



Maryland-National Capital Park Police
Prince George's County Division



DIVISION DIRECTIVE

TITLE DIGITAL IMAGING			PROCEDURE NUMBER PG621.0
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RELATED DIRECTIVES	REFERENCES CALEA	AUTHORITY  Chief Stanley R. Johnson	

I. POLICY

With the advent and utilization of digital technology, it is important that every measure is taken to preserve the integrity of the image and the chain of evidence. It shall be the policy of the M-NCPPC Park Police to **ensure** that images utilized to document a crime and accident scene are preserved to maintain their integrity as evidence.

II. PROCEDURE

The purpose of this procedure is to establish standards for the use and control of digital imaging by department personnel.

III. DEFINITIONS

- A. **IMAGE** - An imitation or representation of a person or thing, drawn, painted, photographed, etc.
- B. **DIGITAL IMAGE** - An image that is stored in numerical form.
- C. **COPY IMAGE** - A reproduction of information contained in a primary or original image.
- D. **DUPLICATE IMAGE** - An accurate and complete replica of an original image, irrespective of media.
- E. **PRIMARY IMAGE** - Refers to the first instance in which an image is recorded

DIGITAL IMAGING
PG621.0

onto any image that is a separate, identifiable object or objects.

- F. **PROCESSED IMAGE** - An output image (see Image Processing).
- G. **WORKING IMAGE** - Any image subjected to processing.
- H. **ARCHIVING** - Long-term storage of an image.
- I. **CAPTURE** - The process of recording an image.
- J. **CAPTURE DEVICE** - A device used in the recording of an image.
- K. **FILE FORMAT** - The structure by which data is organized in a file.
- L. **IMAGE ANALYSIS** - The extraction of information from an image.
- M. **IMAGE ENHANCEMENT** - Any process intended to improve the visual appearance of an image.
- N. **IMAGE OUTPUT** - The means by which an image is presented for examination or observation.
- O. **IMAGE PROCESSING** - Any activity, which transforms any input image into an output image.
- P. **IMAGE TRANSMISSION** - The act of moving images from one location to another.
- Q. **IMAGE PROCESSING LOG** - A record of steps used in the processing of an image.
- R. **IMAGE VERIFICATION** - A process by which personnel identify an image as being an accurate representation.
- S. **INTERMEDIATE STORAGE** - Any media or device on which an image is temporarily stored for transfer to permanent or archival storage.
- T. **NATIVE FILE FORMAT** - The file format of the primary image.
- U. **STORAGE** - The act of preserving an image.
- V. **DISK** - A disk used to save stored computerized data.
- W. **MEMORY CARD** - A unique data information storage card in some digital cameras utilized to record and save digital images.

- X. **CD** - Computer Disk utilized for the storing of digital information.
- Y. **USB** - MOBILE DEVICE USED TO STORE DATA.
- Z. **WRITE ONLY CD-ROM SYSTEM** - A computerized write/save system of storing digital information in a permanent manner.

IV. PROCEDURES

A. Taking of Pictures

1. The first digital image or photograph taken should document the date, time, Incident Case Number (CCN) and person's name and ID taking the photographs. To do this, fill out the Photo Log Sheet (Attachment A).
2. When possible, subject matter should range from the general to specific.
 - a. Take overall photographs of the entire scene to show its relationship to the surrounding areas.
 - b. Take mid-range photographs to show the relationship of the evidence in the scene.
 - c. Take close-up photographs to show the relationship of the evidence in the scene.
3. When photographing persons, if possible:
 - a. Mid-range photographs to show injuries and other body parts.
 - b. Close-up photography (with and without scale) in regard to scars, marks, tattoos, and injuries.
4. Only one case report per memory card, CD-R or USB Stick

B. Submission and documentation of disk, memory card, USB.

1. Remove camera Storage/Memory from the camera.
2. Properly mark the storage/memory card as evidence with the following information:
 - a. CCN and all spaces on the evidence CD (preprinted). If USB stick put into folder and fill in appropriate information (same as evidence CD).
3. Completely fill out the evidence/property record.
4. Place memory/storage card and property record in a secure storage locker in evidence.
5. The memory/storage card will be removed by the Investigator/Evidence Technician and archived to a CD-R/DVD and placed in evidence.
6. The Investigator/Evidence Technician only will archive all the primary digital images in their original, unaltered format, from the memory/storage

**DIGITAL IMAGING
PG621.0**

card to a CD-ROM or USB stick, to be placed into a folder containing the CCN .

C. Printing and distribution of images.

1. Images will be printed on an as needed basis for trial and on-going investigations. Emphasis will be placed on electronic transfer/digital image transmission of duplicate images whenever possible. All duplicate images will be copied in an unaltered native file format as that of the original.
2. Other manners of appropriate distribution of duplicate images will be copying the duplicate images from the CD to either USB Stick or CD.
3. All requests for printed or duplicate images for the States Attorney's office, private attorneys, insurance companies, private citizens, and others will be determined on a case-by-case basis and handled through the Investigative Operations section. Emphasis will be placed on electronic transfer/digital image transmission or duplication of images via disks or CDs whenever possible.

D. Working with images.

1. Primary image files from digital cameras or other digital image files will be archived to a write only compact disk or USB Stick for permanent storage and indexed under the original CCN.
2. Primary images must be stored/archived on compact disk (CD OR USB) in their native file format from the camera.
3. No alterations or obliterations of primary images will be allowed.

End of Document

ATTACHMENT A



MARYLAND-NATIONAL CAPITAL
PARK POLICE

Prince George's County Division
8100 Corporate Drive, Hyattsville, MD 20785



Photo Log

Case Number: _____ Primary Investigator: _____

Location of Original Incident/Crime: _____

Location Photos Taken: *(Select One)*

Images Taken: ___ *Indoors* ___ *Outdoors*

- ___ Initial Scene
- ___ Secondary Scene
- ___ Follow-Up Investigation
- ___ Processing
- ___ Search Warrant
- ___ Other _____

Photographer: _____

Camera: _____

The attached Photo Log / Contact Sheet depicts images taken by _____ on _____ at _____ for Park Police Case # _____.

The digital photos were copied to a _____ by _____ and are also attached.

_____ Digital Photos Copied to Write Once DVD-R / Serial Number # _____.