



KAY IVEY  
GOVERNOR

# State of Alabama Department of Corrections

Alabama Criminal Justice Center  
301 South Ripley Street  
P. O. Box 301501  
Montgomery, AL 36130-1501  
(334) 353-3883



JOHN Q. HAMM  
COMMISSIONER

February 9, 2023

ADMINISTRATIVE REGULATION  
NUMBER

416

OPR: CENTRAL RECORDS

## ADMINISTRATIVE PROCESSING OF TRANSCRIPTS FOR INDIVIDUALS SERVING SENTENCES CONCURRENT WITH OTHER STATES OR SENTENCED FROM FEDERAL COURT

### I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes procedures and clarifies status of individual inmates sentenced in this state to sentences concurrent with other state or federal sentences.

### II. POLICY

It is the policy of the ADOC to ensure that proper documentation for each inmate's sentence is possessed by the ADOC, especially if an inmate is released on parole from a sentence in another state or from a federal sentence, or if the inmate is to be released from Alabama state sentence by virtue of having reached the End of Sentence (EOS).

### III. DEFINITION(S) AND ACRONYM(S)

There are no definitions for this AR.

### IV. RESPONSIBILITIES

The Director of Central Records/Designee is responsible for implementing these procedures with necessary coordination with the appropriate federal, state, and county officials.

### V. PROCEDURES

A. The Director of Central Records/Designee will ensure the following are accomplished upon receipt or acceptance of the original transcript:

1. Appropriate information entered in the Central Records database.

2. Establish Inmate Central Records File (ICRF).
3. Forward a copy of Inmate Summary Sheet to Alabama Board of Pardons and Paroles.
4. Scan documents from other sources, pertaining to the inmate, in Laserfiche Repository/ICRF.
5. Two copies of Inmate Summary Sheet, certified transcript(s) and three pre-typed fingerprint cards will be forwarded to appropriate facility by the Central Records Director/Designee.
  - a. One copy of Inmate Summary Sheet is for delivery to subject inmate and one copy is for the institutional file.
  - b. A form letter: Annex A (concurrent with federal sentence), Annex B (concurrent with another state sentence), or Annex C (consecutive with federal or another state sentence), as appropriate, will request information as indicated thereon. Additionally, Annex A or B will also request an emergency address, social security number, pre-sentence investigation report with photograph, FBI criminal records sheet and information regarding subject's length of term of confinement where inmate is currently incarcerated.
  - c. Upon receipt of above information, the Director of Central Records/Designee will:
    - (1) Forward two copies of "red" fingerprint cards to State Bureau of Investigation for updating the criminal records sheet.
    - (2) Place "white" fingerprint card in ICRF at Central Records Office.
  - d. Upon receipt of the updated criminal records sheet from FBI, a copy will be provided to the Alabama Board of Pardons and Paroles for their files.
6. If inmate is scheduled to be released from the other state or Federal institution prior to completion of the Alabama sentence, the Director of Central Records/Designee will request notification, so agents of the ADOC may take custody of the inmate for completion of their Alabama concurrent sentence.
7. When an inmate completes their Alabama concurrent sentence or is released on Parole status while still serving the other state or

Federal sentence, a Release Order will be obtained by the Director of Central Records/Designee, indicating inmate released to detainer. Release Orders will be processed, and release notices mailed to appropriate authorities.

- B. Once released due to End of Sentence (EOS) or on Parole status, inmate's ICRF will be closed out in the same manner as other inmate central record files and retained in the inactive file section.

**VI. DISPOSITION**

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

**VII. FORMS**


There are no forms prescribed in this regulation.

**VIII. SUPERSEDES**

This Administrative Regulation supersedes AR 416, *Administrative Processing of Transcripts for Individuals Serving Sentences Concurrent with Other States or Sentenced from Federal Court*, dated March 22, 1985, and any changes.

**IX. PERFORMANCE**

- A. Alabama Act 1975-86, codified as Ala. Code § 15-18-4
- B. Alabama Rules of Criminal Procedures, 1982

  
John Q. Hamm  
Commissioner

**ANNEX(ES):**

- A. Form Letter (Concurrent with federal sentence)
- B. Form Letter (Concurrent with another state sentence)
- C. Form Letter (Consecutive with federal or another state sentence)



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JOHN Q HAMM  
COMMISSIONER

Date

**RE:**  
**AIS#**  
**Race/Sex:**  
**DOB:**  
**County:**  
**Your Reg #**

Dear Sir/Madam:

We request you furnish this office with the information listed below. The above-name Subject is serving an Alabama Sentence in a Federal penitentiary.

If the Subject is serving his Federal sentence when the Alabama sentence is completed, a release order notice will be mailed to the warden of the Federal institution having the Subject in custody. A check and the Subject's go-free clothes required by the Code of Alabama will also be furnished. If he/she is to be paroled on his Alabama Sentence, necessary documentation will be forwarded to the warden of the Federal prison where the Subject is serving time.

If the Federal sentence is completed prior to the Alabama sentence, we request sixty (60) days' advance notice of his release date be given to this office. This will enable the Subject's return to custody in the Alabama Department of Corrections for continuation of his/her sentence within the Alabama Correctional System.

Enclosed is a certified copy of transcript for detainer. Your assistance in this matter is appreciated.

Sincerely

Director  
Central Records Division

3 Encl.: II/ii

1. Prisoner record (1 copies)
2. Fingerprint cards (2) One: White, Two: red
3. Certified transcript

Annex A to AR 416  
pg. 1 of 2

**FEDERAL CORRECTIONAL AUTHORITY:** This is a conditional detainee only and should not limit your discretion in any decision affecting the offender's classification, work, and quarter assignments or treatment which he/she would otherwise receive.

1. Photo of inmate
2. FBI Rap Sheet
3. Date Birth
4. Place of Birth
5. Scars, Marks, or tattoos
6. Clothing size for pants and shirt
7. Social Security Number
8. Emergency Addressee's name and address
9. Religion
10. Educational level
11. Marital Status
12. Occupation
13. Term of federal sentence
14. Mailing address
15. Three (3) fingerprint cards (request all three be completed, signed by inmate and signed by the official taking the prints)



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(334) 353-3883



JOHN Q HAMM  
COMMISSIONER

Date

Re:  
AIS#  
Race/Sex:  
DOB:  
County:  
Your DOC#

Dear Sir/Madam:

We request you furnish this office with the information listed below. The above-named Subject is serving an Alabama sentence in State.

If the Subject is serving his State sentence when the Alabama sentence is completed, a release order notice will be mailed to the Warden of the State institution having the Subject in custody. A check and the Subject's go-free clothes required by the Code of Alabama will also be furnished. If he/she is to be paroled on his Alabama Sentence, the necessary documentation will be forwarded to the warden of the state of State prison where the Subject is serving time.

If the State sentence is completed prior to the Alabama sentence, we request sixty (60) days' advance notice of his release date be given to this office. This will enable the Subject's return to custody of the Alabama Department of Corrections for continuation of sentence within the Alabama Correctional System.

Enclosed is a certified copy of transcript for detainer. Your assistance in this matter is appreciated.

Sincerely

Director  
Central Records Division

3 Encl: II/ii

1. Prisoner record (1 copies)
2. Fingerprint cards (2) One: White, Two: red
3. Certified transcript

Annex B to AR 416  
pg. 1 of 2

**FEDERAL CORRECTIONAL AUTHORITY:** This is a conditional detainer only and should not limit your discretion in any decision affecting the offender's classification, work, and quarter assignments or treatment which he would otherwise receive.

1. Photo of inmate
2. FBI Rap Sheet
3. Date Birth
4. Place of Birth
5. Scars, Marks, or tattoos
6. Clothing size for pants and shirt
7. Social Security Number
8. Emergency Addressee's name and address
9. Religion
10. Educational level
11. Marital Status
12. Occupation
13. Term of federal sentence
14. Mailing address
15. Three (3) fingerprint cards (request all three be completed, signed by inmate and signed by the official taking the prints)



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Alabama Criminal Justice Center  
301 South Ripley Street  
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(334) 353-9541



JOHN Q. HAMM  
COMMISSIONER

Date

Re:  
AIS#  
Race/Sex:  
DOB:  
County:  
Your Reg#

Dear Sir/Madam:

Enclosed are certified copies of commitment orders and fingerprints cards on the above-named Subject who is wanted by this Department. We wish to place a detainer based upon the certified copies of our transcript(s):

County:  
Case(s) #:  
Crime:

Please advise when this Subject will be available for our transfer agents to take custody to transport him/her to the Alabama Prison System.

Thank you for your cooperation in this matter.

Sincerely

Director  
Central Records Division

3 Encl.: II/ii

1. Prisoner record (2 copies)
2. Fingerprint cards (2) One: White, Two: Red
3. Certified transcript

Annex C to AR 416  
pg. 1 of 2



**WE REQUEST YOU FURNISH THIS OFFICE WITH THE INFORMATION LISTED BELOW:**

1. Photo of inmate
2. FBI Rap Sheet
3. Date Birth
4. Place of Birth
5. Scars, Marks, or tattoos
6. Clothing size for pants and shirt
7. Social Security Number
8. Emergency Addressee's name and address
9. Religion
10. Educational level
11. Marital Status
12. Occupation
13. Term of federal sentence
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15. Three (3) fingerprint cards (request all three be completed, signed by inmate and signed by the official taking the prints)