



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 (8/17)

III-B-3.0 (11/07)

Effective Date:

01/30/2020

Date of Last

Revision/Review:

None

Related Standards and References:

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


Related Procedures:

- Local field office protocol

Policy Owner:

Community Services Assistant
Director

Approved:



 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.

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 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 must use the “OYA Youth Placard” document available in JJIS master documents. This document displays accurate youth information ready to print for photograph identification.
- C. Staff must photograph the youth in front of a vacant wall so only the youth and the identifying information is captured within the photograph.
- 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 “13th 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.