

R.C.C.C. RIVER CITY CORRECTIONAL CENTER  POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
SECTION: Intake	DATE REVIEWED: 3/3/08
SUBJECT: Offenders Photographs	
DRC CBCF STANDARD: Facility Specific #4	
ACA STANDARD: #4-ACRS-3A-04,05	PAGE <u>1</u> OF <u>1</u> PAGES

## I. POLICY

It is the policy of River City Correctional Center that each new resident is photographed upon admission to the facility. Three photographs will be taken. One will be placed in the resident's file, one will be placed on the picture board located in Intake for identification purposes and one for the resident's identification badge.

## II. PROCEDURES

Staff trained in the use of the photographic equipment will photograph each new resident during the intake process. One photograph is placed in the resident's file, one will be placed on the picture board located in Intake for identification purposes and one will be used for the resident's identification badge.

Staff also takes photographs of the residents' tattoos that are also filed for identification purposes.