



# OREGON YOUTH AUTHORITY

## Policy Statement

### Part III – Youth Services (Community)



*Subject:*

#### Youth Identification Photographs - Community

*Section – Policy Number:*

**B: Intake – 3.0**

*Supersedes:*

**III-B-3.0 (1/20)**

**III-B-3.0 (8/17)**

**III-B-3.0 (11/07)**

*Effective Date:*

**10/10/2022**

*Date of Last*

*Review:*

**10/10/2024**

#### Related Standards and References:

- [OYA policy](#): I-E-3.0 (OYA Media Relations)
- [JJIS policy](#): Photographs in JJIS
- [Electronic Placard Template](#) (add to youth photo)


#### Related Procedures:

- Local field office protocol

#### Policy Owner:

Community Services Assistant  
Director

#### Approved:

  
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Joseph O'Leary, Director

## I. PURPOSE:

This policy delineates how to take identification photographs of youth who are committed to OYA. This policy does not describe other types of photographs which may be required by policy or local protocol (such as incident reports or recording medical injuries).

## II. POLICY DEFINITIONS: None.

## III. POLICY:

OYA is committed to public safety and recognizes that 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.

OYA has identified diversity, equity and inclusion as an agency priority and initiative, with a goal to build a respectful, diverse, equitable and inclusive environment for youth and staff that is free from harassment, discrimination and bias. Data shows youth of color and LGBTQ+ youth are disproportionately represented in the juvenile justice system. While OYA is only one part of that system, we play a critical role in addressing the historical and systemic inequities it perpetuates. OYA staff must be aware of their surroundings when taking youth ID photos to provide the youth as much safety and dignity as possible.

#### **IV. GENERAL STANDARDS:**

- A. A youth's photograph must be taken for identification purposes during these times:
  - 1. Upon initial commitment to OYA; and
  - 2. Annually (on or about the date of commitment to OYA).
- B. Identifying data must be collected and displayed in a manner that can be easily read.
  - 1. Identifying data are:
    - a) Name of placement ("Community");
    - 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 in a readable manner, which may include digitally adding it to a photo, or on a leaderboard, whiteboard or sheet of white paper;
    - b) Printed and legible; and
    - c) Positioned in front of the youth's chest so all information is captured and readable within the frame of the photograph.
  - 3. Field offices may digitally add the information to a photo or use the "OYA Youth Placard" document available in JJIS master documents. This document displays accurate youth information ready to print for photograph identification.
- C. Photograph location
  - 1. If using a placard, staff must photograph the youth in front of a vacant wall so only the youth and the identifying information is captured within the photograph.
  - 2. If digitally adding identifying data, staff must photograph the youth in front of a vacant wall and allow space in the photograph to add the information without covering the youth's image.

- D. Photographs must be entered into JJIS and comply with JJIS technical specifications, as noted in JJIS policy.
- E. 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 "13<sup>th</sup> St. gang tattoo on right shoulder" is not appropriate).

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

Local field offices will identify workflow for taking and maintaining photographs in JJIS.