



**TEXAS BOARD  
OF  
PARDONS AND PAROLES**

**Number: BPP-DIR. 141.315**

**Date: May 10, 2019**

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**Supersedes: October 16, 2014**

## **BOARD DIRECTIVE**

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**SUBJECT: EMPLOYEE IDENTIFICATION CARD**

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

**AUTHORITY:** Texas Government Code Section 508.035(d)  
Board Resolution BPP-RES. 16-07.03  
Texas Department of Criminal Justice Executive Directive PD-03

**DISCUSSION:** The Texas Board of Pardons and Paroles (Board) has adopted select Texas Department of Criminal Justice (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, Board Administrator, 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 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 identification card is issued.

**SIGNED THIS, THE 10<sup>TH</sup> DAY OF MAY, 2019.**

**DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)**

*\*Signature on file.*