



# OREGON YOUTH AUTHORITY



## Policy Statement

### Part III – Youth Services (Community)

Subject:

#### Identification Photographs – Youth [Field]

Section – Policy Number:

**B: Intake – 3.0**

Supersedes:

**None**

Effective Date:

**11/19/2007**

Date of Last

Review:

**08/07/2015**

**Related Standards and References:**

- [ORS 419A.250](#) (Fingerprinting and Photographing)
- [ORS 420A.223](#) (Juvenile Justice Information System; establishment; rules)
- [JJIS policy](#): Photographs in JJIS

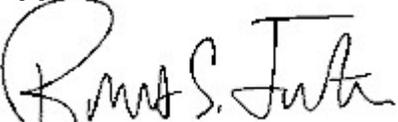
**Related Procedures:**

- Local field office protocol

**Policy Owner:**

Community 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 offender registration process or recording of medical injuries).

#### II. POLICY DEFINITIONS:

None.

#### III. POLICY:

The 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 substitute care 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 must be taken and updated:
  - 1. Upon initial intake;
  - 2. Anytime a youth's appearance changes and the current photograph does not match;
  - 3. Annually (on or about the date of commitment to OYA legal custody).
  
- 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 will 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 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 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. If field 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 may not be entered into JJIS or used for identification purposes.

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

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