



ALBUQUERQUE POLICE DEPARTMENT
PROCEDURAL ORDERS

SOP 2-72

Effective: 01/10/18 Review Due: 01/10/19 Replaces: 11/19/15

2-72 DIGITAL PHOTOGRAPHY/IMAGING

2-72-1 Policy

This policy is to establish guidelines and procedures for the capture, storage, processing, and transmission of digital images by personnel when using digital imaging technologies to document items of evidentiary value during the course of their duties.

All digital forensic enhancements utilizing computer software must be licensed to, or authorized for use by, the examiner or Department.

2-72-2 Procedure

A. Image Acquisition

Images will be captured via digital cameras authorized by the MFSC Photography Unit.

B. Image Storage

1. Digital Evidentiary images in any format should be archived and maintained in an original state.
2. Personnel will not make copies of digital images for any unofficial use.
3. Major Crime Scene Detectives and Crime Scene Specialists will assume responsibility for transferring all images captured on a temporary media to a CD-R at the completion of their call.
4. To establish the chain of custody for digital images, the photographer will complete a film envelope and tag the envelope into evidence.

C. Field Services Sergeant's Digital Camera Responsibilities

1. In the event that an on-duty Crime Scene Specialist (CSS) is not available, Sergeants who have been issued a departmental Digital camera and have received the appropriate training, will be required to take photographs for Field Services Bureau (FSB) personnel in the following situations:
 - a. In all cases where a prisoner reports injury or an officer believes a prisoner has been injured due to police actions, whether such injuries are visible or not.
 - b. All persons charged with resisting arrest.
 - c. All persons charged with battery or aggravated battery on a police officer.
 - d. Damage to civilian property – when it becomes necessary to damage civilian property during the course of official police action.
 - e. All minor traffic crashed involving APD vehicles.



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- f. The sergeant may take photos of any scene or individual for evidentiary reasons that they believe are within the scope of their approved departmental training, while maintaining compliance with this SOP.
- g. The FSB sergeant will ensure that the digital disk is tagged into evidence