



**MULTNOMAH COUNTY
SHERIFF'S OFFICE**
Sheriff Nicole Morrissey O'Donnell

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1225.00 - MCSO Booking Photos; Usage

Refer:

- **ORS 133.870 Release of booking photo by law enforcement agency**

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 (7) point star logo to identify the photos as coming from the Multnomah County Sheriff's Office.
2. The agency's seven (7) 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, **and** Versaterm.
3. The Corrections and Enforcement Support Units, and the Communication's Manager or the Communication's Manager's designee may release booking photos only as permitted under ORS 133.870.

History:

- Originating Policy: 01/01/2022 (Legislative Updates)
- Next Review: 01/01/2024 (Comprehensive Stakeholder Review)
- Review By: Executive Office
- Reviewed: 05/06/2022 (Legislative Updates in Bold)

- Next Review: 05/06/2024 (Comprehensive Stakeholder Review)
- Review By: Executive Office
- ***Reviewed: 01/23/2025 (Comprehensive Stakeholder Review)***
 - ***Updates in bold italics***
- ***Next Review: 01/23/2027 (Internal Review)***
- ***Review By: Executive Office***