

**FREDERICK POLICE DEPARTMENT
GENERAL ORDER**

Section 9: Police Equipment and Vehicles **Order Number:** 990
Topic: DIGITAL IMAGING **Issued By:** Chief of Police
Approved: 04/24/18
Review: Annually in April by Commander, CID
Supercedes: G.O. 990 dated 05/01/2012

.01 PURPOSE:

To establish guidelines for the use of digital cameras by members of the Department and the processing of digital images.

.02 CROSS-REF:

Form CSU-018 PHOTO LOG
Form CID-025 Digital Image Management System User Guide

.03 DISCUSSION:

The technology of digital photography offers many benefits for law enforcement personnel. Captured images can be viewed instantly to ensure the quality of the photograph and may be printed quickly or sent electronically to assist with identification. As with any technology there are disadvantages. In the case of digital imaging, the easy manipulation of a digital photograph needs to be addressed to ensure the integrity and admissibility in court. This policy will address the procedures that need followed to ensure the integrity of digital photograph from the time it was taken until presentation in court.

.04 POLICY:

It is the policy of the Frederick Police Department to employ the use of digital imaging technology and ensure that all personnel, who utilize digital imaging in the performance of their duties, follow the guidelines set forth, in order to maintain the integrity of the digital image taken and ensure its admissibility in court.

.05 DEFINITIONS:

IMAGE - an imitation or representation of a person or thing, drawn, painted, photographed, etc.

ARCHIVE IMAGE - either the primary or original image stored on media suitable and intended for long-term storage.

ASSET – any digital media being downloaded into DIMS. This can include still photographs, video interviews from Case Cracker and or acquired surveillance video.

BITMAP - image composed of a pattern of pixels, the more pixels used for one image, the higher the resolution.

CAPTURE - the process of recording an image.

CASE CRACKER – video recording software used to record and upload witness and suspect interviews. The computer may be used to record interviews in both interview rooms within CID.

COMPRESSION - the process of reducing the size of the data file.

COPY IMAGE - a reproduction of the information contained in a primary or original image.

DIGITAL IMAGE - an image that is stored in numerical form.

DIGITAL IMAGE FILE - a record that includes image data and related data objects.

DIMS2 – Digital Image Management System 2. Software used to upload photographs and videos to a central server used by the Frederick County Sheriff's office (FCSO) and the Frederick Police Department (FPD)

DUPLICATE IMAGE - an accurate and complete replica of an original image, irrespective of media.

FILE FORMAT- the structure by which data is organized.

IMAGE ENHANCEMENT - any process intended to improve the visual appearance of an image.

IMAGE OUTPUT - the means by which an image is presented for examination or observation.

IMAGE PROCESSING - any activity that transforms an input image into an output image.

IMAGE PROCESSING LOG - a record of steps used in the processing of an image.

ORIGINAL IMAGE - an accurate and complete replica of the primary image, irrespective of media.

MEMORY CARD - temporary storage media of the original digital image.

PIXEL - Picture Element, the smallest unit of a digitized image – the square screen dots that make up a bitmapped picture. Each pixel carries a specific tone and color.

PRIMARY IMAGE - refers to the first instance in which an image is recorded onto a separate, identifiable object or objects. Examples include: digital image recorded directly to a hard drive, a digital image recorded on a flash card.

PROCESSED IMAGE - an image output (see Image Processing).

REMOVABLE STORAGE MEDIA - storage media that can be removed (and replaced) from a camera or other digital device. See MEMORY CARD.

RESOLUTION - amount of sharpness/detail in the image. Resolution is dependent of pixels in a digital image; the higher number of pixels the better the resolution.

STORAGE - the act of preserving an image.

STORAGE MEDIA - any object on which an image is preserved.

WORKING IMAGE - any image subjected to processing.

.10 IMAGE CAPTURE:

1. Photographs are taken when a Department member believes that visual documentation will assist to further the investigation or prosecution of criminal acts, incidents, or traffic collisions. The photographs should be of high quality

and accurately represent the scene as it appeared at the time it was photographed. Generally, the image should be captured at the highest possible resolution.

2. Only officers trained in the use of the digital cameras may operate these in the manner that is consistent with the training received, as well as this order.
3. Officers will review the photos taken in the camera's viewing screen prior to taking the next photo, or clearing the scene, whichever is appropriate. Officers will complete a photo log (CSU-018) for all photos taken.
4. No enhancement or alteration of any type may be made to the original captured image. If an image appears unsuitable, officers will make the necessary camera adjustments and retake the photo in order to achieve the desired results.
5. **At no time, nor under any circumstance, will any employee of the Department delete any image from the memory card or storage media in use.** To do so would jeopardize the integrity of the digital imaging program.

.15 TRAINING:

1. Prior to utilizing a digital camera or DIMS, employees will receive training from the Crime Scene Unit. This training will include, but not be limited to:
 - A. Camera operation;
 - B. Proper usage;
 - C. Photographic techniques;
 - D. Proper completion of all associated paperwork;
 - E. Printing contact sheets and photos from the stand-alone printer;
 - F. Integrity considerations;
 - G. Downloading of images to DIMS; and
 - H. Documentation of Photographs downloaded to DIMS
2. At the conclusion of the training program, officers may be assigned a digital camera at the discretion of their supervisor, for use during that tour of duty.

.20 EQUIPMENT:

The technology of digital imaging is rapidly changing and improving. The Department is constantly reviewing the equipment and components utilized for digital imaging and processing. When practical, the Department may replace certain components after receiving approval from the Commander of the Technology and Services Division; therefore, general terminology will be used for purposes of this order.

1. Digital Camera Kit: includes a digital camera, three (3) memory cards and a camera case.
2. Stand Alone Photo Printer: compatible with memory cards, but *not* connected to any computer, in order to facilitate the printing of images taken by the officers.
3. CD-R: Compact Disc storage media

4. DIMS is a dedicated computer, to include associated software, designed for digital media storage.

.25 PRINTING FROM MEMORY CARD – STAND ALONE PRINTER:

1. A stand-alone printers is available in the workroom for the sole purpose of printing from memory cards. Stand-alone printers are also available in some divisions for use by their divisional personnel. This will allow officers to print desired photos to assist with their investigation or identification.
2. The printer provided has a port/slot designed to accept the memory card. Officers remove the memory card from the camera, as instructed, and place it into the printer. Officers may need to print a contact sheet in order to select which photos they need.
3. A supply of paper capable of producing a suitable image will be available for use by employees. However, pictures on photo quality paper will only be available through, and produced by, the Crime Scene Unit. Requests for photos on the photo quality paper will be made through the officer's supervisor to the supervisor of the Crime Scene Unit.

.35 STORAGE OF IMAGES:

1. The Crime Scene Unit will be responsible for processing/ printing of images and duplication of images for court purposes or for distribution on CD/ DVDs when requested by members of the department or court system.
2. The investigating member or photographer will transfer the image or videos from the memory card or Case Cracker, to the dedicated Digital Image Management System computer no later than his/her last tour of duty.
3. Images and videos will be transferred to the DIMS system using the established procedures outlined in the Digital Image Management System User Guide (Form CID-025).
4. Each time a user downloads assets into the system he/ she will print out an asset download confirmation form and thumbnail sheet. These documents will be scanned into lleads under the assigned case report number to aid in the quick identification of the existence of photos or videos in DIMS.
5. Requests for a working copy of digital images will be made through the requesting officer's supervisor to the supervisor of the Crime Scene Unit.