

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p style="text-align: center;">INTERIM MEMO: Non-Employee (Inmate) Identification Cards</p>	<p style="text-align: center;">Page 1 of 1</p>						
<p>Local Procedure(s) Required: No Applicability: All staff (including contractors and volunteers) Security Level: “B” – Anyone may have access to this document.</p>								
<p>Approved:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 33%; border-top: 1px solid black;">SIGNED</td> <td style="text-align: center; width: 33%; border-top: 1px solid black;">11/8/2018</td> <td style="text-align: center; width: 33%; border-top: 1px solid black;">11/26/2018</td> </tr> <tr> <td style="text-align: center;">Lisa Menard, Commissioner</td> <td style="text-align: center;">Date Signed</td> <td style="text-align: center;">Date Effective</td> </tr> </table>			SIGNED	11/8/2018	11/26/2018	Lisa Menard, Commissioner	Date Signed	Date Effective
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The following changes shall be made to the DOC policy #433 *Non-Employee (Inmate) Identification Cards*:

- Non-employee (inmate) identification cards shall be signed by the Department of Corrections’ (DOC) Commissioner. The cards shall no longer be signed by the Secretary of the Agency of Human Services (AHS).
- The cards shall contain the following information:
 1. Picture;
 2. Inmate’s Name;
 3. Date of Birth;
 4. Date Issued;
 5. Expiration (three months from issuance);
 6. Height;
 7. Weight;
 8. Eye Color;
 9. Sex; and
 - a. Male;
 - b. Transgender Male;
 - c. Female;
 - d. Transgender Female;
 - e. Intersex; or
 - f. Other
 10. Signature of the DOC Commissioner.
- The information on the cards shall be obtained from the inmate’s record in the Offender Management System (OMS).