



Chapter: Records, Freedom of Information, and Transparency
Subject: 14-14 – Release of Member Personal Information
Effective: April 29, 2024
Supersedes: Official Order 14-14, dated April 19, 2022
Distribution: Department Members

PURPOSE: This Order establishes department policy related to the release of member personal information.

14-14-1 RELEASE OF MEMBER PERSONAL INFORMATION AND DOCUMENTS

- A. According to Article 7, Section 5.I. of the MSP/MSPTA collective bargaining agreement, "The employee's name, home address or photograph shall not be given to the press or news media without the employee's express consent, and his/her name shall only be released upon the proffering of formal criminal charges."
- B. Freedom of Information Act (FOIA) requests for such information shall be forwarded to the Records Resource Section for processing under the guidelines in Official Order 14-02 – Freedom of Information Act.
- C. A member's personnel photo may be released to the news media for use in feature stories with approval of the member.
 - (1) An electronic photograph can be obtained from the Photo Lab to provide to the news media.
 - (2) Members shall serve as the liaison between the news media and Photo Lab by initiating all requests to the Photo Lab for photographs, rather than forwarding the news media on to the Photo Lab or to the Communications and Outreach Division.
- D. Submission of Department-Related Photographs and Videos to Outside Entities
 - (1) Photographs or videos of department facilities, vehicles, or members representing the department taken by or at the request of members shall not be submitted to any publication, internet website, media broker or distributor, or broadcaster, without the prior approval of the Communications and Outreach Division or their designee.
 - a. Approval shall be based on an assessment of whether the photograph or video casts the department in a positive light.
 - (2) As prohibited by the Code of Conduct, members shall not use or distribute department-related photographs or videos, or department patches or logos, for personal gain.

DIRECTOR

Annual Review Responsibility: Communications and Outreach Division

Accreditation Standards: CALEA 82.1.1