

## 1225.00 - MCSO Booking Photos; Usage

### Refer:

- [HB 3273](#) Regulating Release of Booking Photos

### Definitions:

- Booking Photo – A photograph of a person taken by a law enforcement agency for identification purposes when the person is booked into custody.

### Policy:

1. The Multnomah County Sheriff's Office (MCSO) has sole ownership of adults in custody booking photos. The Corrections Records Unit is identified as being the MCSO steward of adults in custody booking photos.
2. Policies and procedures prescribing the Agency's use of booking photos shall be produced in coordination with the MCSO Corrections Records Unit to assure a coordinated use of all booking photos.

### Procedure:

1. All MCSO booking photos will bear the Agency's seven-point star logo to identify the photos as coming from the Multnomah County Sheriff's Office.
2. The Agency's seven-point star logo shall be incorporated on to the face of the booking photo as it is captured into MCSO computer systems. These booking photos can then be transferred to other systems as needed. This will ensure all booking photos originating from the Multnomah County Sheriff's Office have the Agency star logo. Additional graphics and/or logos may be added to the bottom of the booking photo by other systems and/or projects as needed. Examples of systems or projects using booking photos are – Crimes, SWIS suite of applications, Versaterm, and Faces of Meth.
3. Booking photos within Portland Police Bureau (PPB) custody will not have the MCSO name and star automatically imbedded on their face. It is within PPB's discretion to determine whether they wish to leave the booking photos bare or to add their own graphics.
4. The Corrections and Enforcement Support Units, and the Communications Director or the Communication's Director's designee may release booking photos only as permitted under HB 3273.

### History:

- Originating Policy: 01/01/2022 (Legislative Updates)
- Next Review: 01/01/2024 (Comprehensive Stakeholder Review)
- Review By: Executive Office