



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



525.04

## USE OF DIGITAL CAMERA FOR INVESTIGATIVE PURPOSES

06-14-16

### PURPOSE

The purpose of this order is to establish guidelines for all Department personnel tasked with capturing evidentiary photographs with a digital camera.

### POLICY

It shall be the policy of the Sacramento Police Department that all evidentiary photographs taken with a digital camera be maintained as original images and considered photographic evidence.

### PROCEDURE

#### A. DEFINITION

1. CDR - Compact Disk Recordable (cannot be erased or re-recorded).
2. JPEG - Joint Photographic Experts Group.
3. RAW - Original, unprocessed data file, proprietary to the manufacturer.
4. TIFF - Tagged Information File Format.
5. MEMORY CARD- Electronic data storage device used to record digital information on digital recording devices such as a digital camera.
6. AUDIOVISUAL MEDIA - Captured or recorded film/digital images, video, etc.
7. DIGITAL CRIME SCENE (DCS) - A digital image management system.

#### B. EQUIPMENT

1. Department owned cameras shall be a minimum of 4 megapixel resolution or higher and be capable of storing images on a memory card or other removable storage media.
2. If photos are not being uploaded into the Digital Crime Scene (DCS), photos to be booked shall be burned to a CDR or DVDR. The CDR or DVDR shall be booked in the following manner:
  - a. The lettering is printed on an inkjet printable white surface.
  - b. A slim jewel case is to be used for storage of the CDR or DVDR.
  - c. A Photo Insert (SPD 526) is to be included for report documentation and chain of custody purposes.

#### C. CHAIN OF CUSTODY

1. All original images and/or video captured in the performance of an employee's duties shall be considered evidence.
2. It is the responsibility of the photographer who captured the original images to maintain integrity of the chain of custody from the point of capture to packaging and placing the sealed envelope (containing the memory card) into the designated drop slots at JERPF, WJKPF, Central or Headquarters.
3. Upon receipt, the Forensic Identification Section (FIS) designee will verify that the number of images noted on the envelope corresponds to the number of images on the memory card. Any discrepancies shall be brought to the attention of the photographer listed on the envelope.
4. The FIS is responsible for archiving all original images.

#### D. PROCESS

1. All photographs shall be taken using the highest quality compression JPEG setting on the camera. RAW or TIFF files shall not be used.
2. Employees shall not use personally owned cameras or equipment (including cellular phone cameras) to capture audiovisual media during the performance of their duties. If a situation exists in which the use of personal or non-Departmental equipment is deemed necessary, employees shall notify their supervisor as soon as is reasonably possible.
3. The initial image file obtained during the capture process will be maintained as the original image.



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Once all the photographs have been captured with the digital camera, all images must be saved.

- a. Original captured images shall not be deleted or altered (e.g., rotate, adjust color balance, crop, etc.) in any manner.
  - b. Copies of the original captured images may be altered in the above manner if the alterations are documented and reported to the receiving agency (e.g., District Attorney's Office, City Attorney's Office, other law enforcement agency) prior to case presentation.
4. Employees who are submitting a memory card to the FIS for uploading of images into the DCS shall place the memory card into an envelope and place the following information on the outside:
- a. Photographer's name and badge number.
  - b. Report number.
  - c. Crime/incident type.
  - d. Date the images were captured.
  - e. Number of images or subject matter on the memory card.
5. Images shall only be transferred to a desktop or laptop computer using the current Departmentally approved operating system.
6. Prior to uploading images into the DCS, all images shall be named with the corresponding report number.
7. Images shall not be uploaded directly from the camera to the computer. Images shall be uploaded through the use of card readers.
8. Employees shall re-format the memory card prior to reuse in the digital camera.
9. In all instances, photographs shall not be taken unless they would be beneficial to the investigation of the case.

### E. PHOTOGRAPHING PERSONS

1. Photographs may be taken of arrested or detained subjects in the field when an investigative need exists.
2. Photographs of detained subjects should be taken in a timely manner to insure the detention is of reasonable length.
3. In any case in which parental consent was not obtained before the photograph of a juvenile was taken, every effort shall be made to contact the parents and advise them that the photographs were taken and provide them with an explanation for the necessity of the photographs.

### F. REQUESTING COPIES

1. Images shall not be printed, sent electronically, or hand delivered to persons outside the Department without authorization from one of the following:
  - a. The FIS Section manager or designee.
  - b. The Division Manager or above.
  - c. The Internal Affairs Division.
  - d. The Professional Standards Unit.
2. The FIS will process all requests for CD-R copies of digital images from the District Attorney's Office.
3. All other persons outside of the Department requesting digital images shall be referred to the Records Division.