

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870( R/ S- 06)	Reference Number <b>LAB-008</b>
	Subject <b>Photography- Accepted Procedures and Retention Requirements</b>	
	Special Instructions Replaces LAB-008 dated April 19, 2022	Effective Date <b>November 16, 2023</b>

**I. PURPOSE**

Establish a formal procedure for photography processing and the storage, retrieval, and retention of digital images, including photogrammetry, obtained during the investigation of an incident or a vehicle crash.

**II. POLICY**

Department employees shall submit all images in accordance with this policy for processing and storage.

Photogrammetry shall only be utilized by trained and authorized personnel.

**III. PROCEDURE**

A. Digital Photography by Department Issued Phone:

1. Department employees issued a Department phone and an Evidence.com account shall\* utilize their Department phone for digital photography as needed in an investigation.

\*Note: Crash reconstructionists may utilize either their department phone or other issued equipment, as outlined below, for digital photography.

2. Department employees shall capture digital images via the Capture App installed on their issued phone that is linked to Evidence.com.

3. Department employees shall enter the Computer Aided Dispatch (CAD) number associated with the incident and select the appropriate category prior to uploading digital images in the Capture App.

4. Department employees shall upload digital images via the Capture App prior to the end of the tour of duty for that date or immediately at the beginning of the following tour of duty.

5. Department employees are prohibited from using personal phones or devices to capture digital images for official Department business.

6. Department employees are prohibited from using personal phones or devices to download digital images from Evidence.com or the Capture App.

7. Department employees are prohibited from deleting digital images taken via the Capture App during a criminal or vehicle crash investigation.

B. Digital Photography completed with other Department issued equipment:

1. Digital photography shall only be accomplished utilizing Department issued equipment.

2. All digital images taken on a device containing digital media (e.g., memory cards, CDs, etc.) shall be uploaded to Evidence.com within three days of recording the images.

C. When digital images have been recorded, the images shall not be deleted or reformatted from the memory card until after they have been uploaded to Evidence.com.

D. Release of Department photographs shall only be done in accordance with [LAB-007](#).

E. Retention:

1. Automatic retention will be set in the cloud-based storage system as follows:

(i) Capture - Crash Non-Criminal – five (5) years

(ii) Capture - Criminal Level 5 Felony or Lower - twenty (20) years

(iii) Capture - Criminal Level 4 Felony or above - ninety-nine (99) years

(iv) Capture- Death Investigation (to include homicide, suicide, or accidental) – ninety-nine (99) years

(v) Capture – ICAC\* - ninety-nine (99) years

(vi) Capture – Evidence Destruction – three (3) years

(vii) Capture – Infraction/Inspection – three (3) year

\*NOTE – ICAC images should only be those taken on-scene during an investigation, such as the room where evidence is recovered, which may contain images of child pornography. Images or videos of child pornography recovered from an ICAC investigation shall be stored on a hard drive in a district evidence room.

2. Photographs not in the cloud-based storage system will be retained in their form under the same timeframes as outlined above.

3. Retention shall be extended when the pending criminal action is not yet completed.

F. This procedure is to be used in conjunction with all relevant Department regulation, rules, policies, and procedures.