



Deschutes County Information Technology Policy No. IT-4
Effective Date:

EMPLOYEE PROFILE PHOTO IN MICROSOFT

I. PURPOSE

The purpose of this policy is to ensure that employee profile photographs used in the Microsoft environment (Outlook, Teams, SharePoint, etc.) are professional and appropriate for official use.

II. SCOPE

This policy applies to all officials, employees, volunteers, contractors, third-party vendors, and others acting on behalf of the County that voluntarily upload a profile picture to the County's Microsoft applications (Outlook, Teams, SharePoint, etc.).

III. POLICY REQUIREMENTS

The following requirements must be met for all employee profile pictures uploaded to the County's Microsoft applications.

A. Acceptable Headshot Criteria

1. Recent (within the last five years) color photo of the employee's face, front-facing, with eyes visible and open.
2. Neutral or plain background (preferably light or white).
3. No hats, sunglasses, costumes, filters, funny faces, or gestures.
4. Standard business attire or otherwise appropriate clothing.
5. No other individuals, statements, pets, or objects in the image.

B. Image Quality

1. Cropped to show only the head and shoulders.
2. Good lighting, clear focus, no heavy editing or overlays.

C. Review

1. Department supervisors, in coordination with Human Resources (HR) may review and remove if the image does not meet these standards.

IV. ENFORCEMENT

Non-compliant images may be removed without notice. Repeated violations may result in disciplinary action.

EXAMPLES OF ACCEPTABLE PHOTOS

