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**Policy:** 107.054  
**Title:** OSI – Preservation of Digital Still Photographs  
**Effective Date:** 11/21/17

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**PURPOSE:** To provide for legal collection, storage, and preservation of photographs taken for criminal and/or administrative proceedings within and outside the department. The office of special investigations (OSI) ensures that evidence photographs are stored in such a manner as to maintain the credibility, integrity, and authenticity of the photographs in preparation for criminal/administrative proceedings.

**APPLICABILITY:** Minnesota Department of Corrections (DOC); office of special investigations (OSI) and correctional facilities

**DEFINITIONS:** None

**PROCEDURES:**

- A. When an OSI special investigator/designee takes photograph(s): the OSI special investigator/designee is responsible for downloading the photographs into a shared folder, with access only to OSI and discipline staff.
- B. When department security staff take photograph(s): the security staff taking the photographs must place all photographic images, memory stick(s), or camera(s) into the evidence lockers (see Policy 301.035 “Evidence Management”).
- C. Each facility must develop and maintain a checklist, using the template attached, to provide clear procedures to follow when photographs are taken by someone other than an OSI investigator or designee.
- D. Photographs taken by OSI and deemed confidential must be downloaded by the special investigator/designee and placed into a shared folder with access only to OSI.
- E. Annually, the OSI deputy director of investigations reviews each facility’s shared folder for compliance with preservation of photographs.

**INTERNAL CONTROLS:**

- A. All digital photographs regarding criminal or internal investigations are stored on the OSI special investigators shared drive.

**ACA STANDARDS:** None

**REFERENCES:** [Policy 301.035 “Evidence Management”](#)  
[Policy 301.147, "Security Video Recording Systems/Photographic Images"](#)  
[Minn. Rule 1205.0400](#)

**REPLACES:** Division Directive 107.054, "OSI – Preservation of Digital Still Photos," 5/19/15. All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** [Preservation of Digital Still Photos Checklist Template](#) (107.054A)

**APPROVED BY:**

Deputy Commissioner, Facility Services

Deputy Commissioner, Community Services

Assistant Commissioner, Facility Services

Assistant Commissioner, Operations Support