

## **2.463 DIGITAL CAMERA USE AND STORAGE**

### **2.463.10 Logistics Unit Responsibilities**

- A. The Logistics Unit will be responsible for maintaining all agency owned digital cameras used for digital imaging. This will include, but is not limited to, all updates, repairs, and maintenance. No user modifications will take place to any Department owned digital equipment used for digital imaging without permission of the Logistics Unit.
- B. The Logistics Unit shall be the Agency-wide repository for all digital images of an evidentiary nature. Digital images will be transferred from the digital media card as soon as possible directly to a designated hard drive in Logistics.

### **2.463.20 Digital Image Copy Requests**

- A. The Logistics Unit will be the sole point of release of all digital images to any entity or individual inside or outside of this Agency.
- B. Photo quality prints will be made only for specific images as needed for the investigation and/or court.

### **2.463.30 Digital Image Enhancements**

- A. Absolutely no image enhancements to digital images are to take place outside of the Logistics Unit for any images taken in compliance with this policy. All image enhancements are to be done only to a "duplicate image" copy of the original archived image.
- B. Once it is determined that an image is to be enhanced, a "working image" will be made by copying the needed "original images" from the original incident archived from the hard drive to a directory on the Digital Imaging Workstation. The directory name will be the incident number and "Enhanced."
- C. Only normal darkroom techniques will be applied to any digital image. This includes, but is not limited to, the overall lightening or darkening of images, normal cropping to fit printers, color balancing, contrast adjustment, un-sharp masking, multi-image averaging, etc.

### **2.463.40 Capturing Digital Images**

- A. Digital Imaging may be used to capture the following:
  - 1. Any crime scene to include motor vehicle crashes. If the crime scene contains impression evidence, such as shoe and tire impressions, they shall always be backed up using print film photography.
  - 2. Fingerprints, whether at a crime scene or in the laboratory.
  - 3. Identification photographs of any type (i.e., scars, marks and tattoos, Field Observation Reports, mug photos after arrest using the mounted digital camera)
- B. The images are to be saved only to the camera's removable digital media card. Images are not to be saved to the camera's internal memory. Images from more than one incident will not be saved to the same digital media card.
- C. Poorly exposed, improperly cropped, and other "bad" images are **not** to be deleted from the capture device and are to be archived with all other images for the incident.
- D. All image information regarding exposure, subject matter, etc. for each exposure will be documented in the written report of the incident.
- E. Agency personnel will not use their personally-owned electronic equipment (cell phones and/or audio/video equipment) for evidence collection.

### **2.463.50 Submission of Digital Images**

- A. All digital images are to be placed on a designated hard drive within the Logistics Unit as soon as possible after the image is created.
- B. Prior to the completion of shifts, officers must bring either the media card or the camera containing the media card to the Lo-

gistics Unit for transfer, or leave the media card in an Evidence locker using a property envelope labeled with the incident number, officer ID and date and time of incident written on the envelope label.

- C. The "primary images" on the card will then be transferred via media card reader directly onto a designated hard drive creating the "original image" to be archived.
- D. The digital images on all media cards will be destroyed prior to being returned to the officer(s).

### **2.463.60 Digital Photographs of Detainees**

- A. The Logistics Unit will be responsible for digital photographs of arrested persons taken with the digital camera in the prisoner processing area.
- B. These mug shots will be linked to the proper case in the RMS System. Mug shots from outside agencies or no linkable incident will be copied onto a CD-R and forwarded to CIU for future use. Printed copies of these images shall be provided to Records for placement within arrest packets. Reprint requests from Records will be provided as needed.