



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject:	<i>Employee Photos</i>	Number:	<i>224-A</i>
Effective Date:	<i>January 1, 2001</i>	Revised Date:	<i>July 21, 2011</i>
Rescinds:	<i>048 224-Employee Photos</i>	Dated:	<i>September 10, 1999 January 1, 2001</i>

Approved By:

PURPOSE

To provide the Myrtle Beach Police Department access to employee photos for the use of identification.

DISCUSSION

It has become increasingly necessary for the department to have access to employee photos for identification purposes. It is the policy of this department that all employees will have an updated photo kept by the department for departmental use.

PROCEDURE

1. Employees will submit to a photo for the purpose of identification in certain instances such as, but not limited to, Emergency Identification and Internal Investigation purposes. Photos will be taken and logged in the following manner:

- A. Employee Photos will be taken by Crime Scene Personnel, or other designated personnel, on a Digital Camera as part of Orientation.
- B. Photos will be maintained in a database program located within the Administrative Division and will contain pertinent employee information such as employee's address, phone number, physical characteristics and date of birth.

2. Photos will remain on file with the department for the duration of the employee's employment with this department and one year after the employee's separation.
3. Photos will be updated annually during their birth month of the employee effective January 1, 2012.
 - A. It is the responsibility of each employee to arrange to have a photo taken during his/her birth month.
4. Access to the database will be granted upon written request and approval by the Chief of Police or his/her designee.
5. The use of the photos will be for official use only.