



City of Racine Police Department
Policy and Procedure

Number: 1216

Subject: Digital Imaging		
Date Issued: 10-05-07	Effective Date: 04-08-11	Revision Number: 2

POLICY:

The policy and procedure has been developed as a guide for the proper application of digital imaging technology. The procedure falls within the frame work of the Federal Bureau of Investigations Scientific Working Group on Imaging Technologies (SWGIT) guidelines. Included in these procedures are details concerning photographing, processing, storage, distribution, control, and dissemination of all digital images. The intent of the policy is to protect the evidentiary integrity of all digital images captured.

PROCEDURE:

All digital image evidence shall be processed through, stored, and disseminated by the Racine Police Department's Identification Unit.

1. Only digital cameras supplied by the Department will be used to document evidence and other details at crime scenes.
2. Only those personnel that have been trained in the use of digital cameras shall take digital photographs.
3. The purpose of digital photography is to accurately document the condition of the crime scene. Digital photography provides a visual record of the overall scene, the location of evidence at the scene, close-ups of evidence before the evidence is collected, and injuries to victims.
4. Images captured with a digital camera are original images and equivalent to a negative in a film based photography.
5. Distribution of digital images will follow the same guidelines as the distribution of standard negative film.
6. Any output devices being utilized should be capable of producing an accurate representation of the original input image. Regardless of the final output (print, CD, DVD, etc.) all images are the property of the Racine Police Department and may only be used for law enforcement purposes.

MEMBER:

When assigned to the Evidence Technician's assignment the following steps should be followed:

1. Check out camera kit from the camera cabinet in the Sergeant's Office.
2. Inspect the camera equipment for the following:
 - a. Camera is functioning.
 - b. Batteries have a sufficient charge.
 - d. Ensure that all of the camera equipment is in the kit.
 - e. Immediately report any damage to the equipment or any missing pieces of equipment to the Patrol Supervisor.
3. Verify the date and time setting on the camera.
4. No digital images are to be deleted from the camera prior to having them downloaded on to the DIMS (Digital Imaging Management System) computer.
5. Complete the photo log and a supplemental report detailing the collection of evidence. Turn in paperwork to a Supervisor per Departmental policy.
6. Download images to the DIMS computer. In event that the DIMS system is not functioning properly, the memory cards shall be submitted to the ID lab in a film envelope with a copy of the photo log to be downloaded by the ID Clerk.
7. All evidentiary images will be downloaded to the DIMS computer along with the corresponding complaint number and the PR # of the officer that took the images.

8. All evidentiary digital images that are taken by: Traffic Investigator's or any other officer will follow the same procedures that the E.T.'s follow for downloading images to the DIMS computer.
9. Due to the sensitive nature of the work performed by SIU, they may choose to process their images prior to downloading them into DIMS. A completed CD shall be forwarded to the ID laboratory for inclusion in DIMS.

ID CLERK:

1. Check the ID Unit film drop box at the beginning of each day and retrieve any photo envelopes.
2. Process the memory cards by downloading the images into the DIMS photo management program in their original, unaltered format.
3. Ensure that the digital files were properly downloaded, and then delete the digital files from the memory card.
4. Return the memory cards to the respective member(s).
5. Process all photo request forms by preparing a CD or DVD with the images that are requested.
6. Maintain a file of the completed camera logs forwarded by patrol.

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