Photographs and Digital Recordings

621.1 PURPOSE AND SCOPE
This policy is intended to establish protocols to request, locate and retrieve booking photographs. It also sets forth protocols for the storage and booking of digital image evidence recorded by officers or other Department employees in the field.

621.2 PROCURING PHOTOGRAPHS FROM GOVERNMENT SOURCES
(a) Booking photographs are most easily obtained from Records staff. However, any person with access to the Los Angeles County Regional Identification System (LACRIS) can print a booking photo and/or create a photo line-up. LACRIS is the system that holds the fingerprint images and photographs taken during the Livescan process. Records Section will maintain booking photos taken prior to 1999 before Livescan was implemented. If glossy prints are necessary, they must be requested through the Photo Lab using the standard request form.

(b) Digital photos are available at Cal Photo and Department of Motor Vehicle (DMV). Cal Photo is a repository for criminal photos provided by participating agencies throughout the state. DMV system contains photographs as well as signature and thumbprint images. A case number and purpose is required when requesting photos through Cal Photo and DMV.

(c) Evidentiary photograph negatives for the current year, and the prior two (2) years, will be maintained in the Forensics Section utilizing the case number for filing. The Records Section will maintain any evidentiary photograph negatives more than two years old. All requests for case photographs will be processed through the Forensics Section, regardless of the age of the case. It will be the responsibility of Forensics Section personnel to locate the photograph negative and process the request.

621.3 DIGITAL STILL PHOTOGRAPHY
(a) Purpose:
   1. To provide for the secure collection, storage, retrieval and reproduction of digital photographs made by employees in the field, which is reliable and consistent with courtroom standards. The rate at which technological advancements are made with digital imaging systems is so high that these standards must be flexible as technology evolves.

(b) Definitions:
   1. Digital Photograph shall be defined as any still image captured electronically by digital equipment and processed, archived, distributed or printed on or by digital equipment.
   2. Digital Photography shall be defined as the act of capturing, processing and printing a digital photograph.
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3. Digital Equipment shall be defined as hard goods used in the digital photography system, including but not limited to, digital cameras, computer hardware, network components and computer output devices including printers.

4. Digital Image System shall be defined as the collection of hardware and software used to collect, store, retrieve, print and verify digital content of digital photographs.

5. The Custodian of Record for Digital Images shall be defined as the Forensic Services Administrator, or his/her designee, responsible for the operations of the Digital Image System.

6. Digital Media is defined as the electronic storage device used to transfer digital images from a camera to a desktop computer. Media can include, but not be limited to: floppy discs, smart cards, memory sticks and compact flash cards.

(c) Standards:

1. General. All components of the department digital imaging system must be compatible with the hardware/software photographic system that is adopted by the department.

2. Cameras used to collect digital images must be capable of providing output in a standardized format(s) of the digital image industry.

3. Computer Hardware. The digital imaging system will be maintained and repaired by the Forensic Services Section.

4. Printed Images. Hardcopy or printed digital images shall be produced in a manner that can be certified by the Custodian of Record for Digital Images as a true and correct copy of the original image.

5. Access to the Digital Image System will be restricted to personnel assigned to the Forensic Services Section. Requests for prints or copies of the images will be routed to the Forensic Services Section personnel for processing.

621.4 DIGITAL MOTION PHOTOGRAPHY

(a) Purpose: To provide for the secure collection, storage, retrieval and reproduction of digital video recordings made by employees in the field, which is reliable and consistent with courtroom standards. The rate at which technological advancements are made with digital imaging systems is so high that these standards must be flexible as technology evolves.

(b) Definitions:

1. Digital Recording shall be defined as any image captured electronically by digital equipment (i.e. camcorder) and processed, archived, distributed or printed on or by digital equipment.
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2. Digital Video Recording shall be defined as the act of capturing, processing and/or printing a digital image.

3. Digital Equipment shall be defined as hard goods used in the digital photography system, including but not limited to, digital camcorders, cameras, computer hardware, network components and computer output devices including printers.

4. Digital Media is defined as the electronic storage device used to transfer digital images from a camera to a usable medium, currently Compact Discs ("CD"), smart cards, memory sticks and compact flash cards.

(c) Standards:

1. General
   (a) All components of the department digital imaging system must be compatible with the hardware/software photographic system that is adopted by the department.
   (b) Camcorders used to collect digital images must be capable of providing output in a standardized format(s) of the digital image industry.

2. Printed/re-produced Images
   (a) Hardcopy or printed digital images or copies of video images shall be produced in a manner that can be certified by the Custodian of Record as a true and correct copy of the original image.

(d) Procedure:

1. Original digital video images will be captured on a camcorder that will create an image file onto an acceptable digital media. Appropriate notes will be made to establish the case number, content and identity of the photographer. If camcorder is a model that uses disks to capture information, then that disk must be booked into evidence as described in Policy 804.

2. The video image will be collected on the digital media associated with the camera being used. Each case will be distinguished with an identifying method that states photographers name and employee numbers, the case number, date and location of images being captured. The image(s) will be directly uploaded into the digital management system, by the original photographer, prior to the end of their work day.

3. If captured on a disk, the photographer will book the said disk into evidence in accordance with Policy 804.

4. Retrieval and reproduction of video images will be conducted by personnel assigned to particular case. This will be accomplished by a request for the CD submitted to the Property and Evidence Section. If the video was uploaded directly into the digital management system then it can be retrieved by personnel trained and authorized to acquire the desired video.
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5. Any employee retrieving video, photograph, or audio evidence from the digital imaging system will be required to obtain consent from their immediate supervisor or administrator.

621.5 REFERENCE