

DIGITAL CAMERA USE

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 2-1-016, dated 10/25/18
- FORMS:** None
- PURPOSE:** To provide guidelines for the care and general responsibilities of digital cameras including digital cameras on County issued mobile devices.

I. GENERAL INFORMATION

Digital photography is unique from traditional photography, due to the ease with which it can be manipulated and transmitted. While generally, Probation photos are not used for evidence, on the occasion that it appears likely the photo become evidence, it may be necessary to book the device which contains the photo, such as a memory card or USB drive into evidence.

II. PROCEDURE

A. Assignment of Cameras

For appropriate units, the unit supervisor will receive and be responsible for the digital camera(s) assigned to the unit. An equipment log will be maintained by the supervisor for purposes of sign-out/sign-in of the camera by individual staff.

1. Supervising Probation Officer

Individual staff may be assigned a digital camera with the Division Director's approval. The camera will be added to the staff member's individual equipment list and will be the deputy's responsibility to maintain and secure. Based on assignment, staff may be assigned a County issued mobile device which has a **built-in** camera.

2. Deputy Probation Officer

Individual staff will receive and be responsible for a memory card(s), and a memory card reader, if needed. Based on assignment, staff may be assigned a County issued mobile device which has a **built-in** camera.

B. Familiarization with and Use of Camera

1. All staff are to familiarize themselves with the use of the digital camera prior to its use. This includes, but is not limited to, the proper care, maintenance, insertion and removal of the memory card, and use of the card reader.

A user's guide is included with each camera. An abbreviated version of the user's guide for the Canon Elph is available on PROB-NET. [REDACTED]

Instructions.

2. **Many staff will use the camera or video option included in their county-issued cell phone and should be familiar with the functions on the camera, as well as image storage, prior to utilizing. ICMS Lite has a function that allows staff to take a photo and upload the photos directly to ICMS. A user's guide is on PROB-NET.** [REDACTED]

3. Integrity of Photos

In order to ensure the photos are stored to the appropriate case number and to maintain chain of custody, if the digital image is being used as evidence, the DPO will do one of the following as available:

- a. Take a photo of the probationer, then photograph image or evidence as needed or,
- b. Take a photo of the field book sheet associated with that probationer, then photograph image or evidence as needed or,
- c. As a last resort, write the ML number in large print on a piece of paper and photograph it, then photograph image or evidence as needed.

C. Storage of Images

There are five storage options for digital images:

1. Memory card
2. **Integrated Document Management System (IDMS)**

Refer to IDMS on PROB-NET

Path: Applications tab – **Applications Helps –IDMS User Guide.**

3. Computer hard drive

Refer to Digital Camera Instructions on PROB-NET.

Path: Applications tab – Users Manuals – Digital Cameras.

4. **Digital storage on a county-issued cell phone.**

Images taken with the county-issued cell phone will remain in the Photos App until deleted.

5. **ICMS and ICMS Lite**
Refer to ICMS Lite Instructions on PROB-NET

[REDACTED]

D. Use of Digital Images

Digital camera images are to be secured in the same confidential manner as other case related materials maintained in electronic or digital format.

Digital media use is for business-related purposes only, and staff are to follow guidelines related to use of email when email is used to transmit images. Case related digital media is also subject to the rules of case confidentiality and may not be entered into a personally owned computer or other electronic device, unless it can be erased and is erased upon completion of task. Privileged digital images should not be uploaded to social media websites as it cannot be determined if the image you were privileged to witness and capture can be “erased” after use which is a violation of the County’s **Information Technology** Usage Policy. The image could also lead to contamination of the evidence, if viewed or shared with those involved now or going forward with that case.

REFERENCES:

Procedures:	1-1-101	Access to and Release of Criminal Offender Record Information (CORI)
	2-1-010	Disposition of Evidence and Contraband
Policies:	B-1	Case Confidentiality-Clients' Right to Privacy
	B-2	Inter- and Intra-Agency Confidentiality
	G-7	Distribution and Use of County Services, Supplies, and Equipment
	G-12	Personally Owned Electronic Devices
	G-15	County's Information Technology Usage Policy

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APPROVED BY: