
	<b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>		TITLE  <b>Identification for Parolees from the New York State Department of Motor Vehicles (DMV)</b>	NO. 8450
				DATE 11/22/2019
SUPERSEDES DOP P&P Manual Item #9207.05	DISTRIBUTION A B	PAGES PAGE 1 OF 4	DATE LAST REVISED	
REFERENCES (Include but are not limited to) Directives #9025, #9504		APPROVING AUTHORITY 		

- I. DESCRIPTION:** This Directive instructs staff in the Department of Corrections and Community Supervision (DOCCS) regarding the requirements associated with a parolee's acquisition of a Non-Driver's ID card, Permit, or Driver's License from the New York State Department of Motor Vehicles (NYS DMV). Additionally, this Directive addresses the continuing responsibility of staff to assist parolees in obtaining identification from the NYS DMV, and for verifying their compliance with restrictions to applying for or possessing a Driver's License.
- II. POLICY:** It is DOCCS policy to facilitate the acquisition of identification from the NYS DMV for all parolees who are eligible candidates for a Non-Driver's ID card, Learner's Permit, or Driver's License. Upon release, DOCCS provides parolees with a NYS Released Offender Identification Card, which will aid the parolee with obtaining a NYS DMV Non-Driver's ID card, Learner's Permit, or Driver's License. The NYS Released Offender Identification Card expires 120 days from release. Community Supervision staff will work with the parolee to obtain a form of NYS identification within the first 120 days of release, and thereafter as needed.
- NOTE:** When a parolee is restricted by special conditions from applying for or possessing a Driver's License, a Parole Officer will regularly go into the E-Justice Portal and review DMV records to enforce compliance.
- III. DEFINITIONS**
- A. E-Justice Portal: The Integrated Justice Portal provides a highly secure, single point of entry for authorized users to access a variety of NYS Criminal Justice data systems, including the COMPAS Assessment Instrument, NYSPIN, the Pre-Sentence Investigation Repository, and numerous other public safety related applications.
  - B. Arrival Report: The first contact a parolee has with a field Parole Officer after release to Parole Supervision. This contact is expected to be made in person, except in the most exigent circumstances, when other arrangements may be sufficient with approval from the Bureau Chief.
- IV. PROCEDURE**
- A. Parole Officer (PO) Responsibility
    - 1. Instructions for identifying a parolee's need/eligibility for a NYS DMV Non-Driver's ID Card, Driver's License, and Learner's Permits:

- a. During the Community Preparation phase, the assigned PO will determine if the parolee is restricted by special conditions from applying for or possessing a Driver's License and will document their review in the Case Management System (CMS) in accordance with DOCCS Directive #9025. The PO will enforce this condition upon release. The same shall apply to newly restored, and newly transferred cases.
- b. If the parolee is restricted from applying for or possessing a Driver's License, the Senior Parole Officer (SPO) will establish a regular schedule for the PO to verify, via E-Justice, the parolee's compliance with the conditions. The PO will also regularly question the parolee who is restricted about their Driver's License status.
- c. During the Arrival Report, or first meeting with the release, the assigned PO will ascertain if the parolee possesses a valid NYS DMV Non-Driver's ID/Driver's License or Learner's Permit.
- d. The Steps to Obtain a DMV Photo ID Form (see Attachment A) will be reviewed with any parolee that does not have a NYS ID card, and the PO will document this action in CMS.
- e. POs will assist the parolee with obtaining the necessary documentation to apply for a NYS Non-Driver's ID, Driver's License, or Learner's Permit within the first 120 days of supervision and thereafter as needed.
- f. If a parolee does not possess the required documentation to obtain a NYS ID, the PO must make an entry in CMS and record the parolee's ID status on the CMS Detail Menu/F6 Miscellaneous Screen using the appropriate type and detail codes: "CN - DMV NO DOCUMENT."
- g. If a parolee has the required documentation, the PO should instruct the parolee to complete and submit DMV Form MV-44 (License/ID Application Form) to their local DMV office.

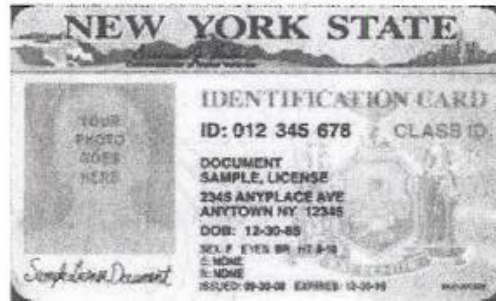
**NOTE:** Parolees should be advised that this form must be fully and accurately completed, including the four questions at the top of page 2. Making a false statement on any license or non-driver ID card application, or in any proof or statement therein, may subject the applicant to criminal prosecution for a misdemeanor or felony under the Vehicle and Traffic Law and/or the Penal Law.

- h. Re-Entry Operations may be solicited to assist the PO with aiding the parolee in obtaining ID, as well as the respective County Re-Entry Task Force (CRTF).
- i. If a parolee has a valid DMV ID, the PO must enter a chrono (note) in CMS and record the parolee's ID status in the CMS Detail Menu/F6 Miscellaneous Screen, using the appropriate type and detail codes: "CL - DMV DOCUMENT ON FILE."
- j. The PO must then provide the DMV ID number on the Vehicle Create/Update screen/F21.

- k. When a dual supervision case becomes a NYS resident (Co-Op Cases) and has a valid Non-Driver's ID, Driver's License, or Learner's Permit from another state, that individual must obtain a valid NYS Non-Driver's ID, Driver's License, or Learner's Permit within 30 days of residency. For additional information, visit the NYS DMV website at: <http://dmv.ny.gov>
- B. Instructions for Identifying a Parolee Who Owns/Has Access to a Vehicle
1. Parole Officers shall regularly question the parolee regarding their ownership or use of a vehicle and document the case action, including the parolee's response, in CMS.
  2. Should a parolee own or have access to a vehicle, the PO shall obtain and enter the following vehicle information in CMS on the Vehicle Screen/F21: Year, Make, Model, Color, Plate Number, State, Start and End Dates.
- C. Senior Parole Officer (SPO) Responsibility
1. SPOs are responsible for ensuring that POs provide the necessary level of supervision to aid in the parolee's acquisition of a NYS ID, and assist the parolee to successfully complete supervision.
  2. SPOs will meet with POs in accordance to Directive #9210, "Supervision Standards for Community Supervision," to conference cases and ensure that POs are identifying the parolee's need/eligibility for a NYS DMV ID.
  3. SPOs will routinely review CMS to ensure that the POs are providing the information and assistance needed for a parolee to obtain a NYS DMV ID.
  4. SPOs will establish a regular schedule for the POs to verify, via E-Justice, the parolee's compliance with the conditions. If the parolee is restricted from applying for or possessing a Driver's License.
  5. SPOs will ensure that the POs have documented the parolee's identification status in CMS, and that the POs have recorded the parolee's ID status in the CMS Detail Menu/F6, Miscellaneous Screen.
  6. SPOs will ensure that the POs have documented the parolee's acquisition of a valid DMV ID in the CMS Detail Menu/F6, Miscellaneous Screen.
- D. Bureau Chief (BC) Responsibility: The BC will ensure that the SPOs are assisting the POs to ensure acquisition of a NYS DMV ID and documenting the parolee's ID status in CMS. The BC is responsible for ensuring that staff are strictly enforcing the conditions for parolees that are restricted by special conditions from applying for or possessing a Driver's License, and that the SPOs are ensuring that regular inquiries are made of a parolee regarding his or her ownership or use of a motor vehicle and documenting such inquiries in CMS.
- E. Re-Entry Service Unit: The Re-Entry Service Unit will ensure that assistance is offered to staff and parolees which promotes successful re-entry. This includes referrals to local, state, or federal agencies that may assist parolees with obtaining help completing the DMV application or with obtaining documentation to apply for a NYS DMV ID.

# Steps to Obtain a DMV Photo ID

*You will need an ID in order to access services and for employment*



- Upon release, you will receive a NYSDOCCS Released Offender Identification Card
- This card will expire 120 days from your release date
- You have 120 days from release to visit a Department of Motor Vehicles office to apply for a Non-driver photo ID card, Learner Permit, or Driver License
- When applying for a Non-driver photo ID, Learner Permit, or Driver License you will need to provide the DMV with a valid DOCCS ID card along with the following documentation:
  - U.S. Birth Certificate
  - Social Security Card
  - Parole Release Papers\*
  - Offenders who have changed their name due to marriage must also provide their Marriage Certificate.

\*Note: for those offenders not released with Parole Papers, you can obtain a letter from the Superintendent at your Facility upon release.

- Complete and submit DMV form MV-44 (License/ID application form). **Note that this form must be fully and accurately completed, including the four questions at the top of page 2. Making a false statement in any license or non-driver ID card application, or in any proof or statement in connection with it, may subject you to criminal prosecution for a misdemeanor or felony under the Vehicle and Traffic Law and/or the Penal Law.**



***All supporting documentation should be in the same name or true name that appears on your DOCCS release ID. After you have provided the Department of Motor Vehicles with all of the required documentation, you will exchange your DOCCS Release ID for a Department of Motor Vehicles Non-Driver photo ID. Possessing sufficient identification will play an important role in your successful reintegration.***