DAVIS POLICE DEPARTMENT
PHOTOGRAPHS/DIGITAL PHOTOGRAPHY
Policy and Procedure 4.06-B

DEPARTMENT MANUAL

Index as:
Injuries, documentation of
Documentation of Injuries
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Storage of Photographs

I. POLICY

It is the policy of this Department to document evidence, and injuries to victims and suspects in a consistent manner. Evidentiary photographs shall be taken with a digital camera.

Supervisors shall take photos of persons subjected to police use of force, even if there are no visible or reported injuries (see PP 3.05-A).

When photographs are taken, consideration shall be given to the security of the digital images. Members shall use their department provided digital cameras as specified in this policy. If the photos cannot be electronically sent to Evidence, the storage medium (e.g. compact flash card or smart media card) for the digital images shall be placed in evidence with proper documentation prior to the end of that shift. Digital images shall only be stored in the approved manner, as specified in II, B below.

II. PROCEDURE

A. Digital Photographs

1. Photographs of evidence and injuries should be taken from various angles, clearly depicting the location of evidence and/or the nature and extent of injuries. Consideration should be given to using camera settings that most clearly depict the item photographed.

2. Digital images captured and stored for evidentiary purposes shall not be modified, altered, or tampered with in any manner.

3. The storage medium (SD memory card) containing evidentiary image files shall be booked into evidence and the image files shall be downloaded to the department computer storage system by personnel assigned to the Evidence Unit only, which includes the Investigations Division supervisors and manager. After the image files are downloaded they shall be removed from the storage medium by the person who downloaded the image. The storage medium device will be returned to the officer for later use.

4. The officer booking the storage medium into evidence shall properly fill out the Evidence Tab in RIMS indicating the storage medium device was booked into evidence. (see RIMS Report Writing Guide for further)

5. The reporting or investigating officer shall make a notation on the evidence log if they want the images copied to a CD, sent to the District Attorney with the criminal case, or printed for investigative purposes. Later requests for copies of images may be made to personnel
assigned to the Evidence Unit, an Investigations Division supervisor, or the Investigations Division manager.

Darren Pytel
Police Chief

10/99
6/02  Digital image procedure added
3/03  Kid Print System added
11/03 Digital image procedure modified
2/04  Use of personal digital or 35mm camera deleted
3/07  RIMS procedure updated
12/11 Kid Print protocol removed
       35mm cameras/film protocols removed.
01/12  authorized use of personal cameras as specified, added Sec. A 1, changed old section A to B.
08/17  no use of personal cell phone cameras
05/19 no use of personal cameras

Rev 1/02, 06/08, 05/10, 12/11, 12/17