

JUNEAU POLICE DEPARTMENT PROCEDURES



Title:	Digital Media	Chapter: 5.700
Date Issued:	January 18, 2007	
Revised:	January 27, 2022	
Reviewed:	January 27, 2022	

I. PURPOSE

This policy is to provide the proper method for capturing, storing, and processing digital files.

II. POLICY

JPD's policy is to capture, store, and process all digital files in a manner that will maximize their effectiveness and integrity. All digital files captured by JPD employees while on duty are the property of the Juneau Police Department and are not to be duplicated except according to this policy. Digital files will only be disseminated or published outside of the agency by using authorized dissemination processes or with the approval of the Chief of Police.

III. DEFINITIONS

CD – A compact disc or DVD

Capture – The act of recording images, audio sounds, or video using a digital recording device, such as, a digital camera, in car video, or body worn camera.

Digital Audio File – A record that includes audio recordings and related data objects

Digital Image File – A record that includes photographs or video and related data objects

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Discovery – A pre-trial fact-finding process that requires the prosecution and the defense to provide information to each other on all witnesses and evidence held in a case

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

JUDG – Justice Data Group digital evidence locker (in use 2007 until October 10, 2019)

Laserfiche Digital Evidence Repository – File repository system utilized to store, access, and share files of evidentiary value from October 10, 2019, to present.

Storage – The act of preserving a digital file

Storage Media – The object on which a digital file is preserved

Working File – A copy of the original file

IV. PROCEDURE

A. Equipment

1. JPD will issue portable digital equipment, capable of rendering an accurate recording or image.
2. Personnel may only use JPD-approved devices.
 - a. Digital media evidence will be stored on the Laserfiche digital evidence repository.
3. Camera preparation
 - a. Ensure the pixel rating is set correctly.
 - b. Ensure that the time and date are correctly set on the camera.
 - c. Confirm the camera has a formatted media card.
4. Audio recorder preparation
 - a. Ensure that the time and date are correctly set.
 - b. Ensure that the batteries are capable.
5. Body Worn Camera preparation
 - a. Ensure that the time and date are correctly set.
 - b. Ensure that the user ID is entered correctly.
 - c. Ensure battery is charged.

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B. Preserving the Original

1. Any changes needed, including file formats, must be made on a working file, not the original.
 - a. Original files may only be duplicated for official use.
2. Audio recording files
 - a. Any original recording in a situation where charges may be filed shall be preserved.
 - 1) Case officers should include the 9-1-1 recording in their cases.
 - 2) Digital audio files are maintained on the Stancil server for 12 months.
 - b. When a digital audio recording device is used for evidentiary documentation, no options should be used that alter the recording in such a way that the recording does not accurately represent the subject of the recording or some aspect of the subject.
3. Digital images
 - a. Store images unaltered in the original format.
 - b. All images on the media card must be preserved.
 - c. No pictures may be deleted from the camera or media card until the files have been saved to the digital evidence repository.
4. Digital Telephone Calls
 - a. Case-related telephone calls to and from Department phone lines may include incriminating and/or exculpatory evidence.
 - b. Case officers are responsible for requesting recordings of case related telephone calls from the dispatchers on duty who will locate the calls and put them in the shared network drive. The case officer will then save them in the digital evidence repository.
5. Files Collected from other sources
 - a. When victims or witnesses provide digital files of evidentiary value they shall be preserved in the same manner as files collected by JPD employees.
 - b. Examples of files may include CCTV (closed circuit TV), security video, and multimedia from wireless devices.

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- c. Players and audio/video files should be zipped and imported as one .zip file. In situations where there are too many files to zip, staff shall seek assistance from IT staff through JPDHelp.

C. Saving Files

1. The original file must be stored and maintained in an unaltered state.
 - a. If a working file is needed, once the original file is stored a working copy may be preserved on portable media or the digital evidence repository.
 - b. The person utilizing a working copy is responsible for destroying files once a case is adjudicated or otherwise completed.
2. Digital files shall be saved to the digital evidence repository using the following steps:
 - a. Create the case in the digital evidence repository by adding the case number to the system and verifying the RMS corresponding case synopsis is accurate.
 - b. Audio files
 - 1) Rename the individual files with the interviewed subject's name followed by the officer's serial number, example: Doe-113; (multiple interviews with the same person should be numbered "Doe-113-1, Doe-113-2, etc.).
 - 2) Open all folders and view the files to confirm the successful transfer and briefly listen to each file to ensure it is intact.
 - 3) Delete the files from the recorder.
 - c. Image files
 - 1) Copy all files from the digital camera into the case.
 - 2) Open all folders to confirm the successful transfer and display a thumbnail view to confirm files are intact.
 - d. Body worn camera & in-car video (ICV) files
 - 1) Rename the individual files with the type of media file, BWC or ICV, the interviewed subject's last name followed by the officer's serial number, example: BWC-Doe-113; (multiple interviews with the same person should be numbered "BWC-Doe-113-1, Doe-113-2, ICV-Impound-113, etc.).
 - 2) When multiple individuals are interviewed on the same recording, list all the names in the file, example: BWC-Doe-Ray-Thomas-113.
 - e. All Other

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- 1) Open all folders and view the files to confirm the successful transfer, and briefly listen or view each file to ensure it is intact.
- 2) Files must be transferred prior to the automated purge date on the video system server.
- 3) Watchguard video retention schedule is currently 60 days. The retention changes periodically.
- 4) Officers must add video to the digital evidence repository within 7 days of capture.

D. Documenting Digital Evidence

1. All digital evidence related to a case or investigation shall be stored in the digital evidence repository. A notation that files are in the repository shall be documented in the case narrative record of the Records Management System by the case officer.

E. Digital Infrastructure

1. The JPD Information Technologies (IT) staff will maintain the infrastructure that preserves the evidentiary files and documents the chain of custody.

F. Digital File Access

1. To request access to a digital file that you currently do not have access to:
 - a. Submit an email request to the Database Administrator (or designee) through the chain-of-command.
 - b. Identify the reason for access and case number.
 - c. Supervisors shall forward approval or denial to the requestor and the next supervisor in the chain of command.
 - d. The lieutenant or manager will forward any approved requests to the Database Administrator or designee.

G. Discovery

1. Discovery requests for digital evidence are submitted by the prosecutors to the Property and Evidence Unit.
2. Files are processed using a workflow in the Laserfiche Digital Evidence Repository.

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- a. An automated email is generated and sent to the prosecutors notifying them of a new processed case or that new files have been added to a pre-existing discovery case.
- b. Digital files on physical media will be processed using standard discovery processes.
 - i. When original digital evidence can be copied accurately, copies will be sent in response to discovery requests.
 - ii. The original will be retained in Evidence unless otherwise ordered by the court.

JPD

Ed Mercer

A handwritten signature in dark ink, appearing to read "Ed Mercer".

Chief of Police