

|                                                                                   |                                                                               |                                    |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------|
|  | <b>STANDARD OPERATING PROCEDURE</b><br>State Form 39870( R/ S- 06)            | Reference Number<br><b>LAB-008</b> |
|                                                                                   | Subject<br><b>Photography- Accepted Procedures and Retention Requirements</b> |                                    |
|                                                                                   | Special Instructions<br>Replaces LAB-008 dated October 29, 2021               | Effective Date<br>October 29, 2021 |

## **I. PURPOSE**

Establish a formal procedure for photography processing and the storage, retrieval, and retention of digital images, including photogrammetry, obtained during the investigation of an incident or a vehicle crash.

## **II. POLICY**

Department employees who document an incident or vehicle crash investigation by photography shall submit all images in accordance with this policy for processing and storage. Photogrammetry shall only be utilized by trained and authorized personnel.

## **III. PROCEDURE**

### **A. Digital Photography by Department Issued Phone:**

1. Department Employees issued a Department phone and an Evidence.com account shall\* utilize their Department phone for digital photography as needed in an investigation.

\*Note: Crime Scene Investigators or crash reconstructionists may utilize either their department phone or other issued equipment, as outlined below, for digital photography.

2. Department employees shall capture digital images via the Capture App installed on their issued phone that is linked to Evidence.com.

3. Department employees shall enter the Computer Aided Dispatch (CAD) number associated with the incident and select the appropriate category prior to uploading digital images in the Capture App.

4. Department employees shall upload digital images via the Capture App prior to the end of the tour of duty for that date.

5. Department employees are prohibited from using personal phones or devices to capture digital images for official Department business.

6. Department employees are prohibited from using personal phones or devices to download digital images from Evidence.com or the Capture App.

7. Department employees are prohibited from deleting digital images taken via the Capture App during a criminal or vehicle crash investigation.

### **B. Digital Photography completed with other Department issued equipment:**

1. Digital photography shall only be accomplished utilizing Department issued equipment.

2. All digital images taken on a device containing digital media (e.g., memory cards, CDs, etc.) shall be submitted at the district level to Laboratory Division personnel in an envelope, bag or other appropriate container, sealed or secured to prevent loss, with a completed [photo identifier](#) for each scene or incident recorded on the cards, within three days of recording the images.

3. The last digital image recorded of a scene or incident shall be the photo identifier. More than one scene or incident may be recorded on a memory card provided the same order of documentation (photo images followed by photo identifier) is recorded for each scene or incident.

4. For photogrammetry the last digital image recorded in the series, prior to the photo identifier, shall be an image of the measurements utilized to complete the process written on paper with clearly identified points.

C. When digital images have been recorded, the images shall not be deleted or reformatted from the memory card until after they have been submitted for processing at a district.

D. If the photogrammetry process is utilized, a copy of the images shall be made prior to submitting the memory card for processing.

1. The digital images shall be placed in a computer file using the CAD number as the file name, and these digital image copies are only for use in completing the photogrammetry diagram.

2. The diagrams and .IWP files shall be submitted as attachments to the crash or incident report and are classified as field notes.

E. Release of Department photographs shall only be done in accordance with SOP LAB-007.

#### **F. Retention:**

1. Automatic retention will be set in the cloud-based storage system as follows:

(i) Capture - Crash Non-Criminal – five (5) years

(ii) Capture - Criminal Level 5 Felony or Lower - twenty (20) years

(iii) Capture - Criminal Level 4 Felony or above - ninety-nine (99) years

(iv) Capture- Death Investigation (to include homicide, suicide, or accidental) – ninety-nine (99) years

2. Photographs not in the cloud-based storage system will be retained in their form under the same timeframes as outlined above.

3. Retention shall be extended when the pending criminal action is not yet completed.

G. This procedure is to be used in conjunction with all relevant Department regulation, rules, policies, and procedures.