

8241 NCIC/CCIC ENTRY AND CANCELLATION VERIFICATION

B. Procedure

1. NCIC/CCIC Entry Verification

This procedure applies to entries of all **Articles, Vehicles, License Plates, Guns, Runaways, Missing Persons, Boats**, etc. Warrants are verified under a separate procedure.

**"Verification"** pertains to how we check the accuracy of NCIC/CCIC entries as they are entered and just after the entry is made. (By contrast **"validations"** are follow up examinations of entries that are done months or years later to determine if the record should remain on NCIC/CCIC.)

**First Level Verification: Police agents** shall ensure that accurate and proper information is documented in police reports. If discrepancies exist they are to be pointed out in the narrative of the report. (Example: If the reporting party to a theft of a license plate is not the registered owner the agent must address the discrepancy or determine what the correct license plate number is prior to entry.)

**Second Level Verification: The PD Wants Dispatcher** (Channel 4) shall ensure that data received from police agents is accurately entered. They shall obtain "listing" information on vehicles and license plates from DMV and check the agent's data for accuracy. If discrepancies are found they are to be noted and resolved by contacting either the agent who requested the entry or a Communications Section supervisor.

**The PD Wants Dispatcher shall then print one hard copy of the entry information, (one original copy only).** If the item entered is a vehicle or license plate, the corresponding listing from DMV shall also be printed on the same page if possible. The TTY number is to be written on the top left corner and the complete CR number written on the top right corner of this printout.

A rubber stamp (shown below) will be placed on the printout and the dispatcher who performed the verification shall sign on line #1.

NCIC/CCIC Verification-ORIGINAL – this document goes to Records

#1 Communications Center \_\_\_\_\_ name, emp#, date • Red Ink Stamp

#2 Detective/Technician \_\_\_\_\_ name, emp#, date

This document will then be sent to the Investigation Division in the next mail transmittal.

**Third Level Verification: The assigned detective or investigative technician** will review the accuracy of the entry made against the original report, DMV listing and/or by other means necessary and then shall sign the verification on line #2.

**This original document will then be sent promptly to the Records Section for storage.** Copies, if they are needed, can be made but the original printout must be promptly sent to the Records Section.

2. NCIC/CCIC Cancellation Verification

This procedure applies to cancellations of all **Articles, Vehicles, License Plates, Guns, Runaways, Missing Persons, Boats**, etc. Warrants are canceled under a separate procedure.

When cancellations from NCIC/CCIC occur the PD Wants Dispatcher shall tape the entry index card from their file (for the article vehicle or person entered) onto the appropriate cancellation report form and complete the form with the required data, including the dispatchers signature.

The cancellation report form shall then be forwarded to the Investigation Division in the next mail transmittal.

The assigned detective or investigative technician for the case will ensure that the proper cancellation has occurred, sign the form and forward it directly to the Records Section for filing.

Copies, if they are needed, can be made but the original printout must be promptly sent to the Records Section.

8242 MOTOR VEHICLE THEFT INVESTIGATIONS

B. Procedure

1. It shall be the responsibility of the investigator assigned a vehicle theft case to verify that the license plate and vehicle identification numbers have been entered into CCIC/NCIC accurately.
2. The victim(s) or reporting parties of stolen vehicles that have been recovered shall be notified promptly of the recovery of their vehicle by the Communications Section. If notification cannot be made by the Communications Section, the recovery report prepared by the Communication Section shall note this and upon receipt of this report by the Theft Team, it will become the responsibility of the assigned investigator or the supervisor to make the notification promptly. If this notification cannot be made personally, then notification by mail to the victim's last known address shall be sufficient.
3. When a vehicle is on "hold" or until a search warrant is executed, the investigator in charge of the case shall be responsible for immediately notifying (in person) the Records Section when the processing or search has been completed and the vehicle is available for release. In the absence of the investigator, his supervisor shall assume this responsibility.

8243 USE OF ARGUS (Closed Circuit Television)

A. Policy

The Lakewood Police Department recognizes the value of utilizing technology as an important law enforcement and public safety tool. The purpose of this policy is to provide guidance for the Lakewood Police Department in the responsible and effective use of overt cameras in public areas for the purpose of safety and security. This program is established as the ARGUS Program.

The ARGUS crime prevention and detection strategy includes the use of video surveillance to target public areas for the purpose of deterring, preventing and investigating crimes against persons and property. Additionally, this system can alert law enforcement to dangerous situations and crimes that otherwise may go unreported or undetected.

B. Procedure

1. The Lakewood Police Department restricts the use of ARGUS cameras to public places in a manner consistent with the privacy rights of citizens. Public place means a place to which the public or a substantial number of the public has access, and includes but is not limited to highways, transportation facilities, schools, places of amusement, parks, playgrounds, and the common areas of public and private buildings and facilities.
2. Except in situations involving the investigation of a crime committed by a person(s) whose description is known, ARGUS camera use must not be based on individual characteristics, or classifications, including race, gender, sexual orientation, national origin, or disability.
3. The principle objectives of the ARGUS Project include:
  - a. Enhancing public safety in areas where the safety and security of our citizens may be at risk;
  - b. Preventing and deterring crime;
  - c. Reducing the fear of crime;
  - d. Identifying criminal activity;
  - e. Identifying suspects;
  - f. Gathering evidence;
  - g. Documenting police actions to safeguard citizen and police officer rights; and,
  - h. Improving the allocation and deployment of law enforcement resources.
4. Personnel involved in ARGUS Program use will be appropriately trained and supervised in the use of this technology.
5. Information obtained from ARGUS use will be used exclusively for public safety and law enforcement purposes. Information in any form obtained through the use of ARGUS Project technology will be handled according to accepted departmental procedures and legal rules governing the handling of evidence and criminal justice records. Dissemination of such information should be conducted in accordance with applicable departmental procedures, State, and Federal laws.
6. The following forms will be used and are available electronically through the LPD Intranet:
  - a. ARGUS Video Search/ Retrieval Request Form
  - b. ARGUS Camera Removal/ Relocation Request Form
7. Lakewood IT must approve the removal / relocation of any camera. This includes any requests for additional cameras. Police contact with Lakewood IT will primarily be via the ARGUS Program Coordinator.

8. ARGUS Camera Placement Criteria:
  - a. The needs evaluation may include the evaluation of criminal justice records, public information, crime data, agent observations, community input and concerns, risk assessments, and other relevant data.
9. Duties and Responsibilities:

The Investigation Division Property Section Commander will serve as the ARGUS Program Coordinator. The Argus Program Coordinator will:

  - a. Review all requests for the placement/relocation of ARGUS cameras and consult with the appropriate Patrol Sector Commander prior to implementing the request.
  - b. Conduct periodic reviews to evaluate the effectiveness and continued need of ARGUS camera placement in the deployed locations.
  - c. Coordinate requests or inquiries made by outside agencies involving ARGUS cameras.
  - d. Ensure that ARGUS cameras are used for law enforcement or public safety purposes consistent with this policy.
  - e. Direct technical support activities for fixed and mobile ARGUS cameras including installation, removal, relocation, and maintenance.
  - f. Manage the inventory and storage of equipment.
  - g. Manage improvements and repairs of the ARGUS Program.
  - h. Monitor all technical functions related to the operation of the ARGUS Program.
  - i. Coordinate with the affected Patrol Sector Commander, prior to any removal of an ARGUS camera due to maintenance, repair, or relocation.
  - j. Be responsible for the appropriate training of all employees who have command and control access to the ARGUS system.
10. Only trained and authorized personnel may operate the Argus equipment.
11. When assigned to monitor an ARGUS camera, use all equipment in accordance with their training and department policy.
12. The ARGUS Command and Control Center personnel will:
  - a. Conduct ARGUS camera monitoring from the ARGUS Command and Control Center, or other designated areas.
  - b. Self-Dispatch observations on the appropriate communications channel.
  - c. Utilize priority in camera monitoring when cases involving officer safety, In-progress crimes, calls for service, events, or public emergencies.
  - d. Maintain activity log relative to ARGUS assistance provided.
13. ARGUS Placement:
  - a. ARGUS cameras will be placed in locations pursuant to approval by the ARGUS Program Coordinator after consultation and notification of the IT Department.
  - b. Approved signage may be posted upon installation of the camera in a prominent manner.

14. ARGUS Video Search/Retrieval Request Process:
  - a. Retrieval of the recorded video images from ARGUS camera(s) for investigative or prosecution purposes will occur as delineated in this procedure.
  - b. Unless retrieved consistent with this procedure, video images captured by the ARGUS camera will be removed, destroyed or overwritten after a 30-day period.
  - c. Requests for the retrieval of video images recorded by ARGUS camera will be initiated by a supervisor who will:
    - 1) Complete and submit an ARGUS Video Search/Retrieval Request Form.
    - 2) Submit the form to the ARGUS Program Coordinator or their designee for review.
  - d. In situations in which the urgent retrieval of video images is necessary the Sector Commander in the area of occurrence or a member of the Investigation Division responsible for the investigation will contact Communications for a list of personnel authorized and trained to retrieve ARGUS images.
  - e. Requests for the retrieval of video images should be made as soon as practical to prevent overwriting of the images.
15. Video Storage of Retrieved Images:
  - a. Once a request for video image retrieval is approved, the appropriate number of copies will be made and booked in adherence to LPD Policy and Procedure for Conventional and Electronic Image Recording Media (Policy Procedure PP-4731).
  - b. All video image requests must be approved prior to the actual retrieval.
16. The ARGUS Program, with the approval of the Chief of Police, may partner with other public and private institutions and entities in the sharing of camera images with the Lakewood Police Department. For example, the Program has the ability to allow access to cameras owned and operated by the Regional Transportation District, Lakewood Public Schools, Colorado Department of Transportation and Lakewood Department of Public Works Traffic Operations. The monitoring of privately owned cameras on the ARGUS network will only occur under a written agreement between the City and the private owner. The Lakewood Police will not allow access to the ARGUS network to any non-governmental agency nor to any governmental agency that is not directly involved in providing public safety services. Direct access to the ARGUS network must be requested in writing and approved by the Chief of Police.

## 8250 BURGLARY TEAM

### B. Procedure

1. The Burglary Team shall provide follow-up investigation in all reported cases of burglary, criminal mischief, and criminal trespass of structures, as well as other classes of criminal offenses as they may be assigned.
2. The Pawn Detail, as part of the Burglary Team, coordinates Pawn Shop Management to include follow-up investigation and case filing of violations, inspections of stores, maintain the pawn transaction data base and background investigation of owners and managers.
3. The Burglary Team shall provide follow-up investigation of cases of domestic violence reports as it pertains to property crimes, which includes burglary, criminal mischief and trespass to structures.

## 8252 PAWN SHOP MANAGEMENT

### B. Procedure

1. The Pawn Detail is a part of the Property Investigation Section and is responsible for the initial and follow-up investigation of all pawnshop violations. The Pawn Detail is also responsible for initial and follow-up investigations from secondhand businesses and valuable article businesses in the city. Complete and accurate case management and filings guidelines shall be used in the investigation of violations at these businesses.
2. The Pawn Detail shall conduct monthly inspections of all pawnshops to insure compliance with City Ordinances and state statutes.
3. The Pawn Detail shall complete background investigations on persons applying for new or transferred ownerships and of all store managers of pawnshops.
4. The Pawn Detail shall participate in crime prevention efforts in order to inform and educate pawnshop personnel about pro-active burglary prevention and pawnshop violation management.
5. The Pawn Detail shall be responsible for timely and accurate reporting of details for billing and statistical purposes.

## 8260 SPECIAL INVESTIGATIONS UNIT

### B. Procedure

1. The Special Investigations Unit shall be responsible for the investigation of all commercial vice activities relating to prostitution, bookmaking, gambling, liquor, and pornography.
2. The Special Investigations Unit shall complete extensive background investigations on persons applying for new or transferred ownership or management of establishments selling liquor, malt or vinous spirits, masseurs (licensed), and other special backgrounds as requested by the chief of police.
3. The Special Investigations Unit shall monitor and investigate the activities of organized crime. In addition to vice - control functions, the section shall be responsible for investigating corruption, labor racketeering, extortion or bribery, loan sharking, and subversive/terrorist activities.

4. The Special Investigations Unit is responsible for maintaining informational liaison with other law enforcement agencies to facilitate the timely exchange of information and intelligence relating to terrorism. Private agencies and organizations will be included in information exchange as necessary.
5. Maintaining criminal intelligence files is the responsibility of the Special Investigations Unit. Legal and privacy requirements shall be adhered to in accordance with 28 CFR Part 23.

#### 8262 WEST METRO DRUG TASK FORCE

##### B. Procedure

1. The West Metro Drug Task Force is responsible for investigating all narcotics activities. Narcotic activities shall include enforcement of all laws and statutes relating to narcotic drugs, dangerous drugs, controlled drugs, or prescription violations.
2. The West Metro Drug Task Force shall normally file all felony narcotic cases (including those developed by patrol) with the exception of those involving juveniles.
3. The West Metro Drug Task Force shall investigate other special requests as directed by the Chief of Police.

#### 8270 REPORTING (SPECIAL INVESTIGATIONS UNIT)

##### B. Procedure

1. The Special Investigations Unit may maintain files on cases of specific interest to the team. Records and reports of active vice, organized crime, or other sensitive investigations are maintained within the unit and maintained separately from the department records system. A documented review of the intelligence files will occur annually to ensure adherence to policies, procedures and processes.
2. Intelligence information may be provided to other law enforcement personnel on a need-to-know basis only. A record of information conveyed to other agencies and received from other agencies is maintained.
3. The initiation of, addition to, or destruction of any Vice file requires the approval of a Special Investigation Unit sworn supervisor.
4. The Special Investigations Unit may institute such forms and associated procedures as may be necessary to record and report intelligence information within the unit. Criminal complaints pertaining to vice, organized crime, terrorist related or other activity coming to the attention of the unit are recorded on department offense/incident reports and forwarded to the Records Section at the time when potential disclosure would not affect the case investigation.
5. The Special Investigations Unit will be the primary police department entity for the timely dissemination of terrorist related information and intelligence. General information will be made available on a routine basis through the Colorado Information Analysis Center (CIAC), the FBI Joint Terrorism Task Force (Denver Field Intelligence Group), Rocky Mountain Information Network (RMIN), regular meetings of the Metro Area Intelligence Group (MAGIC), or other entities responsible for the facilitation of information sharing.

When time is of the essence, specific intelligence or information will be relayed

to the proper agency by the most expedient means. SIU detectives may be contacted at any time to provide assistance in relaying the information/intelligence to the proper agency or task force.

6. At the end of each month, the supervisor of the Special Investigations Unit shall submit a report to the Section Commander concerning prostitution related activities, massage parlor investigations, alcohol related investigations, background investigations, criminal intelligence, and other unit related activities.
7. Agents assigned to SIU will receive training in intelligence collection, processing and sharing of suspicious incidents.

## 8271 INVESTIGATIVE FUNDS

### B. Procedure

1. The investigative fund account is closely monitored. When it is necessary to replenish the fund, a request for payment is completed and hand-carried to the Department of Finance. Investigative funds are budgeted as miscellaneous expenses in the Crimes Against Property budget. Unlike other financial transactions, an investigative fund request can be obtained within one day when the circumstances dictate.
2. Annually, the fund is audited. Therefore, the logbook and cash-on-hand shall always tally to ensure proper accounting. A checking account has been established for payment of certain bills, which require that the creditor not know our identity or association with the City of Lakewood.
3. When a new agent is assigned to the unit, he/she is given a certain amount of money for investigative funds. When money is spent, the finance accounting memorandum is completed for reimbursement of the moneys spent. This memorandum also is used for advance requests. The memorandum becomes a permanent record of how the investigative funds have been used.
4. When an agent leaves the unit, the money is returned to the fund.
5. Listed below are some of the expenditures that are paid from the 399 account:
  - a. Narcotic buys and dangerous drug buys.
  - b. Prostitution and pimping investigations.
  - c. Liquor and beer used for investigations.
  - d. Informant fees.
  - e. Motels or apartments for investigative purposes.
  - f. Food for suspects and informants.
  - g. Drinks during bar investigations.
  - h. Emergency equipment needed during field situations.
  - i. Gasoline on extended investigations where agents cannot return to the City shops.
  - j. Money used for gambling investigations.
  - k. Undercover post office rental.
  - l. Telephones used in undercover investigations.
  - m. Money for various undercover criminal investigations.
  - n. Other related "props" used for undercover investigations.
  - o. Cover charges to enter various types of establishments to conduct investigations.
  - p. Certified copies (titles).
  - q. Parking while undercover.

C. Rule

Cash held by agents is subject to inspection or audit at any time: agents shall not use City money for personal reasons.

8272 INVESTIGATION RESPONSIBILITIES

B. Procedure

1. The Special Investigations Unit is responsible to investigate the following:
  - a. Offenses related to morals as listed in Colorado Revised Statutes except public indecency and indecent exposure.
  - b. Organized crime activities
  - c. Gambling activities
  - d. Liquor law and regulation violations
  - e. Civil disturbances, labor disputes, and riots
  - f. Subversive groups and organizations
  - g. Terrorist groups
2. Agents may be detached from their regular assignments and assigned to special assignments or task forces as the chief of police may authorize.

8273 UNDERCOVER PROCEDURES

A. Policy

In order to obtain information and evidence regarding criminal activities, it may be necessary that the department utilize undercover operators. Such operators shall not become "agent's provocateurs" or engage in entrapment.

The use of a news media cover by an agent to obtain intelligence information is not an acceptable form of undercover activity. Once a police agent is discovered in such a role, particularly in a crowd-control situation, legitimate members of the media become suspect and could possibly be exposed to danger. In addition, such undercover activity does damage the trust, which should exist between members of a free society and the news media, which serves them.

C. Rule

1. Agents shall not pose as members of the news media.
2. Undercover agents shall not be deployed in riot situations, except in a support function.
3. Surveillance or intelligence gathering related to legitimate political activities is prohibited.
4. Agents shall not operate as agents provocateurs.

## 8300 CRIMINALISTICS SECTION

### A. Policy

It shall be the policy of this department that all felony and misdemeanor crime scenes be afforded the fullest extent of the laboratory's capabilities for evidence comparison, preservation, and analysis. To achieve this goal, the proper collection of evidence, including the collection of standards from known sources and substances, is imperative.

## 8301 CRIMINALISTICS VAN

### A. Policy

Vehicles assigned to and utilized by the Criminalistics Section of the police department will be constructed, configured, maintained, equipped and used in accordance with the policies and procedures set forth in the Lakewood Criminalistics Section Procedure Manual and the Police Department Manual.

### B. Procedure

#### 1. General

- a. Vehicles assigned to the Criminalistics Section will be utilized only by assigned personnel from the Criminalistics Section.
- b. Criminalistics personnel shall complete familiarization training prior to being authorized to operate the assigned vehicle.
- c. A list of those criminalistics personnel authorized to operate the assigned vehicles shall be maintained in the designated vehicles.
- d. Vehicles assigned to the Criminalistics Section will be equipped with all necessary equipment to process major crime scenes or other crime scenes as requested and approved by a unit supervisor.

## 8310 EVIDENCE COLLECTION FOR CRIMINALISTICS

### B. Procedure

1. The collection of evidence for laboratory analysis shall be the responsibility of the agent in charge of the crime scene or his designee, a crime scene investigator, or a Forensic Services Team Crime Scene Analyst.
2. When identifying and collecting evidence from a crime scene or subsequent follow - up investigation, consideration shall be given to the types of materials and substances that may be used for comparison analysis by the crime laboratory. The list includes, but shall not be limited to: blood, (DNA), fingerprints (or touch DNA), cell phones, computers and other digital media, paint, soil, fibers, fabrics, glass, wood, hair, and tool marks.
3. The following incidents require processing by members of the Forensics Services Team. Crime scenes shall be preserved by police personnel for such processing. Notification of Forensic Services Team personnel shall be made with supervisory approval by a sworn supervisor or detective with specific knowledge of the incident.

- a. Homicide and attempts.
  - b. Accidental death, traffic and otherwise.
  - c. Suspicious and undetermined deaths including suicides.
  - d. First and second degree assaults on police or fire personnel, or any assault with potentially life threatening injury to any person.
  - e. First and second degree kidnapping.
  - f. Sexual assaults.
  - g. Fire investigations involving human death or potentially life threatening injury, or at the request of fire investigators for technical assistance.
  - h. Aggravated robbery with injury to any person.
  - i. Bank robberies at the request of Safe Streets or a detective or Investigation sergeant.
  - j. Felony child abuse.
  - k. Explosions causing bodily injury to any person or serious property damage.
  - l. Autopsies when the death is suspicious or there is a need for forensic evidence collection to include photograph.
  - m. Police involved shootings.
  - n. Other types of incidents when the sensitivity of the investigation or a forensic complexity precludes the normal processing option, at the discretion of the sworn supervisor.
  - o. The Forensic Services Team should not be used for searches where forensic processing is not needed. If the search entails merely looking for items of evidence (guns, clothing, paperwork, etc.) Forensic Services Team assistance is normally deemed unnecessary in these instances. If such a response is believed to be necessary due to special circumstances, coordination will be made to the Forensic Services Team supervisor.
  - p. Requests for Forensic Services Team response to other types of cases due to deployment issues (lack of CSI's/CSO's or Investigative Technicians) shall be made as a last resort and will require coordination and approval by the Forensic Services Team supervisor.
4. Forensic Services Team personnel shall be available 24 hours a day. During other than normal duty hours, the on - call technician can be reached through the Communications Section. The response time of the on-call analyst to either the scene or the lab when additional equipment is needed shall not exceed 1 hour. This expected response time may be extended due to unusual circumstances beyond the analyst's control (i.e., adverse weather conditions, etc., that may force the response to be extended for safety reasons). A department vehicle will be available to the technician at all times. No passengers, other than City employees, are permitted in this vehicle.
  5. After arriving at a crime scene, Forensic Services Team personnel may directly contact any Investigation Division supervisor to obtain further investigative assistance.
  6. Employees involved in an investigation requiring technical assistance may request the services of the Forensic Services Team.
  7. Technical assistance such as the use of the FARO system, digital downloads, etc., is recommended for all major incidents.
  8. When a decision is made for a Crime Scene Analyst to respond, it should be made in tandem with the response of a detective, due to the presumed

- seriousness of the investigation and the need for a complete initial investigation.
9. When a Crime Scene Analyst is present at any crime scene, a sworn/armed person will be present to ensure the safety of the analyst until that analyst has cleared from the scene.

C. Rule

When there is a question as to whether investigative assistance is needed, a sworn supervisor shall make the determination of need.

8320 CRIME SCENE INVESTIGATORS

A. Policy

Due to the crime scene processing needs of the Patrol Division, certain patrol agents shall be trained as crime scene investigators (CSIs). CSIs shall be selected by the Patrol Division. Initial training shall be provided by the Criminalistics Section in cooperation with the Patrol Division. CSI's shall be responsible for the collection and booking of all evidence when they are called to a scene.

1. The method of processing a scene will be determined by the individual CSI. The CSI will be responsible for collecting any fingerprints, which may be linked to the perpetrator. The CSI will take pictures and collect any items of evidence that should be processed by the Criminalistics lab.
2. The CSI will complete a supplemental report regarding the collection of evidence. The evidence will be booked according to guidelines in the property section and marked evidence in a sealed package. Some items will not be booked into property, such as fingerprints and photographs; these items will be turned in to the Criminalistics Section for processing.

B. Procedure

1. CSIs shall be equipped and supplied through the Criminalistics Section. There are 2 types of kits for assigned CSI personnel.
2. General equipment kits shall be assigned to designated CSIs.
3. CSIs shall be authorized to include personal items of equipment and supplies in these kits, and to use a carrying case other than the issued attaché case if they desire. However, the department - issued equipment and supplies shall be available in the kit at all times. CSIs shall be responsible for maintaining the department - issued attaché case in good condition.

Note: If CSI personnel elect to utilize personal equipment and supplies, they shall assume liability for their own maintenance and repairs.

4. Camera Kits - these kits shall be maintained in the armory, and shall be checked in and out by CSIs on a watch - by - watch basis. CSIs utilizing these kits shall be responsible for maintaining them in proper working condition, and for taking immediate corrective action if problems are noted.
5. Resupply of film and other expendable CSI supplies shall be via the Criminalistics

Section, and shall be the individual responsibility of each CSI. The Patrol Division shall furnish the Criminalistics Section with a list of police agent CSIs who are authorized to receive supplies.

6. The Criminalistics Section shall conduct periodic inspections of CSI general equipment and camera kits to ensure that they are being properly maintained. Results of these inspections shall be transmitted to the Patrol Division commander by the Criminalistics Section supervisor.
7. In cooperation with the Training Unit and the Criminalistics Section, the Criminalistics Section shall provide quarterly refresher training for crime scene investigators.

C. Rule

For the protection of the camera it shall be carried in the issued kit only.

8321 PHOTOGRAPHY AND FILM DISTRIBUTION

B. Procedure

1. Personnel responsible for taking evidentiary photographs or videography shall identify such work by recording the case report number, date, time, and other pertinent data on a separate photograph or series of video frames.
2. Memory cards are provided with the digital cameras assigned to CSI's. The CSI is accountable for all memory cards issued to them.

8322 PHOTOGRAPHY AND IMAGING FORMATS

B. Procedure

1. Unprocessed film and digital photography, created by the department in a criminal investigation or which is related to a case report number, will be promptly submitted to the Criminalistics Section for processing, archiving, and filing under the case number.
2. Photography not connected to a criminal investigation or case number may be utilized for administrative purposes. (Such as public relations photographs, C-mug photographs and employee identification photographs, etc.)
3. Photography obtained in an investigation will be handled as potential evidence, whether or not it is intended for court presentation.
4. All technology, equipment and software utilized for investigative image acquisition, analysis and processing shall be approved by the Criminalistics Section for standardization and system compatibility.
5. In order to preserve and maintain original image integrity and chain of custody, designated Criminalistics personnel will archive (record in unalterable format) all photography, submitted in digital format, as soon as possible and prior to any other application of image handling, enhancement, processing, analysis, of reproduction. Processing techniques will not be conducted on the archived data file.
6. "Working copies" of archived data may be obtained following archival procedures. All "working copies" will be so labeled.
7. All techniques applied in image processing and analysis will be conducted on

"working copies" by designated Criminalistics personnel. A complete history of applied techniques will be documented by the technician for later duplication of results during court presentations and will be documented in supplemental reports.

8. Techniques common to traditional darkrooms and digital imaging stations, such as cropping, dodging, burning, color balancing, and contrast adjustment that are used to achieve an accurate recording of an event or object, are standard processing steps. When the results of the steps can be observed and are visually verifiable, documentation of such steps is not considered mandatory except when the image is subjected to image analysis.
9. Techniques such as unsharp masking, multi-image averaging or integration, and Fourier analysis that are used to increase the visibility of specific details in an image at the expense of other image details are standard processing steps. However, the use of such steps should be recorded in such a way as to allow comparably trained personnel can repeat the steps and produce the same output when the image is subjected to image analysis
10. Archived photography data files will be maintained in a secure location within the Criminalistics Section under controlled access. Access is restricted to designated Criminalistics personnel.
11. Personnel designated to archive, process, or enhance photographic images will receive applicable training prior to assignment. The Criminalistics Section will provide or coordinate training for department personnel utilizing imaging techniques.

C. Rule

1. Original film negatives or imaging files shall not be altered.
2. All image files shall be protected by archiving prior to any other application of image handling, processing, analysis and/or reproduction techniques.
3. Archiving, storage, processing, and analysis of photography created by this department shall be the responsibility of the Criminalistics Section.
4. Reproduction of photography created by this department shall be the responsibility of the Criminalistics Section, in accordance with current records release policies.

a. Analysis

The extraction of information from an image beyond that which is readily apparent through visual examination.

b. Archive

To record in an unalterable format.

The original image should be stored and maintained in an unaltered state. This includes maintaining original digital images in their native file formats. The following media are recommended for the preservation of original images because of their quality, durability, permanence, and reliability: Silver-based film with the exception of instant film, write-once compact disk recordable (CDR) digital versatile disk recordable (DVD-R) The following are not considered to be acceptable for the preservation of original images: Re-writable storage media, instant film, inkjet prints,

solid ink prints, thermal wax paper prints, dye-sublimation prints, dry-silver prints, laser prints, or electro-static prints.

c. Enhancement

Any processing intended to improve, or clarify the visual appearance of an image.

d. Photography

The term "photography" used through this manual includes both film based and electronic imaging technologies.

e. Processing

Any activity, which transforms an input image into an output image.

f. Verification

A process by which personnel identify an image as being an accurate representation of the scene or item.

g. Working Copy

A copy of an original archived image file, videotape, etc. which is to be used in image processing and reproduction. Duplicates or copies should be used for working images when applicable.

## 8330 PHOTOGRAPHY OF LATENT PRINT EVIDENCE

### B. Procedure

1. In instances where latent print evidence is recorded photographically, each exposure made shall include a scale and the case number, date photo - graphed, and initials of the photographer.
2. All exposures made of latent print evidence shall be exposed with the camera lens placed at right angles to the subject matter, taken as close up as is possible.
3. Additional exposures shall be made at midrange distance to provide perspective.
4. CSIs who submit film containing exposures of latent print evidence must complete a Crime Lab request form, checking "latent evaluation" and "other," and provide further explanation of "photos of latents."
5. The Crime Lab request form and the film received from the submitting CSI shall be submitted to the dark room.
6. Dark room personnel process the film and evaluate the negatives to determine the quality of the exposures.
7. The negatives of latent print evidence shall be printed at 1 to 1.
8. The completed 1 to 1 prints shall then be forwarded to the latent print section with the yellow copy of the request form for evaluation of any latent print evidence.
9. The photo section shall keep the negatives filed under the case number.

10. The latent print section shall evaluate any photographic latent print evidence, prepare a Crime Lab report, and file the photographs of the latent prints under the appropriate case number.

#### 8331 PHOTOGRAPHY OF CHEMICALLY DEVELOPED LATENT PRINT IDENTIFICATIONS

##### B. Procedure

1. When chemically developed latent impressions are positively identified by personnel of the latent print section, the examiner making that identification shall ensure that the latent prints are photographed on film or recorded digitally, suitable for reproduction purposes. The negatives shall be filed under the appropriate case number in the appropriate negative file.
2. In instances where the chemical processes for latent print development include substances with a known rapid dissipation rate, i.e., iodine, silver nitrate, benzoflavone, etc., personnel performing such processing shall coordinate processing activities with personnel of the photo unit. This will ensure that complete photography, conventional or digital, of latent prints chemically developed shall be performed in a timely manner prior to dissipation. Such negatives shall be filed under the case number as with any other official department negatives.

#### 8332 USE OF GRAY SCALE IN PHOTOGRAPHY

##### B. Procedure

In instances where color photography of the human anatomy occurs, one frame on each roll of film shall include an exposure of a Kodak gray scale card.

#### 8333 VICTIM PHOTOGRAPHY

##### B. Procedure

1. It shall be important to photographically record injuries sustained by victims during the course of an investigation.
2. If injuries sustained are lacerative in nature, photographs shall be obtained at the earliest practical time.
3. If injuries sustained are contusive or abrasive in nature, such injuries normally do not reveal the extent of the injury or reach optimum discoloration until at least 24 hours after infliction.
4. If injuries are of a nature where time elapsed will intensify the visible extent of the injury, photographs shall be taken after sufficient time to allow maximum intensification has elapsed.
5. In such instances, arrangements for photography of injuries shall be made by the assigned follow-up investigator in conjunction with a supervisor of the Criminalistics Section on an appointment basis.
6. Agents taking initial investigative reports involving such injuries shall make recommendations to schedule an appointment for photographic recording of injuries upon a victim in the narrative section of their field reports.
7. Immediate photography of such injuries achieves little in recording the nature

and extent of injuries which are not lacerative in nature.

C. Rule

1. Victims shall not be told to contact the Criminalistics Section to arrange an appointment, nor shall they be told to report to the Criminalistics Section at their convenience to have such injuries photographed.
2. Under normal circumstances, the Criminalistics Section will only accomplish such photography upon a written request by the assigned follow - up investigator, and the setting of a mutually agreed upon appointment time, after review and determination by the assigned follow - up investigator of the need to photographically record such injuries.
3. Photography of the private parts of a person, 10 years of age or older, shall be performed by a police employee of the same gender as the person. For these purposes, private parts are defined as the genitalia, anus and buttocks of either gender and the breasts of a female.

8340 COMPOSITE DRAWINGS

B. Procedure

1. It is important that the composite be done as soon after the offense as possible. Composites shall not be attempted more than 3 days after the offense. Composite Program operators shall be available on a 24 - hour basis and can be contacted through the Communications Section.
2. No photographs shall be shown to the witness prior to the composite interview session.
3. All composites shall be done by appointment set far enough in advance to permit the operator to reserve a time for the preparation session. The operator shall be furnished with the name of the victim, date of birth, case report number, and the type of offense prior to the scheduled session. Only the operator and the witness shall be present during the session.
4. Upon completion of the composite, the operator shall prepare a supplemental report detailing the accomplishment of a composite effort and attach a copy of the prepared composite drawing.
5. In the case of an arrest through the use of a composite drawing, the operator shall be endorsed as a witness.
6. Under normal circumstances, appointments shall be coordinated in advance between the agent requesting a composite drawing and the supervisor of the Criminalistics Section.

8345 LATENT PRINT PROCESSING

B. Procedure

1. Items of evidentiary value, suspected of having been handled by an individual, can be examined for patent or latent prints.
2. If a crime scene analyst or crime scene investigator is available, some items may be

processed at the scene using an appropriate technique, based on the investigator's abilities and equipment.

3. Items not processed at the scene may be appropriately booked into the Property Unit, ensuring that the item is packaged properly as to protect the latent from any potential damage. A Laboratory Request form shall be submitted to the Criminalistics Section, requesting latent processing.
4. Items submitted for latent processing shall be examined by a qualified examiner utilizing the appropriate visual, optical, powder or chemical technique, based on the item's substrate.

C. Rule

1. All latents secured on latent lift cards shall, at the minimum, have the following listed on the back side of the card: (1) description of where the lift was obtained (2) case report number (3) date processed (4) badge/ID number and initials.
2. Latents developed on items submitted to the Crime Laboratory for examination will be marked with the Crime Lab item number, followed by the sequential latent number for that item. These latents will then be reported with the lab item number, followed by the Property Unit's identification number, followed by the latent number.

#### 8346 GUNSHOT RESIDUE (GSR) COLLECTION

A. Policy

The value of gunshot residue as evidence is limited to determining whether an individual was in the vicinity of a fired weapon. Its collection will only be used in cases wherein investigators are attempting to place a suspect at the scene of a shooting where a weapon that uses explosive ammunition was used.

B. Procedure

1. The collection of possible gunshot residue will be limited to felony persons crimes with the approval of a Persons Section Detective, Sergeant and/or Criminalistics.
2. GSR examinations will only be performed when samples are collected from living persons.
3. GSR evidence must be collected within 4 hours of exposure to the discharge of a firearm.
4. As GSR evidence is extremely fragile, the hands of the person to be examined must be protected with paper bags immediately upon discovery. Unprotected hands will not be examined.