

PROCEDURE MANUAL

17-01



MICHIGAN STATE POLICE

Department Photography

Purpose: This manual establishes procedures for the use of department photographic equipment, releasing photographs and images, the taking of department photographs, replacement of photography supplies, photographing subjects, storage of mug shots, and storage of crime scene images.

Effective Date: April 19, 2022

Table of Contents

Department Photography

Section 1: Department Photography

1.1	Care and Maintenance of Photography Equipment and Use of Related Supplies	1
1.2	Training in the Use of Department Cameras	1
1.3	Use and Carrying of Department Cameras and Media	2
1.4	Photographic Problems and Service	3
1.5	Identification and Storage of Film and Images	3
1.6	Personal Cameras/Personal Mobile Devices	4
1.7	Release or Display of Images	4
1.8	Requests for Prints, Duplicate Prints, and Enlargements	5
1.9	Images (Mug Shots) of Arrested Subjects	5
1.10	Official Department Photographs	7

Definitions:

None

Section 1: Department Photography

1.1 Care and Maintenance of Photography Equipment and Use of Related Supplies

- a. Cameras and accessories shall be kept in containers provided for that purpose. Cases are available through the Distribution Center for the camera and flash attachment.
- b. Fresh batteries for both camera and flash shall always be kept on hand. These supplies are available from the department's contract vendor.
- c. If any piece of photography equipment develops any major mechanical difficulty, it shall be repaired or replaced if repair is too costly or unavailable.
- d. Department-purchased photography supplies such as batteries, film, or digital media shall not be used for personal purposes.
- e. Department issued mobile devices may be used in the capture of crime scene photos via the phone's camera roll or the Digital Crime Scene Repository (DCSR) Mobile Application.

1.2 Training in the Use of Department Cameras

- a. Training in the use of a department camera and correct photographic techniques shall be given in recruit schools.
- b. Post and unit commanders shall ensure members are proficient in the use of department cameras and may contact the Biometrics and Identification Division (BID), Photo Lab Unit for any additional guidance or training needed.

- c. Within the Forensic Science Division, training in the use of specialized cameras and photographic equipment and techniques will be established by division policy. The technical leader(s), or their designees, shall ensure that members are proficient in the use of these specialized cameras and techniques.
- d. Members shall review the instructional material accompanying any new cameras received at their worksite.
- e. Members can contact the Wireless Communications Unit for assistance with mobile device photographic settings.
- f. Training regarding any DCSR tool, storing images, or other photographic questions can be directed to the BID Photo Lab Unit.

1.3 Use and Carrying of Department Cameras and Media

- a. A department camera shall be carried on patrol if one is available.
- b. All members shall replenish the supplies they have used from their camera pack no later than the end of their shift.
- c. If photos are captured on a department issued digital camera, members shall upload all images at the end of each shift to the Michigan State Police (MSP) DCSR. If time does not allow the member to upload the images at the end of their shift, an exception may be granted by the shift supervisor and the memory card must be given to the photo coordinator or designee at each post location. The images shall then be uploaded to the DCSR within five days of capture. After upload, the memory card should be reformatted and replaced in the camera. A new, blank memory card must be placed in the camera until the other card is cleared. Contact the BID, Photo Lab Unit for questions related to the DCSR or instructions related to the upload process.
- d. If photos are captured with a department issued mobile device, members shall ensure all images are uploaded to the DCSR via the desktop web kiosk or the DCSR Mobile Application by the end of their shift. If time does not allow the member to upload images at the end of their shift, an exception may be granted by the shift supervisor, but the images must be uploaded within 48 hours of the date captured. If the images are needed for investigative purposes, they may remain on the mobile device for up to two weeks. After ensuring all images have been successfully uploaded to the DCSR, members will immediately delete any crime scene images from the camera roll of their mobile device.
- e. All images uploaded to the DCSR must be JPEG files. Other file types are not currently accepted via the DCSR web kiosk/desktop. RAW file uploads are allowed; however, specialized software is required. This software, the DCSR kiosk for RAW image files, is provided on a case-by-case basis. Contact the BID Photo Lab Unit to request the software. If you are using a mobile device, ensure proper settings are in place to capture JPEG image files only. Contact the Information Technology Division Network Unit for questions related to the mobile device settings.
- f. Prior to deleting images from a desktop, mobile device, or any other media, members must ensure the images are properly formatted and successfully uploaded to the DCSR.
- g. Members shall keep in mind that people outside the department may ultimately receive copies of the photographs and/or images, and the department may not separate trivial photographs and/or images from true evidentiary photographs and/or images when copies are requested.

The requirements of this section do not apply to cameras used in the taking of mug shots (See Section 1.9)

1.4 Photographic Problems and Service

- a. A member who encounters difficulty taking photographs shall contact personnel from one of the following:
 - i. BID's Photo Lab Unit
 - ii. Forensic Science Division's Laboratories
 - iii. Public Affairs Section
- b. Requests for Special Photographic Assistance
 - i. Requests for aerial photographs shall be directed to the Special Operations Division, which shall coordinate scheduling with the BID Photo Lab Unit.
 - ii. Requests for specialized technical forensic photographs shall be directed to the Forensic Science Division laboratory in the requestor's post area.
 - iii. Requests for other extensive photographic assistance shall be directed to the BID Photo Lab Unit.
 - iv. Requests for photography assistance at special events or on projects shall be directed to the BID Photo Lab Unit.

1.5 Identification and Storage of Film and Images

- a. Digital Images
 - i. The BID Photo Lab Unit shall serve as the central repository for all images taken for departmental purposes. All crime scene images taken with a digital camera or mobile device shall be uploaded to the DCSR by the end of each shift when possible.
 - ii. The complaint number and file class must be entered into the repository when photographs are uploaded.
 - iii. All images uploaded to the DCSR must be JPEG files. The only exemption is for uploads via the DCSR kiosk for RAW image files.
 - iv. Storage of Digital Images at the Worksite
 - 1. It is recommended that worksites retain a copy of the digital images until they have received the DCSR upload confirmation email.
 - 2. Each Forensic Science Division laboratory shall save copies of digital images as part of each case record.
 - 3. All images should be deleted from mobile devices, memory cards, and any other external storage solution as soon as the data has been successfully uploaded to the DCSR.
- b. Local Film Processor

- i. Film used for capture and film located at crime scenes should be sent to the BID Photo Lab Unit for handling and processing. The BID Photo Lab Unit does not recommend the use of film, however, if using film:
 - 1. Color film and/or photographs shall not be processed locally unless unusual circumstances exist that necessitate immediate development.
 - 2. If a local processor is used, one with one-hour same-day service that processes film on-site shall be used. Members shall keep in mind that the local film processor may be familiar with the persons or property depicted or they may be disturbed by graphic images. It may be advisable to discuss the content of the images with the developer before agreeing to have them develop film.
 - 3. Once processed, the negative shall be identified by incident number and file class and forwarded to the BID Photo Lab Unit for storage in the DCSR.
- c. Filing and Retention
 - i. The DCSR will store digital images by year, post, incident number, and file classification.
 - 1. Images from traffic crash and criminal investigations shall be identified by the incident number and file class.
 - 2. For filing and retention of mug shots refer to Section 56.1.9 of this Order.
 - ii. All images will be maintained by the BID Photo Lab Unit and shall be retained consistent with the approved [MSP Records Retention Schedule](#).
 - 1. Members who locate photographs and/or images from prior years shall upload the evidence to the DCSR as soon as possible. The respective worksite shall upload based on the retention schedule. Any media past retention shall be properly disposed.

1.6 Personal Cameras/Personal Mobile Devices

- a. Personal cameras or mobile devices shall not be used for official photographs.

1.7 Release or Display of Images

- a. Images shall not be released to persons or agencies outside the department without authorization from the division/district commander or covered by an existing policy. Such requests shall be directed through channels to the BID Photo Lab Unit. Except for release to prosecutors or use in criminal prosecution, official incident images shall only be released through the MSP Records Resource Section.
- b. Members shall not sell images taken in connection with their official duties. This prohibition also applies to images taken with a personal device.
- c. Official incident images shall not be displayed or shown to persons outside the department (including social networking websites) with the following exceptions:
 - i. Mug shots used for identification purposes.
 - ii. Images of persons shown to other law enforcement officials or citizens as a necessary part of an investigation (e.g., photo lineups).

- iii. Images of victims of traffic crashes or crimes who could not possibly be identified from the photograph, shown to the law enforcement community for training purposes.
- iv. Images necessary for use as courtroom exhibits.
- d. Members shall exercise discretion in determining which photographs may be released or displayed in good taste.

1.8 Requests for Prints, Duplicate Prints, and Enlargements

- a. Requests for duplicate prints or enlargements of photographs and/or images from within the department shall be directed to the BID Photo Lab Unit. Such requests shall contain the incident number and shall be accompanied by the Index and PCA numbers, and the approval of the shift commander.
- b. Requests for duplicate prints or enlargements of photographs and/or images from attorneys or insurance companies shall be handled as provided for in Official Order 14-02.
- c. Bracketing
 - i. When investigating officers' "bracket" the same scenes at several different camera settings to ensure the quality of the finished prints, BID Photo Lab Unit members shall use their expertise to select the best quality "set" of images from those taken. Only prints and/or duplicates of that set shall be returned to the investigator, unless other arrangements have been made.

1.9 Images (Mug Shots) of Arrested Subjects

- a. The guidelines for photographing arrested subjects closely follow the criteria for fingerprinting listed in Official Order 14-30.
 - i. Arrested persons may legally refuse to be photographed. If an arrested person refuses to be photographed, photos shall not be taken except under court order.
 - ii. See Official Order 07-20 for department policy concerning photographing apprehended juveniles.
- b. Considering the above provisions, mug shots shall be taken of all persons arrested for the following offenses:
 - i. Felonies
 - ii. Misdemeanors
 - iii. Local Ordinances that substantially correspond to a state statute
 - iv. Violations of acts which mandate the retention of a non-public record.
- c. Mug shots shall be taken in the following manner:
 - i. Statewide Network of Agency Photos (SNAP)
 - 1. Mug shots shall be taken using a centralized electronic mug shot system (i.e., livescan) if available.
 - 2. Mug shots taken using such systems are electronically transmitted to BID.

- ii. Mug Shots on Digital Camera
 - 1. Mug shots shall be taken using a digital camera when a centralized electronic mug shot system (i.e., livescan) is not available.
 - 2. Mug shots shall be taken in color.
- d. Mug Shot Capture Guidelines
 - i. Mug shots shall be taken in color with a digital camera and in accordance with the [Michigan State Police Best Practice Guidelines for the Capture of Mug Shots](#).
 - ii. Up to 19 images of a subject may be submitted per arrest (this includes profiles, scars, marks, and tattoos).
 - iii. The background should be a smooth surface painted 18% gray, with no background textures, such as block walls or height scales.
 - iv. At least three views, front, right, and left profile, shall be taken of the subject. When possible, 45-degree angle photos shall also be obtained.
 - v. If the subject normally wears eyeglasses, the image should be captured without glasses, although an additional image shall be captured of the subject wearing eyeglasses if the subject's glasses are available.
 - vi. Images of scars, marks, and tattoos shall be submitted. If submitting images of tattoos, a literal description and location of the tattoo shall also be provided.
- e. Mug Shot Shall be Submitted and Stored in the Following Manner:
 - i. If a worksite has a livescan device, the mug shots shall be submitted along with the fingerprints and arrest data electronically to the Automated Fingerprint Identification System. They will then be automatically stored in the SNAP database.
 - ii. If a worksite does not have a livescan device, mug shots taken with a digital camera shall be imported into the SNAP database via the MiCJIN portal. See the MSP Import Database, which is located in the SNAP Document Library Manuals folder on the MiCJIN Communities page, for instructions demonstrating how to import mug shots into the SNAP database.
 - 1. The following data fields are mandatory when importing an image into the SNAP database:
 - a) Name
 - b) Race
 - c) Sex
 - d) Age
 - e) Date of Birth
 - f) Hair
 - g) Eyes

- h) Height
- i) County of Arrest
- j) Date of Arrest
- k) Post ORI
- l) Incident Number
- m) SID# (if known)

2. Questions, as well as requests for training, regarding submitting mug shots to or using the SNAP database shall be directed to the MSP BID SNAP Unit.

1.10 Official Department Photographs

- a. All member portraits and ID cards shall be requested by submitting a [Photo Lab Request for Service, BID-013](#), to the BID Photo Lab Unit at: MSP-PhotoLab@michigan.gov. The following guidelines shall be adhered to when submitting requests:
 - i. New members shall have their supervisor or manager submit the electronic form on their behalf.
 - ii. Current members shall submit the electronic form on their own behalf.
 - iii. Enforcement members currently going through the retirement process shall have a Human Resources Division representative submit the electronic form on their behalf.
 - iv. Retired enforcement members shall request portrait or ID card updates by submitting a request to the Human Resources Division.
 - v. The BID Photo Lab Unit recommends submitting a digital image along with the BID-013 via email. This process can replace the in-person Photo Lab Unit appointment in many instances. Alternately, members shall contact the BID Photo Lab Unit for an appointment prior to traveling to Lansing for an official photograph and complete a [BID-013](#) form. For photo capture guidance refer to 1.10. OFFICIAL DEPARTMENT PHOTOGRAPHS.
- b. The BID Photo Lab Unit shall take official photographs of enlisted and enforcement department members on the following occasions:
 - i. Upon graduation from recruit school.
 - ii. When there is a change in rank or reinstatement.
 - iii. Upon retirement.
 - iv. At least every five years. Note: undercover enlisted members whose personal appearance does not comply with standards set forth in Official Order 02-01 - Appearance and Grooming, are exempt from having a photo taken until such time they are able to meet the standards without adversely impacting their assignment.
 - v. Whenever the BID Photo Lab Unit deems it necessary.
- c. Attire for Official Photographs

- i. All enlisted members shall wear their Class A uniform for photographs, regardless of the time of year.
 - ii. All enforcement members shall wear their department issued uniform.
 - iii. Emergency dispatchers shall wear issued clothing.
- d. Official Photographs for Civilian Members
 - i. The BID Photo Lab Unit shall take an official photograph of civilian members at the time of employment and at five-year intervals until their retirement.
 - ii. If it is not possible for the civilian member to travel to the BID Photo Lab Unit at Headquarters because of geographic distance or other reason, they may have their official photograph taken at the worksite using the following procedures:
 - 1. A digital camera or mobile device shall be used.
 - 2. The member may either sit or stand.
 - 3. The camera shall be placed at the member's eye level, and the distance of the camera from the member shall be sufficient that the member's image fills the viewfinder of the camera.
 - 4. The member shall look directly into the camera.
 - 5. At least two photographs shall be taken of the member from the waist up.
 - 6. The photograph shall be taken on a white or light-colored plain background.
 - 7. The digital image shall be submitted to the BID Photo Lab Unit with the member's identifying information, to include their full name and BID-013 form.

Review Responsibility: Field Support Bureau and Executive Operations; Biometric and Identification Division and Forensic Science Division

Accreditation Standards: CALEA 26.3.6