



**TEXAS BOARD  
OF  
PARDONS AND PAROLES**

**Number: BPP-DIR. 141.315**  
**Date: November 23, 2021**  
**Page: 1 of 2**  
**Supersedes: July 20, 2020**

## **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. 21-04.01  
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 (ID) to Board employees. The employee ID identifies the individual as an employee of the Board and grants the employee access to Board offices or TDCJ facilities. To ensure the security and safety of the employees in all facilities, the employee must display the employee's ID at all times.

**DEFINITIONS:** Office – the location where Board Members and employees conduct the business of the Board.

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

Permanent ID – the state-issued plastic card with a photograph and magnetic strip to enable machine identification of the bearer.

Temporary ID – the state-issued paper card without a photograph that may be issued and used pending issue of a permanent Identification card.

**PROCEDURE:**

- I. Office Manager's Responsibility – The Office Manager shall:
  - A. Ensure that all employees have an employee ID;
  - B. Authorize the employee's access to the Board's office when the employee fails to possess the employee ID; and
  - C. Authorize the replacement of the employee's ID when the employee's ID is lost or stolen.
  
- II. Maintenance of the Employee ID

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

- A. Have the employee ID in the employee's possession before entering a Board office or TDCJ facility;
  - B. Display the employee ID in visible manner while in a Board office or TDCJ facility; and
  - C. Utilize a clip or lanyard reel combination to attach the employee ID 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 ID
  - A. Temporary ID – When an employee fails to possess the employee's permanent ID before entering a Board office, the employee shall obtain a temporary ID issued by the Board, TDCJ, or other designated staff, depending upon the location.
  - B. Lost or Stolen Employee ID – If the employee's ID 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 ID which allows the employee access to the Board office only. The Office Manager may authorize the issuance of the temporary ID on a daily basis until the lost or stolen employee ID is recovered or a replacement employee ID is issued.

**SIGNED THIS, THE 23<sup>RD</sup> DAY OF NOVEMBER, 2021.**

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

*\*Signature on file.*