

INSTRUCTIONAL ORDER

August 2017

Immediately

V.5:19

Distribution: All Employees

Subject: **DIGITAL IMAGING**

Index as:	Album Digital Photography DVD	Folder Images, Digital Photography Photography, Digital	Pictures, Digital WORM
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Accreditation Standards: CFA 27.03

Cross Reference:

Replaces: I.O. V.5:19, Digital Photography (May 7, 2007)

This Order consists of the following sections:

- I. Purpose
- II. Policy
- III. Definitions
- IV. Access to Digital Images
- V. Incoming Images
- VI. Viewing Images
- VII. Ordering Images

I. PURPOSE

This Order states the Department's intent to utilize digital imaging technology and provides guidelines for users of the system in regard to the processing of, and security for, digital images created by the Department.

II. POLICY

It is the policy of this Department to leverage the advances in digital imaging technology to make our processes more efficient and effective and to provide this technology to our employees and others in the criminal justice system, while reducing our dependence on legacy photographic technology.

III. DEFINITIONS

- A. **Folder** – The basic file for the case or event created by forensic technicians and other authorized personnel who take photographs for evidentiary purposes.
- B. **DVD** – A digital video disk
- C. **WORM** – A “write once-read many” compact disc (CD) or digital video disc (DVD).

IV. ACCESS TO DIGITAL IMAGES

A. Access to the image server to obtain digital images may be requested by:

1. Any Department employee with the need for digital images to enhance their investigation(s) or complete their assignment(s) may submit a memorandum via their Chain of Command to the Information and Technology Services Division (ITSD) requesting access to the image server. Once approved, users will be provided with electronic access.

2. Persons outside the Department, such as representatives from the State Attorney's Office, the Medical Examiner's Office and Fire Department arson investigators, shall submit a written request to the ITSD.

B. Attorneys representing defendants may obtain images by presenting a properly executed *Answer to Demand for Discovery* to the Records and Evidentiary Services (RES) Division who shall make the requested images available electronically to the Public Defender's Office or, on removable media, to other attorneys.

C. The Information and Technology Services Division (ITSD) shall:

1. Grant access to the server share and instruct authorized users how to access the digital imaging share.

2. Assign each user to a security group in Active Directory, according to the level of access needed to complete their regular assignments.

a. A user's individual security profile must meet or exceed the profile of the images requested in order for the user to view the images on their computer.

b. Users who are required to view images above their security profile shall submit a request, through their chain of command, to the ITSD.

D. Forensic Services personnel are responsible for security of the images until such time as they are uploaded into the digital image server and, if requested, copied to a permanent WORM media.

V. INCOMING IMAGES

A. Forensic Services, and other authorized, personnel shall create a folder with offense number and date of occurrence for all Images.

1. Each folder will be assigned a security level, according to the sensitivity of the case, incident or event.

2. High priority albums; e.g., homicide, sex battery, etc., shall be uploaded immediately to the digital image server for access by authorized employees. Other cases will be uploaded as requests are made for their use by the responsible Investigator/Unit.

B. Certain cases (e.g., homicide) may require backup to a CD/DVD.

1. The CD/DVD shall be retained by the Records and Evidentiary Services (RES) Division in a manner to comply with investigative guidelines and the Statute of Limitation.

C. Retention of Images on the Digital Image Server

1. The ITSD will conduct a monthly review of the space allocation on the server and add space as needed.

VI. VIEWING IMAGES

A. Authorized users shall access the digital images with their Web browser by:

1. Clicking on the Q: drive share.

B. Obtaining Printed Copies of Digital Images

1. All images available on the server can be printed as a “work copy” on regular paper by individual users, either in the thumbnail form or at a predetermined larger size.
2. The image can be printed by clicking on the “print” button and sending the image to a printer.
3. The prints will be of suitable quality for case files, but they will not be considered the official Departmental images which may be needed for court or similar needs.

VII. ORDERING IMAGES

A. Official, Departmental images may be obtained from the RES Division by submitting the electronic order form, located immediately below the thumbnail images on the monitor. Images will routinely be provided to the person making the request on a compact disc (CD) for viewing on any desktop or laptop computer.

B. Department employees and other persons who require photographs, but who do not have access to the digital image server, shall contact the RES Division.

Anthony Holloway
Chief of Police