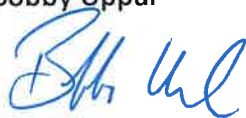





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 10 - Security and Control

Policy Number:	10.25
Policy Name:	Identification Badges
Authority:	Title 15, 1323
Replaces:	
Effective Date:	January 1, 2019
Revision Date:	October 20, 2018
Related Policies and Procedures:	10.13 - Equipment Issue: Peace Officer Badges 10.21 - Building Access
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

The Juvenile Probation Department has established requirements for the issuance of photograph identification badges to maintain the security of the facility.

II. PROCEDURES

A. Identification Badges

- i. All JPD employees including auxiliary and support staff who require access to Juvenile Hall shall be issued an Identification Badge upon employment.
- ii. Identification Badges shall always be worn while on the Juvenile Justice Center campus. Failure to do so may result in disciplinary action.
- iii. All employees shall immediately report lost or misplaced identification badges and take the following actions:
 - a. Report the loss to each of the following: Director of Juvenile Hall, Officer of the Day, and Human Resources Division.
 - b. Provide a verbal report including when loss was discovered and the circumstances surrounding the loss.
 - c. A written report reflecting the details and circumstances of the loss shall be submitted as soon as possible to the Officer of the Day for review by the Director of Juvenile Hall or designee.
 - d. Employees who are on indefinite leave or terminate employment with the department shall surrender their identification badge to

the Human Resources Division upon separation.