



OREGON YOUTH AUTHORITY
Policy Statement
Part II – Youth Services (Facilities)



Subject:

Youth Identification Photographs [Facility]

Section – Policy Number:

A: Security – 1.3

Supersedes:

II-A-1.3 (11/07)
II-A-1.3 (7/02)

Effective Date:

01/30/2020

Date of Last

Review/Revision:

None

Related Standards and References:

- [ORS 420A.010](#) Creation and duties
- [JJIS policy](#): Youth Photographs in JJIS
- [OYA policy](#): I-E-3.0 (OYA Media Relations)

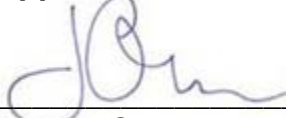
Related Procedures:

- [FAC I-E-4.0](#) Youth Incident Reports

Policy Owner:

Facility Services Assistant Director

Approved:



 Joseph O'Leary, Director

I. PURPOSE:

This policy delineates how to take identification photographs of youth housed in OYA facilities. This policy does not describe other types of photographs which may be required by policy or local procedure (such as for Youth Incident Reports or to record physical injuries).

II. DEFINITIONS: None

III. POLICY:

OYA is committed to public safety and recognizes that it must be able to positively identify youth in its custody. Youth photographs must be updated on a regular basis to ensure accurate identification of youth.

IV. GENERAL STANDARDS:

A. A youth's photograph must be taken for identification purposes during these times:

1. Facility intake process, including:
 - a) Initial intake;
 - b) Parole revocation intake; and
 - c) When a youth transfers from another facility;

2. At least annually; and
 3. During the exit process from a facility into a community placement.
- B. Identifying data must be collected and displayed in a manner that can be easily read.
1. Identifying data are:
 - a) Name of placement (facility name);
 - b) Name of youth (last, first, middle initial);
 - c) Date of picture (mm/dd/yyyy);
 - d) Date of birth (mm/dd/yyyy);
 - e) County of commitment; and
 - f) Type of placement (DOC, Juvenile, Other).
 2. Identifying data must be:
 - a) Presented on a leaderboard, whiteboard or sheet of white paper;
 - b) Printed and legible; and
 - c) Positioned in front of a youth's chest so all information is captured and readable within the frame of the photograph.
 3. The "OYA Youth Placard" document available in JJIS master documents must be used. This document displays accurate youth information ready to print for photograph identification.
 4. Staff must photograph the youth in front of a vacant wall so only the youth and the identifying information is captured within the photograph.
 5. Identification photographs must be entered into JJIS, and comply with JJIS policy technical specifications.
- C. Photographs of a youth's tattoos, scars, or marks may be taken and entered into JJIS.

The corresponding description entered into JJIS must only describe the content of the photograph without inferring any meaning to the tattoo, scar, or mark (e.g., "XIII tattoo on right shoulder" is appropriate, but "13th St. gang tattoo on right shoulder" is not appropriate).

- D. If facility staff wish to capture additional information (such as height, weight, etc.), additional photographs may be taken and kept separately in the youth's case file.

These photographs may not be entered into JJIS or used for identification purposes.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO