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

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