

TITLE: PHOTO LAB SERVICES

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PURPOSE

The purpose of this directive is to establish guidelines regarding the responsibilities of Department Personnel as they apply to Department Photo Lab.

DISCUSSION

This Directive will address the process of photography processing and printing used by the Department in the investigation of criminal cases.

POLICY AND PROCEDURE**FILM PROCEDURE****53.1.01 Issuance of Film**

- A.** Crime Scene Technicians are responsible for ordering, stocking, and issuing prepared rolls of 35mm film.
- B.** Commanders and supervisors shall request film by submitting a Supply Requisition form to the Administrative Sergeant, who will fill the order through film stock.
- C.** The requesting commander becomes responsible for storing the film until it is issued to an officer.
- D.** Any film kept in a vehicle shall be properly stored, i.e. camera case, to prevent damage to the film.
- E.** Personnel are restricted from using Department issued film for personal use, unless written permission is obtained from the office of the Chief of Police. Permission may be granted to

allow practice and training with Department issued cameras.

53.1.02 Submission of Photographic Evidence

- A.** Once the film has been used, it will be returned to the Crime Scene Unit, using a photography evidence envelope.
- B.** The responsible officer is required to place the film in an evidence envelope which may be submitted in person, or by placing the envelope in the secure evidence locker marked **“35MM FILM EVIDENCE/LATENT PRINTS”**.
- C.** A single case number shall be noted on the envelope, along with the number of rolls of film being submitted, and all other required blanks must be completed.
- D.** Each roll of film should relate to one specific case number. Multiple cases shall not be photographed on a single roll of film.
- E.** The Crime Prevention Unit is excluded from the case number requirement when film submitted for processing is not considered evidence in an investigation.
- F.** Personnel of the Crime Scene Unit will pick up photographic evidence for processing. At the time the film is processed, the case number and number of rolls of film to be processed will be recorded in the Crime Scene Unit Monthly Log.
- G.** The Crime Scene Technician who retrieves the film from the film evidence locker shall be responsible for routing a copy of the film envelope to the submitting officer, which will serve as the official evidence record for the officer.
- H.** If the officer submits the film in person, the receiving Crime Scene Technician shall be responsible for routing a copy of the film envelope to the submitting officer, which will serve as the official evidence record.

53.1.03 Film Processing

- A.** A Crime Scene Technician will be assigned to process film evidence as needed.
- B.** Printing of negatives will not be done on a routine basis, with the exception of homicides.

- C. If prints are needed for official use, the officer may view the negatives and select those negatives that he/she desires printed, and a photo request form will be filled out.
 - 1. Ten (10) working days will be required for printing twenty (20) prints or less, and fifteen (15) working days will be required for printing more than twenty (20) prints.
- D. Only film that can be processed in C-41 chemical processing will be accepted by the Crime Scene Unit personnel.

53.1.04 Storage of Film Evidence

- A. Once the film has been processed into negative form, these negatives will be filed by case number as evidence.
- B. Retention of the film shall be in accordance with all applicable Property/Evidence procedures.
- C. Security of the film evidence is maintained by storage in a locked filing cabinet, which is located in the Crime Scene Technician office.
- D. Access to the locked storage cabinet is limited to the Crime Scene Technicians
- E. These negatives will not be returned to the officer since it is the film itself that is the actual evidence, not the print.
 - 1. The only exception to this rule is the Crime Prevention Unit.

PHOTOGRAPHIC EVIDENCE

53.1.05 Commanders/Supervisors are required to collect photographic evidence in the following cases:

- A. In all cases that an officer makes an apprehension of a suspect where the suspect resists arrest, causing visible evidence of the struggle, (such as torn clothing or physical injuries to the officer). Photographs should be taken of the officer's front and back as a minimum.
- B. In all situations where an officer used physical force as outlined in the Department Directive entitled, "Use of Force".

- C. In all situations where a prisoner in this department's custody claims "Police brutality" at the time of his arrest, whether or not physical evidence supporting this claim exists. Photographs should be taken of the alleged injuries or damage.
- D. In all situations where an officer is involved in a duty-related or off-duty motor vehicle accident while driving a city vehicle.

53.1.06 Officers/Detectives are required to collect photographic evidence in the following cases:

- A. Homicides;
- B. Criminal Sexual Penetration;
- C. Felony Assault and/or Battery to include Domestic Violence;
- D. Armed Robberies;
- E. Burglary cases in which the loss exceeds \$2500.00;
- F. Criminal Damage cases in which the damage exceeds \$1000.00;
- G. All felony or misdemeanor cases in which photographs would aid in development of a method of operation when it appears that two or more cases are related;
- H. All motor vehicle or construction accidents where there is serious injury/property damage, or death;
- I. All cases in which there is alleged neglect or abuse of a child;
- J. All cases investigated by Animal Control Officers in which there is evidence of serious neglect/abuse of an animal;
- K. All animal bite cases in which there is serious visible injury;
- L. All cases where property is to be returned to the owner prior to court;
- M. All cases in which a member of this Department has been forced to cause damage to property belonging to another, in the performance of duties; and

- N. When directed to obtain photographic evidence, by a commander/supervisor.

SPECIAL PROJECTS

53.1.07 Photography projects, other than those mentioned within this section, must be cleared, through the Unit Commander.

- A. Payment to the department to cover any costs related to special projects will be at the discretion of the Chief.
- B. Photography projects requested by other City Departments or outside agencies must be cleared by the Unit Commander.
- C. Requisitions from outside agencies, private investigators, attorneys, etc., for prints of photographic evidence obtained through our agency will be evaluated on a case by case basis. Prints may be processed by our photo lab or sent out for processing. Should the processing be completed by department personnel in the photo lab, fees will be assessed from the established fee schedule. Prior to any distribution or duplication of photo evidence the Office of District Attorney will be informed of the request and will either authorize or deny the request.

NIKON D80 CAMERA/COMPUTER DATA TRANSFER

53.1.08 In order to safely and securely transfer photographic data from the Nikon D80 camera to a computer the following steps are required:

A. Before connecting to a computer:

1. Ensure that the camera battery is fully charged. If in doubt, charge the battery before connecting the camera or use an EH-5/EH-5a AC adapter if available.
2. Turn the camera on using the On/Off switch located on the top right of the camera.
3. Press the **Menu** button on the back of the camera.
4. Use the toggle up and down arrows to highlight the **Setup Menu** (yellow box with wrench icon

on the left side of the display) 'Setup Menu' will appear at the top of the display.

5. Use the toggle right arrow to enter the **Setup Menu**.
6. Use the toggle down arrow to highlight **USB**.
7. Press the **OK** button.
8. **Mass Storage** should be highlighted.
9. Press the **OK** button.
10. Turn the camera off.

B. Connecting to a computer:

1. Turn the computer on and wait for it to start up.
2. Ensure that the camera is off.
3. Connect the small end of the (UC-E4) USB cable to the camera port, located under the top rubber cover on the left side of the camera.
4. Connect the larger end of the (UC-E4) USB cable to the computer USB port.

****Do not use force or attempt to insert the connectors at an angle. Connect the camera directly to the computer; do not connect the cable via a USB hub or to a port in the keyboard.****

5. Turn the camera on.
6. Transfer photographs to the computer as follows:
 - a. Open the 'PD-WXP' icon on the computer desktop.
 - b. Double click on the 'Nikon D80'.
 - c. Double click on the 'DCIM' folder revealing the '100NCD80' folder.
 - d. Click on the restore down button (located in the top right corner of the computer window, the double box icon between minimize and close).
 - e. Open the 'PD-WXP' icon on the computer desktop.
 - f. Double click on the 'DVD-RW Drive (F:)'
 - g. Click on the restore down button.
 - h. Open the (F:) drive compartment on the computer tower and insert a blank CD-R disc.
 - i. Highlight the 'DCIM' window by clicking on the top gray portion of

window.

- j. Click and drag the '100NCD80' folder (in the 'DCIM' window) to the 'DVD-RW Drive (F:)' window (the computer will begin the copying process).

****During transfer, DO NOT view images, turn the camera off or disconnect the USB cable.****

- k. Once copying is completed click on the 'DVD-RW Drive (F:)' window.
- l. Under the **File** menu, select **Write these files to CD**.
- m. The CD Writing Wizard will appear. In the CD name box, type the case number and click the 'Next' button or press 'Enter'.
- n. If a HighMAT prompt appears **Do not check the box**.
- o. Click the 'Next' button or press 'Enter' again. (the computer will begin transferring the data to the blank CD-R disc).
- p. Click the 'Finish' button or press 'Enter' (the computer will eject the CD-R disc from the (F:) drive compartment).
- q. insert the CD-R disc back into the (F:) drive compartment to view the copied images (ensuring that all images transferred).

****Digital images shall only be viewed on the computer via a CD-R disc and NOT via the camera or memory card.****

C. Disconnecting a Nikon D80 camera from a computer:

1. Click the "Safely Remove Hardware" green arrow icon (top right corner) on the computer taskbar and select **Safely Remove USB Mass Storage Device (connected to the camera)**.
2. Disconnect the (UC-E4) USB cable from the computer and then from the camera.

D. Transferring data with memory card:

1. Insert memory card into a computer:
2. Open the 'PD-WXP' icon on the computer desktop.
3. Double click on 'Removable Disk' or 'Nikon D80'.
4. Double click on the 'DCIM' folder revealing the '100NCD80' folder.
5. Click on the restore down button (located in the top right corner of the computer window, between minimize and close).
6. Open the 'PD-WXP' icon on the computer desktop.
7. Double click on the 'DVD-RW Drive (F:)'
8. Click on the restore down button.
9. Open the (F:) drive compartment on the computer tower and insert a blank CD-R disc.
10. Highlight the 'DCIM' window by clicking on the top gray portion of the window.
11. Click and drag the '100NCD80' folder (in the 'DCIM' window) to the 'DVD-RW Drive (F:)' window (the computer will begin the copying process).

****During transfer DO NOT view images, turn the camera off or disconnect the USB cable.****

12. Once copying is completed click on the 'DVD-RW Drive (F:)' window.
13. Under the **File** menu, select **Write these files to CD**.
14. The CD Writing Wizard will appear. In the CD name box, type the case number and click the 'Next' button or press 'Enter'.
15. If a HighMAT prompt appears **Do not check the box**.
16. Click the 'Next' button or press 'Enter' again (the computer will begin transferring the data to the disc).
17. Click the 'Finish' button or press 'Enter' (the computer will eject the CD-R disc from the (F:) drive).
18. Insert the CD-R disc back into the (F:) drive to view the copied images (ensuring that all images transferred).

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APPROVED: 
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Chief of Police

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