**Photographs**

**Policy**

All cases that require examination by the Coroner’s Office will be photographed. This policy establishes the criteria for taking those photographs.

**Procedure**

***A) Photography Process***

1. Photographs will be taken with a digital camera.  The photos will then be downloaded in their original form to a record-only CD Rom and uploaded to the MDI Log case.

1. The photos will also be downloaded to the office computer’s hard drive where each photo will be renamed with the case number and a lettered extension. The renamed, but unaltered, photos will then be copied to a record-only CD Rom for storage. The renamed photos will also be stored on the “S” drive of the Kootenai County mainframe computer.

1. The case number will be included in all photos. A ruler will be used to document the size of wounds, injuries, or other pertinent findings. All areas of the body to be photographed should be dry and as clean as possible before the pictures are taken.