**EFFECTIVE: Immediately Updated: January, 2016**

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| **PURPOSE:** | To assure that digital evidence will be obtained, stored and downloaded in a court-accepted manner. |
| **SCOPE:** | This guideline applies to sworn PCCO personnel. |
| **REFERENCE:** |  |
| **GUIDELINE:** | Photographs will be taken of all scenes this office responds to. Photographs will be taken of the scene as well as the subject before disturbing, during movement if possible and of the scene after removal.  Photographs will be burned to CD and printed for a hard copy in the file.  Connect Camera to Computer and when screen pops up click on open file to view. Open folders till photo files appear. Click on write photos to CD. Insert CD into drive and in CD window click on write files to CD. After CD has finished writing close window and return to photo files. Click on Print Photos. Select 4 per page for all except Homicides. For Homicides use full page if reasonable to do so. Use color printer. After photos have printed close file and safely disconnect the camera and immediately delete photos from camera. NEVER save photos to computer.  Place CD in Working File Drawer with case number written on it and disc number if multiples are needed. Then place printed photos in case envelope.  In the rare event a cell phone must be used to photograph a scene due to camera malfunction etc., turn cellular data and wifi off on the cell phone to prevent auto uploading of images to a cloud storage. The cell phone will remain with cellular data and wifi off until photos are able to be cable transferred from the cell phone, to the computer to be burned on a disk. ALL scene photos must be permanently from the cell phone prior to cellular data and wifi being turned back on. |
| **NOTE:** | REFER TO INSTRUCTIONS for your department issued camera. |

Approved by: David E Kintz Jr

Park County Coroner