YUMA COUNTY SHERIFF'S OFFICE

SUBJECT: PHOTOGRAPHIC DOCUMENTAION	**POLICY NO: 614.1 - 614.10**
DISTRIBUTION: Patrol	**NO. PAGES: 3**
EFFECTIVE DATE: 11/15/10	
SPECIAL INSTRUCTIONS: NONE	

614.1 PURPOSE:

The purpose of this policy is to provide the Yuma County Sheriff's Office with guidelines for the use, management, storage, and retrieval of photographic media recorded by department issued digital cameras.

614.2 POLICY:

A. All images taken while on duty are the property of the Yuma County Sheriff's Office.

B. Do not take personal images while on duty.

614.3 CALL TYPES:

A. Cameras are used in all crime and call types where documentation photographs are required.

B. Patrol digital cameras should be used to document investigation scenes and perishable evidence; e.g., shoe impressions, skid marks, property damage, etc.

614.4 CAMERAS:

A. Cameras will be assigned to all deputies.

B. Do not use cell phones or personal cameras to record case images.

614.5 TAKING PHOTOGRAPHS:

A. Ensure camera is set in "Auto" mode. Use of manual mode is only recommended for officers having advanced photography skills.

B. Remove the lens cap.

C. Turn on the camera and ensure it is set to "Record" or "Auto."

D. First image taken should be the photoboard (a card or sheet of paper) containing the following information:

   1. Current date/time
   2. Call type
   3. Full DR number (i.e. 10-123456)
   4. Photographer's badge number.

E. View image in rear display. Image should be centered and fill the frame.

F. Use zoom feature as necessary to properly frame image.

G. Depress shutter release halfway and allow camera to auto focus.

H. Without releasing shutter button, press button fully to take image.

I. Flash will pop and fire automatically, if needed.

J. Ensure image is properly captured, retake if necessary.

K. Do not delete images. All images taken must be downloaded and maintained as part of the case.

L. Capture image from multiple angles and distances to show the relationships of key elements and objects within range:

   1. Long range or overall photos are taken from a distance to show a general relationship between objects within the image.

   2. Mid-range images are taken to help locate specific items within the scene to show specific relationships of key objects.

   3. Close up images are taken to document damage or specific items of interest within the scene.

614.6 DOWNLOADING IMAGES:

When practical download all still images prior to completing end of work shift. Digital images will be recorded to a Digital Media Storage Device and submitted as evidence to the Evidence Department.

614.7 DATA MANAGEMENT:

A. The original digital file transferred from the recorded media will be stored on a recordable digital media storage device.

B. Evidentiary digital images will be processed into Evidence on a digital media storage device.

C. Non-evidentiary digital images will be maintained for one (1) year after their creation. The data files shall be archived to a digital media storage device.

D. Data recordings that are the subject of a denied open records request must be maintained until the dispute between the department and those requesting the recordings are resolved.

614.8 DELETING IMAGES:

Do not delete individual images from the camera or memory card. Deleting individual images from the case will result in a gap in the image numbers giving the appearance case images are missing.

614.9 MAINTENANCE AND REPAIR:

Routine maintenance and service of the camera will be the responsibility of the deputy to which the camera is assigned.

614.10 MEDIA DUPLICATION:

All recording media, recorded images and audio recordings are the property of the Yuma County Sheriff's Office. Dissemination outside of the agency is strictly prohibited without the specific written authorization of the Sheriff or his designee.