



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



Subject:

Identification Photographs – Youth [Facility]

Section – Policy Number:

A: Security – 1.3

Supersedes:

II-A-1.3 (7/02)

Effective Date:

11/19/2007

Date of Last Review:

09/14/2016

Related Standards and References:

- [ORS 419A.250](#) (Fingerprinting and Photographing)
- [ORS 420A.223](#) (Juvenile Justice Information System; establishment; rules)
- [JJIS policy](#): Photographs in JJIS
- [OYA policy](#): I-E-3.0 (OYA Media Relations)
III-B-3.0 (Identification Photographs – Youth [Field])

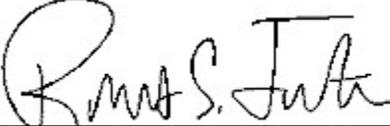
Related Procedures:

- None

Policy Owner:

Facility Services Assistant Director

Approved:


 Robert S. Jester, Director

I. PURPOSE:

This policy describes taking and updating photographs used to identify youth in OYA custody. This policy does not describe other types of photographs which may be required by policy or local procedure (such as the sex youth registration process or recording of medical injuries).

II. POLICY DEFINITIONS:

Youth: A person in the legal and physical custody of OYA, either in an OYA facility or placed in the community under supervision, or a person in the legal custody of the Department of Corrections and the physical custody of OYA in an OYA facility.

III. POLICY:

OYA is committed to public safety and recognizes that the ability to identify youth in OYA custody ensures public safety and the safe order of facilities. Youth photographs will be updated on a regular basis to ensure their accurate identification.

IV. GENERAL STANDARDS:

- A. For the purpose of identification, a youth's photograph will be taken and updated:
 - 1. Anytime a youth's appearance changes and the current photograph does not match;
 - 2. During the intake process at a facility, including:
 - a) Initial intake;
 - b) When parole is revoked;
 - c) When a youth transfers from another facility, including transfer of DOC youth to OYA facilities;
 - 3. Annually, on or about the date of commitment to OYA custody or intake at a facility; and
 - 4. During the exit process from a facility into a community placement.
- B. Identifying data will 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 will 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. Facilities will 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 will photograph the youth in front of a vacant wall so only the youth and the identifying information is captured within the photograph.
- D. Photographs will be entered into JJIS and comply with JJIS technical specifications, as noted in JJIS policy.
- E. If facility staff wish to capture additional information (such as height, weight, etc.), a second photograph may be taken and kept separately in the youth's master file.

This photograph will not be entered into JJIS or used for identification purposes.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO