

Section 2: Reception and Release

Subject: Inmates Identified by Photograph

Minimum Standard: 5120:1-8-01(A)(4)

Revised: 05/90, 01/12, 09/2014, 09/2015, 07/2017

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall implement policies and procedures, and produce appropriate documentation, that evidences compliance with the requirement that all inmates shall be identified by photograph. Minimally, inmates being detained in excess of twelve hours and/or being placed into general population shall be photographed for identification.

PROCEDURE

The booking officer is responsible for obtaining a photograph that meets the criteria of evidence submission. Keeping in mind that any booking records may be used in a court of law and may be used for future identification purposes, the booking officer will take care to obtain a clear and appropriate photograph of the inmate. As these records may also be used for future criminal investigations, these photographs will be consistent in nature.

1. The Booking Officer will:
 - a. Instruct the inmate to take the proper position in front of the camera
 - b. Have the inmate remove any hats, caps, and/or sunglasses.
 - c. Take full-face photograph of the inmate. For consistency purposes, the prisoner will be instructed not to smile or laugh in the photograph, and the booking officer will not take the photograph until the inmate maintains a proper facial expression.
 - d. Three copies of the photograph will be printed.
 - i. One copy shall be attached to the preliminary health evaluation form and forwarded to Medical Staff.
 - ii. The second copy will be placed into the inmate's ID bracelet and secured on the inmate's wrist. Any inmate not properly wearing their identification bracelet will be disciplined, and issued a new bracelet. Upon release the wrist band is to be removed and disposed of.
 - iii. The third copy will be attached to the incarceration form.
 - e. Photographs must be clear and show the inmate's facial attributes with detail.
 - f. Photographs must be consistent with established criteria (lighting, background, contrast, color).
 - g. In the event the inmate is unable to have his/her photograph taken, the booking officer should enter an uncompleted appointment named PHOT (for Photograph) under the inmate's current record in the Jail Management System. The hold box should be checked on the book screen and in the hold details box, the reason for that hold (photograph needed) will be stated. The corrections officer that takes the photograph at a later date will uncheck the hold box in that record, and will note that the photograph was taken in the hold details box.