

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 2

April 10, 2008

SUBJECT: DIGITAL CAMERA USE AND DEPLOYMENT

PURPOSE: This Order supercedes Operational Order No. 6, 2001. This Order updates the requirements, use and deployment of new digital cameras as a replacement for outdated digital and Polaroid cameras. The use of digital cameras ensures the preservation of evidence during investigations in the event a victim or other involved party is unable to be photographed by Scientific Investigation Division (SID). Digital camera images are not a substitute for photographs taken by SID. This Order establishes procedures for the deployment and use of digital cameras when used to document evidence or injuries during criminal or administrative investigations.

PROCEDURE: Digital cameras may be used by Department employees to document injuries or evidence during criminal or administrative investigations. Employees shall continue to refer victims to Photographic Unit, SID, for photographs in addition to recording the images with a digital camera at the time of the incident. Digital cameras shall not be used when the incident requires the response of Photographic Unit, SID, as delineated in Department Manual sections 2/350.05, 2/350.43 and 4/273.40. Employees shall use discretion when recording images and at no time record inappropriate images.

Note: This Order does not apply to Department photographers assigned to Photographic Unit, SID.

I. EMPLOYEES' RESPONSIBILITIES. When deploying digital cameras, employees shall:

- * Check out the camera from the kitroom and verify that the camera is in good working order;

Note: Any digital camera that is not in good working order should be returned to the kitroom officer and exchanged for a working camera.

- * Take three blank memory cards in the photographic record envelopes into the field for storing images;

Note: Under no circumstances shall the images from more than one incident be recorded on the same memory card.

- * Load the memory card into the camera and check for any pre-existing images. If pre-existing images are found on a memory card, return the card to the kitroom for a replacement memory card;

Note: Images shall not be deleted. Deleting images causes an inconsistency in the numbering of the digital images and can affect the integrity of all the remaining images.

- * Complete the photographic record envelope;
- * Document a description of the images, number of images and the name and serial number of the employee who took the images in the narrative of the corresponding report(s) or on a Domestic Violence Supplemental Report (DVSR), Form 15.40.02;
- * Ensure that the digital (D) number imprinted on the photographic record envelope is also documented in the corresponding report(s);

Note: The D number is the assigned tracking number for the digital photographs taken. Digital numbers are assigned by the photographic record envelope in which the memory card was supplied, while Control (C) numbers are still assigned by SID, photographers.

- * Once the photographic record envelope has been completed, obtain a Division of Records (DR) number and document the DR number on the corresponding envelope;
- * Return the memory card in the corresponding photographic record envelope, to the kitroom officer for processing;

Note: Memory cards with photos of administrative and/or sensitive investigations shall not be provided to the kitroom officer for processing. An appropriate supervisor may upload the photos, or the memory card may be processed by SID. Sensitive photos should be sent or transported to SID for processing. In the event that the memory card is booked in the photographic record envelope and forwarded to SID, the employee booking the envelope shall clearly write "CONFIDENTIAL" on the envelope. The employee shall include direction to SID to "Process and store photos. Reformat and return memory card to Area."

- * At the end of watch, inspect the camera for memory cards and return the digital camera to the kitroom; and,
- * Return all unused memory cards in the photographic record envelopes at the end of watch to the kitroom.

Note: Digital cameras shall be used for still images only. These cameras shall not be used for video recording purposes. Employees should not use personal mobile phones to record photographic and/or video images for Department investigations. Employees who are unable to obtain photographic evidence using Department approved imaging equipment, and elect to utilize a personal mobile phone or other personal device, shall be able to articulate the decision.

II. KITROOM OFFICERS' RESPONSIBILITIES.

A. CAMERA INVENTORY/PROCESSING. The kitroom officers' responsibilities are as follows:

- * Check in/out camera kits to officers;
- * Reset cameras to default before distribution;
- * Load the cameras with new batteries, as needed;
- * Ensure memory cards are re-formatted; and,
- * Maintain inventory supply and equipment in good working order.

Note: If the camera is defective, forward it to Supply Division for replacement.

B. MEMORY CARD PROCESSING. The kitroom officers' responsibilities are as follows:

- * Burn images from the memory card to a removable storage media device (i.e., CD, DVD), via the Area/division designated computer;
- * Ensure images were transferred to the removable storage media device;
- * Upload files and additional required information (i.e., D number, DR number, etc.) to the server;
- * Delete photos from the memory card after verifying that the removable storage media burn was successful and re-format the memory card;
- * Write the DR number on the removable storage media with a permanent marker designed to mark on removable storage media and place the removable

storage media in the photographic record envelope with the corresponding D number;

- * Complete the required information on the photographic record envelope;
- * Log the removable storage media device envelope, DR number and D number in the analyzed evidence log and lock it in the Area interim storage locker for Property Division courier service pick-up; and,

Note: Areas/divisions without interim storage lockers shall transport the removable storage media device(s) to Property Division, at least once per day.

- * Ensure the re-formatted memory card is placed, in a new photographic record envelope.

III. INVESTIGATING OFFICER'S RESPONSIBILITIES. Investigating Officers shall be responsible for the following:

- * Review report(s) for documentation of images and verification of the D number;
- * View all photos related to the investigation by looking on the server (photos should only be printed when necessary);
- * Notify the Photographic Unit, SID, when expanded Area/division server access is required for an investigation (e.g., Robbery Homicide Division, Professional Standards Bureau, etc.); and,
- * Notify the Photographic Unit, SID, when an enlargement of an image is required for court purposes.

IV. TRAINING COORDINATOR'S RESPONSIBILITY. The Area/division training coordinator shall serve as the Area/division Digital Camera Program Coordinator and ensure the following:

- * Employees receive training on the use of the camera, and memory card processing from SID;
- * Area/division kitroom officers, supervisors, and/or additional employees are appropriately cross-trained on the processing of memory cards, to ensure photographic evidence is processed in a timely manner;

- * Provide training to employees, as needed; and,
- * Ensure training is entered into TEAMS II.

Note: Questions regarding training shall be directed to the Photographic Unit, SID.

V. WATCH COMMANDER/OFFICER IN CHARGE RESPONSIBILITIES. The Watch Commander/Officer in Charge responsibilities are as follows:

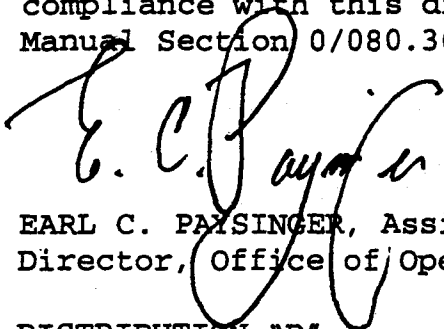
- * Ensure reports submitted for approval include a description of the images and the D number in the narrative portion of the report or on the DVSR;
- * Ensure kitroom officers are appropriately trained, prior to deployment;
- * Ensure photographic record envelopes and storage media devices and are properly logged on the analyzed evidence log with the DR and D number, and stored in the Area interim storage locker; and,
- * Ensure administrative and/or sensitive photos are processed by an appropriate supervisor or processed by the Photographic Unit, SID.

VI. COMMANDING OFFICER'S RESPONSIBILITIES. Guidelines shall be established and appropriate controls (e.g., deployment, storage, inspection, audits, etc.) shall be implemented for digital cameras. Commanding officers shall also ensure that:

- * Training on the proper use of the digital cameras is available to all appropriate Area/division employees;
- * Area/division kitroom officers, supervisors, and/or additional employees are appropriately cross-trained on the processing of memory cards, to ensure photographic evidence is processed in a timely manner;
- * A record of the training is maintained in the employees' TEAMS II Report;
- * A control book is maintained for digital cameras as a permanent record of inventory transactions, repairs, losses and damage;
- * The memory card supply is monitored for availability to employees, loss/theft and excessive usage; and,
- * All digital cameras are deployed and that one digital camera is maintained for use by the Major Assault Crimes (MAC) detectives on weekdays when the MAC Unit is regularly staffed (if applicable).

Department personnel with questions regarding this Order may contact the Photographic Unit, SID, at (213) 485-2541.

AUDIT RESPONSIBILITY: The Assistant Commanding Officer, Administrative and Technical Services Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

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