DEPARTMENT OF CORRECTIONS

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