CL/DOC:	Release Date:

PERSONAL IDENTIFICATION DOCUMENTS

Enclosed	Not Enclosed - Comments and Notes	INITIAL
<input type="checkbox"/> Birth Certificate	<input type="radio"/> Not Applicable _____ <input type="radio"/> Refused Assistance (dates): _____ <input type="radio"/> Not Received Prior to Release (forwarding Information below)	Case Management
<input type="checkbox"/> Social Security Card	<input type="radio"/> Not Applicable _____ <input type="radio"/> Refused Assistance (dates): _____ <input type="radio"/> Not Received Prior to Release (forwarding Information below)	Case Management
<input type="checkbox"/> MVA ID Card	<input type="radio"/> Not Applicable _____ <input type="radio"/> Refused Assistance (dates): _____ <input type="radio"/> Not Received Prior to Release (forwarding Information below)	Case Management
<input type="checkbox"/> DD 214 – Military Discharge Certification	<input type="radio"/> Not Applicable _____ <input type="radio"/> Refused Assistance (dates): _____ <input type="radio"/> Not Received Prior to Release (forwarding Information below)	Case Management
<input type="checkbox"/> DOC Release Card (R-Card)	<input type="radio"/> Not Applicable If MVA ID Card in Envelope	Custody
<input type="checkbox"/> Forwarding and Contact Information:		

RELEASE DOCUMENTS AND INSTRUCTIONS

	INITIAL
<input type="checkbox"/> Release Certificate <input type="radio"/> Parole <input type="radio"/> Mandatory Release <input type="radio"/> Expiration <input type="radio"/> Detainer	Case Management
<input type="checkbox"/> DPP Office Location and Contact Information <input type="radio"/> Not Applicable <input type="radio"/> Interstate Compact	Case Management
<input type="checkbox"/> Notice of Sex Offender Supervision Registration Requirement <input type="radio"/> Not Applicable	Case Management

ENTITLEMENT APPLICATIONS, MEDICAL DOCUMENTS, AND MEDICATION

	INITIAL
<input type="checkbox"/> Entitlement Documents <input type="radio"/> SNAP <input type="radio"/> TANF, <input type="radio"/> Medicaid, <input type="radio"/> Medicare, <input type="radio"/> Social Security Benefits, <input type="radio"/> Other _____	Social Work
<input type="checkbox"/> Continuity of Care Form <input type="radio"/> Medical Provided to Inmate at Last Appointment	Medical
<input type="radio"/> Medication (See COC for details)	Medical
<input type="radio"/> Naloxone Prescription	Medical
<input type="radio"/> COVID-19 Vaccination Record and Acknowledgement of Receipt of COVID-19 Educational Documents	Medical
<input type="radio"/> Other _____	Medical

INMATE PERSONAL PROPERTY

	INITIAL
<input type="checkbox"/> Personal Property Property Description:	Custody
<input type="checkbox"/> Money \$ _____ Cash \$ _____ Check/Debit Card	Custody

ACKNOWLEDGEMENTS AND ASSURANCES

I, Case Management Employee, certify that the above-specified documents are enclosed in this envelope and that this envelope was provided to Custody Employee on Date, at Time.

Case Management Signature: _____

Designated Custody Signature: _____

I, the designated custody staff, certify that all of the above specified documents and items are enclosed in this envelope and it has been sealed on this day, _____ at _____.

Designated Custody Signature: _____

I, Name of Individual Being Released, acknowledge receipt of this sealed envelope and any additional items indicated above:

Released Individual Signature: _____ **Date:** _____

RELEASE PROCESS CHECKLIST

This checklist is to assist you in completing all of the steps necessary to release an inmate. Each item must have “Yes” or “N/A” checked. The checklist is to be placed at the top of section II of the base file along with the release certificate when completed.

Inmate Name: _____ SID/DOC No: _____

Date: _____ Type of Release: _____

- | | | | |
|------|---|-----|-----|
| I. | OCMS CHECKS/UPDATES | YES | N/A |
| | A. Reviewed Alerts | [] | [] |
| | B. Reviewed Detainer Data | [] | [] |
| | C. Updated Identification Documentation (in Release Activities & Case Notes) | [] | [] |
| | D. Dynamic Risk Assessment | [] | [] |
| | E. Release ICP Submitted | [] | [] |
| | F. VPI Screening | [] | [] |
| | G. Documents Release Preparation in Case Notes | [] | [] |
| | | | |
| II. | FORMS COMPLETIONS AND NOTIFICATIONS | YES | N/A |
| | A. Completed Maryland and NCIC Warrant in METERS | [] | [] |
| | B. Reviewed Maryland District and Circuit Court Data Bases | [] | [] |
| | C. Notified Agency of Outstanding Warrants/Detainers | [] | [] |
| | D. Completed the Sexual Offender Registration Process | [] | [] |
| | • Attached Fingerprints and Photograph to the Sexual Offender
Registration Statement and mailed to SO Registry | [] | [] |
| | • Inmate Completed and Signed the Registration Requirement of a
Sexual Offender Form | [] | [] |
| | E. Completed the Release Identification Request | [] | [] |
| | F. Completed Statewide Transfer Alert | [] | [] |
| | | | |
| III. | RELEASE CERTIFICATE | YES | N/A |
| | A. Reviewed Release Certificate | [] | [] |
| | B. Attached Warrant to Release Certificate | [] | [] |
| | C. Attached Detainer Information to Release Papers | [] | [] |
| | D. Entered Home Plan into OCMS (In Release Activities & WIP Summary) and
Onto Release Certificate | [] | [] |
| | E. Entered Parole and Probation Reporting Address onto Release Certificate | [] | [] |
| | F. Reviewed Release Certificate with Inmate and Inmate Signed Certificate | [] | [] |

Case Management Specialist

Date

Reviewing Supervisor

Date