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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 83.4

SUBJECT: DIGITAL IMAGING

EFFECTIVE DATE: 10/01/09

REVISED DATE:

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REFERENCE ILEAP:

Image Processing Log: A record of the steps used in the processing of an image.

REFERENCE CALEA:

Native File Format: The file format of the primary image.

INDEX AS:

Original Image: An accurate and complete replica of the primary image, irrespective of media.

- 83.4.1 IMAGE CAPTURE
- 83.4.2 IMAGE TRANSFER AND ARCHIVING
- 83.4.3 IMAGE PROCESSING

Primary Image: The first instance in which an image that is a separate, identifiable object is recorded onto any media.

PURPOSE:

Processed Image: An image output (see Image Processing)

These procedural rules are established for the use of digital photography and other types of digital imaging. They are established to ensure the secure transmittal, storage, and archiving of primary digital images in order to maintain chain of custody and evidentiary value. They are also established to ensure proper methods and documentation of digital image processing. These procedural rules shall apply only to evidentiary images. Images captured for intelligence gathering or record keeping will be captured, stored, and archived at the direction of the Chief of Police or his designee.

Removable Storage Media: Storage media that is capable of being removed and replaced from a camera or other digital device.

Storage: The act of preserving an image.

DEFINITIONS:

Storage Media: Any object on which an image is preserved.

Archival Storage Media: Storage media suited to long-term storage of archive images.

Working Image: Any image subject to processing.

Archive Image: Either the primary or original image stored on media intended for long-term storage.

POLICY:

Capture: The process of recording an image.

### 83.4.1 IMAGE CAPTURE

Compression: The process of reducing the size of a data file.

A. Only designated personnel who have been trained in the use of digital imaging shall be authorized to use digital image capture and storage equipment.

Digital Image: An image that is stored in numerical form.

B. The Deputy Chiefs of Operations and Operational Support shall select personnel to be trained and the makes and models of digital cameras to be used.

Digital Image File: A record that includes image data and related data objects.

C. The first photograph in all cases shall be of an identification form. This form shall include, but not be limited to, the case number, the date and time of photographs, the type of offense, the location of the offense, and the photographer's name and badge number.

File Format: The structure by which data is organized in a file.

D. Guidelines for use of digital cameras:

Hybrid Imaging: The method or process of creating a digital image file from an analog picture, negative, slide or any type of scanned image.

1. The file format and compression ratio should be appropriate to ensure high visual quality when the image is viewed or printed.

Image Enhancement: Any process intended to improve the visual appearance of an image.

2. After images are captured and stored as primary images on the removable storage media, the primary images shall not be opened and/or viewed with a device that enables editing of digital images.

Image Output: The means by which an image is presented for examination or observation.

3. It shall be acceptable to review images on the camera's internal viewing screen to ensure proper exposure and composition.

Image Processing: Any activity that transforms an input image into an output image.

4. Images shall not be deleted from the removable storage media until all images are transferred to archival storage.
5. Personnel will operate the digital camera according to the manufacture's guidelines.

#### **83.4.2 IMAGE TRANSFER AND ARCHIVING**

- A. Primary images shall be transferred from the removable storage media onto a recordable compact disc (CD-R/DVD) without the use of image editing software.
- B. Primary images shall be transferred to a CD-R/DVD as soon as practicable after the photographs are taken and cataloged by case number.
- C. After the primary images are written onto a CD-R/DVD, the original images, now contained on the CD-R/DVD, shall be opened to ensure successful data transfer to the archival storage media.
- D. After successful transfer to the CD-R/DVD is confirmed, the images on the removable storage media can be erased and the removable storage media reused.
- E. Primary images from a patrol shift camera shall be transferred to the digital photography computer hard drive and backed up to the external hard drive on a weekly basis. Images shall be transferred to a CD-R/DVD on a monthly basis.
- F. The case number and the name and badge number of the officer who transferred the file shall be written on the CD-R/DVD in a permanent CD marker.
- G. A CD-R/DVD shall contain images from only one case number, except for the patrol shift cameras which shall contain images for the entire month. It is acceptable to place subsequent images from the same case number on the CD-R/DVD.
- H. The original CD-R/DVD to which the primary images were transferred shall be archived in Property and Evidence under the direction of the Deputy Chief of Professional Standards. Should new digital image storage technology become available which would increase the shelf life of the images, they can be transferred to the new archival storage media.
- I. The original archival CD-R/DVD shall not be released from Property and Evidence except under the issuance of a subpoena. Under such circumstances a duplicate CD-R/DVD shall be created and placed in the file.
- J. If working images are created, those images shall not be written to the CD-R/DVD containing the original images. Working images may be stored on an additional CD-R/DVD.

#### **83.4.3 IMAGE PROCESSING**

- A. Images can be output as a contact sheet or larger images as requested. Images may be copied onto a CD-R/DVD if requested.

- B. Photographic images shall not be incorporated into the body of any official police report. A contact sheet displaying all photographs taken can be attached to the report for review by police personnel and prosecuting authorities.
- C. Enhancement techniques such as cropping, contrast adjustments, dodging and/or burning, un-sharp mask, and color balance are acceptable and synonymous with existing darkroom techniques. Specific digital techniques, including resizing (with or without interpolation), may be utilized to improve the image quality and accommodate the processed image's printed size. Prior to processing any image where changes will be made from the original digital image, an image-processing log will be started. This log will be printed out and retained with the original report.
- D. It is acceptable to scan negatives and other analog images, thus creating a digital image file, which can be processed and output. The negatives will be retained as the original images.

#### **ISSUING AUTHORITY**



R.T. Finney  
Chief of Police  
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