	<b>State of Alaska Department of Corrections Policies and Procedures</b>		<b>Index #:</b> 811.10	<b>Page 1 of 2</b>		
			<b>Effective:</b> 10/19/07	<b>Reviewed:</b>		
			<b>Distribution:</b> Public	<b>Due for Rev:</b>	10/09	
	<b>Chapter:</b>	Reception and Orientation				
	<b>Subject:</b>	Photographing				

I. Authority

In accordance with 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes

44.28.030

33.30.011

Alaska Administrative Code

22AAC 05.025

Standards for Local Detention Facilities 3<sup>rd</sup> Edition 1991

3ALDF 1F-07

Standards for Adult Correctional Institutions 4<sup>th</sup> Edition 2003

4-4285

III. Purpose

To establish uniform procedures for the photographing of prisoners upon admission to institutions.

IV. Application

To all employees.

V. Definitions

As used in this document, the following definition shall apply:

VI. Policy

Prisoners admitted to a Department institution shall be photographed for identifications as soon as practical, except in the following circumstances:

A. Persons under the age of 18, unless waived to adult status per Alaska Statute AS 47.12.030.; and

B. Individuals over 18 years of age admitted under a Court ordered continuation or juvenile charges, as defined in AS 47.10.010.

VII. Procedures

A. Prior to photographing a prisoner, the age and specific charge(s) against the prisoner shall be verified to ensure that the proper prisoners are photographed and those exempted, such as juveniles, are not.

B. Information categories listed below must be entered into the prisoner photograph system being used.

1. Last Name

2. First Name

3. Date of Birth

4. Height /Weight

5. Institution name

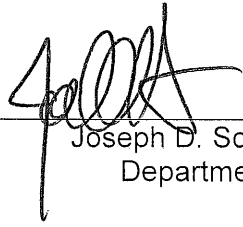
6. Date photograph is taken

- C. Each photograph will consist of a chest-up, frontal shot. The prisoner shall face the camera and a picture be taken from mid-chest level to the top of the head. The prisoner to be photographed shall stand against a prepared backdrop.
- D. Eyeglasses will be removed for most photos. A picture of the prisoner in eyeglasses shall be taken if, in the opinion of the booking officer or higher authority, it is necessary to facilitate future identification. Two photographs (one with glasses and one without, if applicable) shall be retained by the institution. One photograph shall be utilized on the institutional prisoner manning board (for those facilities employing one) in accordance with 803.17, Manning Board. The second photo will be maintained in the prisoner's permanent case file. (The manning board photo shall be removed, placed in the prisoner's file, and transferred with the prisoner).
- E. Every time a prisoner is booked on a new charge, new photographs shall be made and distributed per this policy.
- F. In the event a prisoner refuses to be photographed, the District Attorney shall be notified by the Superintendent or designee of the prisoner's refusal to complete the booking process.
- G. Booking photographs shall be provided to victims of crime in compliance with Policy and Procedure 1000.01.
- H. Booking photographs shall be provided to the media in accordance with Policy and Procedure 808.02.
- I. Booking photos shall be provided to released prisoners who need picture I.D. to be returned to point of arrest.
- J. Booking pictures may be released upon request to any law enforcement agency.
- K. Other than as provided above, booking pictures may not be released to a 3<sup>rd</sup> party without approval of the Superintendent or higher authority.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. The Manger of each facility shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Deputy Commissioner or designee.

10/5/07  
Date

  
Joseph D. Schmidt, Commissioner  
Department of Corrections