



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 141.315

Date: January 29, 2025

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Supersedes: December 13, 2022

BOARD DIRECTIVE

SUBJECT: EMPLOYEE IDENTIFICATION CARD

PURPOSE: To provide guidelines for employees of the Texas Board of Pardons and Paroles regarding the appropriate display of their 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, including Executive Directive PD-03 Employee ID Cards. PD-03 requires TDCJ to issue an employee identification card (ID) to Board employees. The employee ID identifies the individual as a Board employee and grants them access to Board offices or TDCJ facilities. In order to ensure security and safety in all facilities, each Board employee is required to display their employee ID at all times while on duty.

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

Office Manager – the person responsible for the administrative duties related to the specific Board 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 the issuance 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 an employee's access to the Board's office when an employee fails to possess the employee ID; and
- C. Authorize the replacement of an employee ID when it is lost or stolen.

II. Maintenance of the Employee ID

In addition to the employee's responsibilities regarding the 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 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 an 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 daily until the lost or stolen employee ID is recovered or a replacement employee ID is issued.

SIGNED THIS, THE 29TH DAY OF JANUARY, 2025.

MARSHA MOBERLEY, PRESIDING OFFICER (CHAIR)

**Signature on file.*