



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject:*

**OYA Identification Badges and Shields**

*Section – Policy Number:*

**D: Personnel Management – 3.19**

*Supersedes:*

**I-D-3.19 (12/08)**

*Effective Date:*

**01/25/2011**

*Date of Last Review:*

**01/25/2019**

**Related Standards and References:**

- [OAR 416-115](#) (Interstate Compact)
- [OYA Policy](#): I-C-1.0 (Property Control Systems)  
 I-D-3.13 (Dress Standards [Staff])  
 II-A-1.0 (Facility Access)  
 II-E-2.5 (Visits with Youth)
- OYA Form: YA 8110 Employee-assigned Property

**Related Procedures:**

- [IS I-D-3.19](#) Central Office Access Badges

**Policy Owner:**

Training Academy Director

**Approved:**

Colette S. Peters, Director

**I. PURPOSE:**

This policy provides guidelines for issuance, use and replacement of OYA identification badges for all OYA staff, and for contracted providers, volunteers and school teachers who provide services in OYA facilities. Also addressed are issuance and use of OYA identification shields by certain OYA staff members.

This policy does not address OYA facility or office visitor identification badges.

**II. POLICY DEFINITIONS:**

**OYA Identification Badge:** An OYA identification card issued by the Training Academy that contains an identifying photograph, name, title, site location and expiration date. An OYA staff's identification badge also contains the staff's state identification number. Badges are color coded according to employment status and valid for five years from the date of issue.

**OYA Identification Shield:** A metal emblem embossed with the OYA logo used to clearly identify OYA parole/probation or Professional Standards Office staff while acting in an official public safety capacity in the community, or while outside of Oregon conducting Interstate Compact escort officer duties.

### **III. POLICY:**

OYA identification badges officially identify people who are conducting OYA business, services or volunteer work. People issued an OYA identification badge are required to have it with them when acting in any official capacity or when entering any grounds or facilities owned or operated by OYA. This process of identification helps create a secure and safe environment within OYA's facilities and offices.

OYA identification shields are used to clearly identify certain OYA staff while acting in an official public safety capacity in the community or while outside of Oregon conducting Interstate Compact escort officer duties.

OYA-issued identification badges and shields are used for official purposes only and must not be worn or displayed during a person's off-duty hours. OYA identification badges and shields must not be used to solicit or receive special favors or considerations.

### **IV. OYA Identification Badge**

#### **A. Issuing OYA Identification Badges**

The Training Academy will issue OYA identification badges for all OYA staff, and for contracted providers, volunteers and school teachers who provide services in OYA facilities.

1. OYA staff: An identification badge will be issued after the Training Academy is notified in writing by the subject staff's supervisor/manager. These badges will be color-coded with a yellow stripe.
2. Facility contracted providers: An identification badge will be issued after the Training Academy is notified in writing by the workplace facility, OYA office or OYA facility school. These badges will be color-coded with a red stripe.
3. Facility teachers and substitute teachers: An identification badge will be issued after the Training Academy is notified in writing by the workplace facility, OYA office or OYA facility school. These badges will be color-coded with a blue stripe.
4. Facility volunteers: An identification badge will be issued after the Training Academy is notified in writing by the workplace facility, OYA office or OYA facility school. These badges will be color-coded with a gray stripe.
5. Identification badges will be replaced upon their expiration date, when a person's title or worksite changes, if lost or stolen, or when a person's appearance has changed so much that they cannot be identified by the photograph.

B. OYA Identification Badge Photographs

1. Photographs intended for OYA identification badges must have white or light-colored backgrounds.
2. The person's face must clearly be visible in the photograph (e.g. not covered by a hairstyle).
3. Dark glasses and hats must not be worn. Religious head coverings may be worn if required by the person's religion.

C. Lost, Stolen or Damaged OYA Identification Badges

1. Each person issued an OYA identification badge is responsible for protecting the badge from damage and preventing its theft or misuse.
2. Lost, stolen or damaged identification badges must be reported to the person's supervisor/manager for issuance of a replacement identification badge.

D. Displaying OYA Identification Badges

1. The identification badge will be displayed in plain view while in any OYA facility or office. Identification badges must be worn facing out, located between the collar and waist area.
2. Authorized identification connectors

OYA identification badges may be attached by any of these items:

- a) Clips
- b) Magnets
- c) Lanyards: Lanyards must have a safety release (breakaway) to prevent choking.
- d) Transparent pocket protector

E. OYA identification badges are the property of OYA.

1. Identification badges must be surrendered upon request of the person's supervisor/manager, or upon suspension or termination of employment, contract, assignment or service.
2. A person requesting a replacement identification badge must surrender the badge to be replaced, if available, to his/her supervisor/manager.
3. The supervisor/manager will cut or shred the identification badge upon its surrender when a person's employment, contract, assignment or service is terminated, or the badge is replaced.

4. Assignment, tracking, and surrender of employee badges must be documented on a YA 8110 Employee Assigned Property form.

## V. OYA Identification Shield

### A. Issuing OYA Identification Shields

Each OYA field supervisor and OYA's Chief Investigator maintains a select number of OYA identification shields for juvenile parole/probation staff or Professional Standards Office (PSO) staff use when conducting activities where they must be clearly identified as a public safety official while in the community, or while conducting Interstate Compact Escort Officer duties.

1. OYA field supervisors and the Chief Investigator are issued a designated quantity of OYA identification shields based on the number of staff and geographical regions they supervise.
2. Identification shields must be individually numbered and officially assigned to a juvenile parole/probation or PSO staff member.
  - a) Assignment, tracking, and surrender of identification shields must be documented on a YA 8110 Employee Assigned Property form.
  - b) Unassigned identification shields must be stored by the field supervisor or Chief Investigator in a secure location for safekeeping and tracking. Storage must not be delegated.
  - b) Field supervisors and the Chief Investigator are responsible for ensuring OYA identification shields under their purview are accounted for by annually documenting assignment on the assigned employee's YA 8110 Employee Assigned Property form.
3. Authorized Uses of Identification Shield
  - a) A juvenile parole/probation staff member may be issued an OYA identification shield to carry while conducting official business such as:
    - (1) Escorting a youth through an airport;
    - (2) Engaged in an approved community activity involving the supervision of youth;
    - (3) In the process of detaining a youth in the community (i.e. school, foster home, residential program, home);
    - (4) Conducting a secure transport of a youth;

(5) Conducting Interstate Compact escort officer duties either by flying or driving in and out of Oregon; or

(6) Conducting a home visit.

b) A PSO staff member may be issued an OYA identification shield to carry while conducting investigatory duties in the community where they must identify themselves as a public safety official.

Use of an identification shield outside of these parameters requires review and approval by the OYA Director or designee.

4. Staff must return the OYA identification shield to the field supervisor, or Chief Investigator upon the staff member's termination of employment in the capacity as a juvenile parole/probation or PSO staff member.

#### B. Lost, Stolen or Damaged OYA Identification Shields

1. Staff carrying identification shields are responsible for protecting shields from damage and preventing their theft or misuse.

2. Lost, stolen or damaged identification shields must immediately be reported to the appropriate field supervisor or Chief Investigator.

#### C. Displaying an OYA Identification Shield

The purpose of the OYA identification shield is to identify the carrier as an OYA parole/probation or PSO staff member operating in an official public safety capacity.

1. Staff must use discretion when displaying the identification shield and not draw unnecessary attention to themselves or youth.

2. The identification shield may only be displayed during official public safety business.

#### D. Misuse of OYA Identification Shield

1. OYA identification shields must not be used to misrepresent a staff's authority or position in any way.

2. OYA identification shields must not be displayed to obtain privileges or access beyond that directly connected with the official duties of the staff member.

3. Any use of the identification shield to influence others or gain any special consideration is expressly forbidden and may result in corrective or disciplinary action including dismissal.

4. Field supervisors or the Chief Investigator must initiate an investigation regarding any suspected or reported misconduct of use.

**VI. LOCAL OPERATING PROTOCOL REQUIRED: YES**

- A. Each OYA facility must have a local process to notify the Training Academy when an identification badge is needed.
- B. Each OYA facility must have a local process for issuing temporary identification badges for people who are waiting for their official OYA identification badges.