

# WATERTOWN POLICE DEPARTMENT GENERAL ORDER



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CHIEF OF POLICE

Effective Date: May 1, 2010	Rescinds: Amends: D-100 April 2006	Number: D-100
Subject: Digital Imaging		Re-evaluationDate: May 2013
Distribution: ALL PERSONNEL	Related CALEA Standards:	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

## 1. PURPOSE

The purpose of this policy is to set standards for the use of digital imaging by the personnel of the Watertown Police Department.

## 2. POLICY

It shall be the policy of the Watertown Police Department to insure that images utilized to document a crime scene are preserved to maintain their integrity as evidence. With the advent and utilization of digital technology, it is important that measures be taken to preserve the integrity of the image and the chain of evidence.

## 3. DEFINITIONS

- a. ARCHIVING – Long -term storage of an image.
- b. CAPTURE – The process of recording an image.
- c. CAPTURE DEVICE – A device used in the recording of an image.
- d. CD – Compact disk utilized for the storing of digital information.
- e. COPY IMAGE – A reproduction of information contained in a primary or original image.
- f. DIGITAL IMAGE – An image that is stored in numerical form.
- g. DISK – A disk used to save/store computerized data.
- h. DUPLICATE IMAGE – An accurate and complete replica of an original image, irrespective of media.
- i. FILE FORMAT – The structure by which data is organized in a file.
- j. IMAGE – An imitation or representation of a person or thing, drawn, painted, photographed, etc.
- k. IMAGE ANALYSIS – The extraction of information from an image beyond that which is readily apparent through visual examination.
- l. IMAGE ENHANCEMENT – Any process intended to improve the visual appearance of an image.
- m. IMAGE OUTPUT – The means by which an image is presented for examination or observation.
- n. IMAGE PROCESSING- Any activity which transforms an input image into an output image.
- o. IMAGE PROCESSING LOG – A record of steps used in the processing of an image.
- p. IMAGE TRANSMISSION – The act of moving images from one location to another.
- q. IMAGE VERIFICATION – A process by which personnel identify an image as being an accurate representation.
- r. INTERMEDIATE STORAGE – Any media or device on which an image is temporarily stored for transfer to permanent or archival storage.
- s. MEMORY CARD – A unique data/information storage card in some digital cameras utilized to record/save digital images.
- t. NATIVE FILE FORMAT – The file format of the primary image.
- u. PRIMARY IMAGE – Refers to the first instance in which an image is recorded onto any image that is a separate, identifiable object or objects.
- v. PROCESSED IMAGE – An output image (See Image Processing).
- w. STORAGE – The act of preserving an image.
- x. WORKING IMAGE – Any image subjected to processing.
- y. WRITE ONLY CD-ROM SYSTEM – A computerized write/save system of storing digital information in a permanent manner.

#### 4. PROCEDURES

- a. Procurement of digital cameras
  - i. Only agency authorized capture devices/digital cameras are to be utilized by personnel for the procedure of documenting information/evidence during an investigation.
- b. Taking of pictures
  - i. Subject matter should range from the general to specific.
    1. Take overall photographs of the entire scene to show its relationship to the surrounding areas.
    2. Take mid-range photographs to show the relationship of the evidence in the scene.
    3. Take close-up photographs of evidence for comparison.
  - ii. When photographing persons:
    1. Identification photographs – full frontal and facial for identification.
    2. Mid-range photographs to show injuries and other body parts.
    3. Close-up photography with and without scale in regards to scars, marks, tattoos, and injuries.
  - iii. Document in the written case report the following information:
    1. Type of camera used.
    2. File format used to digitize the images.
    3. Number of photographs taken.
    4. What is being depicted in the photographs.
- c. Submission of photographs
  - i. Connect camera or the cameras memory card to computer to complete image transfer from the camera to the server.
  - ii. Label the images in the following manner:
    1. Case report number – Last name of victim or suspect – Type of Incident.
      - a. Example: 6000001 – Smith – Assault
    2. If additional/supplement photographs are taken for an incident, they will be labeled in the following manner:
      - a. Case report number – Last name of victim or suspect – Type of Incident – Supplement 1, 2, 3, etc.
        - i. Example: 6000001 – Smith – Assault – Supplement1.
  - iii. Once the images are transferred to the server, view all the images for that incident on the server file and verify that they are a true and accurate representation of the scene/evidence that you photographed.
  - iv. After the images have been transferred to the server the Records Division will merge the images with the case report in New World.
- d. Printing and distribution of images
  - i. Images will be printed as needed for trial and on-going investigations. Emphasis will be placed on electronic transfer/digital image transmission of duplicate images whenever possible. All duplicate images will be copied in an unaltered native file format as that of the original.
  - ii. Other appropriate distribution of duplicate images will be copying the duplicate images to a CD.
  - iii. All requests for printed or duplicate images for the State's Attorney's/City Attorney's Office, non-law enforcement personnel, private attorneys, insurance companies, private citizens, and others will be determined on a case-by-case basis and handled through the Watertown Police Department Records Division. Emphasis will be placed on electronic/digital image transmission or duplication of images via disks or CD's whenever possible.
  - iv. All requests for printed or duplicate images from public defenders or private attorneys must be accompanied by a copy of an Answer to Demand for Discovery from the States Attorney's/City Attorney's Office. These requests are handled through the Watertown Police Department Records Division.
  - v. A copy of the request form will be made and enclosed within the case file. Emphasis will be placed on electronic transfer/digital image transmission or duplication of images via disks or CD's whenever possible.
  - vi. The original request with the printed material or duplicated disk or CD will be forwarded to the Records Division.
- e. Working with images
  - i. Primary image files from digital cameras or other digital image files will be archived on the Watertown Police Department Computer Server for permanent storage.
  - ii. Primary images must be stored/archived in their native file format from the camera.
  - iii. No alterations or obliteration of primary images will be allowed.

- iv. Only duplicate images of the primary images will be transmitted. Processing to improve the image quality will be limited to those used with traditional negative based processing.
  - 1. Sharpen focus
  - 2. Correct contrast/brightness
  - 3. Correct color balance
  - 4. Enlarge the image or part of it
- v. Manipulation, actually altering properties of the image, will only be performed on a copy of the original. This may involve, but is not limited to:
  - 1. Sharpness enhancement
  - 2. Removal/addition of objects/features
  - 3. Use of images in court displays
- vi. Under no circumstances will a corrected or manipulated image be substituted for the original/primary image. All processed images will be saved as a separate file. They may be permanently stored on CD with the original images, but will be specified as a copy.
- vii. If any manipulations are made on a copy of a photograph, a supplemental report must be written documenting the procedures utilized.
- viii. A supplemental report detailing the following must be written.
  - 1. The program utilized to publish the photographs.
  - 2. The date and time the photographs were published.
  - 3. The digital processing procedures that were used to publish the photographs/images.
  - 4. Any enhancements or other alterations to the photograph/images made during the publishing should be recorded in the report along with an explanation of why an enhancement was conducted.

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