

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 16 EQUIPMENT OPERATIONS

SUBJECT: 1603 DIGITAL CAMERA USE

EFFECTIVE: 01/01/2015

1. **PURPOSE.** The taking of photographs at crime and accident scenes is critical to the proper recording of the scene for later investigative and prosecution requirements. Digital cameras have the ability to take numerous photographs with one reusable flashcard and can accurately record the scene. A secure storage location and chain of custody procedure is critical to this process. This policy establishes a use, control and evidence storage procedure that guards the integrity of the digital capture system. All members using digital cameras for the capturing of photographic evidence shall follow this procedure.

2. **POLICY.** It is the duty of all members to care for, control and correctly process all digital cameras and digital camera evidence. Members will follow a chain of custody procedure consistent with any item of evidence or property within the member's control.

3. **ACCOUNTABILITY.** Each Shift Supervisor, patrol sergeant, and CAPS unit will be assigned one digital camera and flash card or disks for patrol use. The criminal investigation bureau will have additional cameras. The patrol sergeant and CAPS officer shall inspect the digital camera at shift change to ensure proper working condition and battery status.

4. **TRAINING.** Each officer will receive training concerning camera use and this General Order prior to capturing photographic evidence. Training shall consist of general operating knowledge of the camera equipment, receiving, storage, and retrieval of digital photographs.

5. **PROCEDURE (OFFICER USE).** Officers should use digital cameras for all photographs. This includes misdemeanor crime scenes, property crimes, felonies, domestic violence, traffic crashes, and booking photographs. Officers shall use 35mm film to back up digital photographs if necessary.

- A. The digital camera uses a flash card or floppy disk instead of a roll of film. Officers will capture only those photographs necessary to document that particular scene. Since Officers can see the digital image prior to saving it, selection is important. The goal is to properly document the scene while eliminating unnecessary or poor quality images and avoiding added data entry.
- B. Officers will continue to take pictures of crime scenes, evidence, victims and traffic crashes as usual. Use of measuring devices within the photograph is encouraged.
- C. After the photos are selected and saved, the officer should download the digital photographs from the camera or floppy disk into the RMS system.
- D. The photographs shall be downloaded into the proper location.
 - 1. Traffic Accident photographs will be attached to the Call For Service Number.
 - 2. Booking photographs will be attached to the arrested person.
 - 3. All other photographs will be attached to the Case Number.

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 16 EQUIPMENT OPERATIONS

SUBJECT: 1603 DIGITAL CAMERA USE

EFFECTIVE: 01/01/2015

- E. After the officer verifies that the photographs have been saved in the RMS he/she shall then delete the photographs from the camera or floppy disk.
 - F. Officers will record in their narrative report that DIGITAL photographs were taken.
6. COPIES OF PHOTOGRAPHS. Requests for copies of digital photographs by anyone will be directed to the Records Division. Copies of photographs will not be released to any person or outside agency without proper authorization from the Chief, Assistant Chief, or Bureau Commander.
7. COPY FEES. Photo copy fees will be established by the Chief of Police.

By order of

Darrell Basco
Chief of Police