

Identification Cards

217.1 POLICY

The Yolo County Probation Department will issue identification cards to all Department staff and other agency staff working regularly in the Department and to members of the Juvenile Justice Commission.

217.2 DISPLAY OF DEPARTMENT IDENTIFICATION CARDS

All non-sworn staff issued identification cards are to keep them available at all times to display their identification when in a Department Facility during the hours of operation. The Departmental identification card is to be shown upon request when:

- (a) Acquiring information for valid Departmental purposes from public or private agencies, individuals, schools, business firms, law enforcement and correctional agencies.
- (b) Upon entering secure facilities which require identification.
- (c) Other situations in which it is necessary to show Departmental identification in order to conduct Departmental business. Inappropriate use of Departmental identification including the use of that identification for personal reasons may result in disciplinary action or other sanctions being imposed.

217.3 ISSUANCE OF IDENTIFICATION CARDS

The following criteria will apply to identification cards that are issued:

- (a) Permanent employees and employees of other agencies, working within the Department will receive a photo identification card. These cards will show an expiration date on them, at least one (1) year from the date hired, and no more than five (5) years. They will specify the individual's job title, peace officer status, armed status if applicable, and employing department.
- (b) Juvenile Justice Commission members will receive photo identification cards. These will show an expiration date, coinciding with the term of office of the individual.
- (c) Temporary employees and provisional employees will receive a photo identification card that will expire at the end of the individual's appointment or one (1) year from the date of issuance.
- (d) Interns, students and volunteers will receive photo identification cards. These cards will specify the nature of the activity for which they are volunteering and will expire within six (6) months unless prior arrangements are made for a longer duration.

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217.4 RETURN OF IDENTIFICATION CARDS

All identification cards will be surrendered when new cards are issued. Employees separating from the Department will turn in all Departmental identification at the time of their exit interview. The responsibility for recovering non-sworn staff identification will rest with the person supervising the program in which the non-sworn staff or other party functions.