

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

DIVISION DIRECTIVE

TITLE DIGITAL IMAGING			PROCEDURE NUMBER PG621.0
SECTION Investigative Procedures	DISTRIBUTION A	EFFECTIVE DATE 10/15/04	REVIEW DATE 10/15/06
REPLACES PG621.0 "Digital Imaging", issued 05/01/02			
RELATED DIRECTIVES	REFERENCES CALEA	AUTHORITY Commander Larry M. Brownlee, Sr.- Division Chief	

I. POLICY

With the advent and utilization of digital technology, it is important that every measure be 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 insure 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 onto any image that is a separate, identifiable object or objects.
- F. **PROCESSED IMAGE-** An output image (see Image Processing).

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- 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.

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- Y. **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 report number (IRN), and persons name and ID taking the photographs. To do this, fill out the photo information sheet.
2. 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:
 - a. Mid-range photographs to show injuries and other body parts.
 - b. Close-up photography (with and without scale) in regards to scars, marks, tattoos, and injuries.
4. Only one case report per floppy disk and/or memory card.
5. Document in the written case report the following information:
 - a. Type of camera used.
 - b. File format used to digitize the images.
 - c. Number of photographs taken.

B. Submission and documentation of disks.

1. Remove disk with the primary image(s) from the camera.
2. Properly mark the disk as evidence with the following information:
 - a. Incident Report Number (IRN).
 - b. Dates the photographs/images were taken.
 - c. Name and identification number of the person who took the

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photographs / images.

3. Completely fill out the evidence/property record.
4. Place disk and property record in a secure storage locker in evidence.
5. The disk will be removed by the Investigator/Evidence Technician and archived to a R-CD and placed in evidence.
6. The Investigator/ Evidence Technician only will archive all the primary digital images in their original, unaltered format, from the disk to a R-CD with a CD-ROM writer under a directory/file folder utilizing the original incident report number (IRN) as the name for the directory/ file folder.

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 3.5" disks, another CD, or other media.
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 images files from digital cameras or other digital image files will be archived to a write only compact disk for permanent storage and indexed under the original incident report number (IRN).
2. Primary images must be stored/archived on compact disk in their native file format from the camera and/or disk.
3. No alterations or obliterations of primary images will be allowed.

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4. Only duplicate images of the primary images will be transmitted. Processing to improve the image quality will be limited to those used with traditional negative based processing:
 - a. Correct contrast/ sharpen focus.
 - b. Brightness.
 - c. Correct color balance.
 - d. Enlarge the image or part of it.
 - e. Crop.
 - f. Red Eye.

5. Manipulation, actually altering properties of the image, will **only be performed on a copy** of the original. This may involve, but is not limited to:
 - a. Sharpness enhancement.
 - b. Removal/addition of objects/features.
 - c. Use of images in court displays.

6. Under no circumstances will a corrected or manipulated image be substituted for the original/primary image. All processed images will be saved as a separate file. They may be permanently stored on a CD with the original images, but will be specified as a copy and will not be saved in the native camera format.

7. If any manipulations are made on a copy of a photograph, a supplemental report must be written documenting the procedures utilized.

8. The supplement report will detail the following:
 - a. What program was utilized to publish the pictures.
 - b. The date and time the pictures were published.
 - c. What digital processing procedures were used to publish the photographs/images.
 - d. Any enhancements or other alterations to the photograph/images made during the publishing should be recorded in the report along with an explanation of why an enhancement was conducted.
 - e. Name of employee who enhanced the photographs.

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