



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 141.315

Date: October 16, 2014

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Supersedes: None

BOARD DIRECTIVE

SUBJECT: EMPLOYEE IDENTIFICATION CARD

PURPOSE: To provide guidelines for Texas Board of Pardons and Paroles' (Board) employees for the appropriate display of the state issued employee identification card while on duty.

AUTHORITY: Board Resolution BPP-RES. 08-02.01 Resolution Adopting Texas Department of Criminal Justice Personnel Policies February 29, 2008

Texas Department of Criminal Justice (TDCJ) Executive Directive PD-03

DISCUSSION: The Board adopted select TDCJ Personnel Policies. Executive Directive PD-03 (PD-03) was one of the policies adopted by the Board. PD-03 requires TDCJ to issue an employee identification card to Board employees. The employee identification card identifies the individual as an employee of the Board and grants the employee access to Board or TDCJ facilities. To ensure the security and safety of the employees in all facilities, the employee must display the employee's identification card at all times.

DEFINITIONS: Employee Identification card - the state issued identification card containing the employee's name, photo, and birth date.

Office Manager - the person responsible for the administrative duties related to the Board's facility, e.g., Board Member, Regional Operations Supervisor or Institutional Parole Operations Regional Supervisor.

PROCEDURE:

I. Office Manager's Responsibility - The Office Manager shall:

- A. Ensure that all employees have an employee identification card;
- B. Authorize the employee's access to the Board's facility when the employee fails to possess the employee identification card; and
- C. Authorize the replacement of the employee's identification card when the employee's identification card is lost or stolen.

II. Maintenance of the Employee Identification Card

In addition to the employee's responsibilities regarding use and maintenance of the employee identification card outlined in PD-03, the Board employee shall adhere to the following directives:

- A. Have the employee identification card in the employee's possession before entering in a Board or TDCJ facility;
- B. Display the employee identification card in visible manner while in a Board or TDCJ facility; and
- C. Utilize a clip or lanyard reel combination to attach the employee identification card to an outer garment such as a shirt, blouse or jacket; or a lanyard which is designed to be worn around the neck.

III. Failure to Possess the State Issued Employee Identification Card

- A. **Temporary Identification Card** - When an employee fails to possess the employee's identification card before entering a Board facility, the employee shall obtain a temporary identification card issued by the Board, TDCJ or other designated staff, depending upon the location.
- B. **Lost or Stolen Employee Identification Card** - If the employee's identification card is lost or stolen, the employee shall immediately notify the Office Manager and follow the procedures outlined in PD-03. The Office Manager may authorize the issuance of a temporary identification card which allows the employee access to the Board facility only. The Office Manager may authorize the issuance of the temporary identification card on a daily basis until the lost or stolen employee identification card is recovered or a replacement employee's identification card is issued.

SIGNED THIS, THE 16th DAY OF OCTOBER, 2014.

RISSIE OWENS, PRESIDING OFFICER (CHAIR)

** Signature on file.*