

Sixth District Department of Correctional Services POLICY	Issue Date 04/01/92	Effective Date 05/19/17	Policy Number 109-17
Subject PHOTOGRAPHS OF OFFENDERS		Review Month September	Author 0344 (CFR)
Rescinds 109-16	References		

POLICY:

The Director develops procedures to ensure a digital photo is taken of selected offenders.

PROCEDURE:

1. All offenders are photographed excluding offenders placed on Self-Supervised Probation by the Court.
 - A. Offenders are photographed at the onset of each supervision.
 - B. Staff takes the offender's photograph within sixty (60) days from the date the case is assigned.
 - C. Staff ensures there is a current photograph prior to initiating an Interstate Compact transfer as required by Interstate Commission for Adult Offender Supervision Rule 3.107-Application for Transfer of Supervision (rule effective January 1, 2007).
2. If the offender refuses to be photographed, it is a violation of the condition of supervision which requires the offender to cooperate in rehabilitation or monitoring programs specified by the Agent.
3. One (1) photograph is taken with the offender facing the camera. The offender is photographed from the shoulders up and must remove all headwear. Offenders may be photographed again if there is a distinguishable change in appearance.
4. The photograph is provided at no cost to local law enforcement agencies at their request.
5. Staff ensures the photograph is entered into ICON and a copy may be kept in the file.
6. Staff responsible for the supervision of sex offenders ensures that offenders are in compliance with the Sex Offender Registry's annual photograph requirement.

BY ORDER OF:

Bruce Vander Sanden, Director