

WINONA POLICE DEPARTMENT

NUMBER: 103-06 PAGES: 2

EFFECTIVE DATE: July 27, 2004

SUBJECT: USE OF DEPARTMENT CAMERAS AND PHOTOGRAPHIC FILE SYSTEM

1.0 PURPOSE:

It is the purpose of this general order to establish policy and procedure dealing with the use of the department cameras and the maintenance of a departmental photograph filing system.

2.0 POLICY:

2.1 It shall be the policy of the Winona Police Department that the department cameras (Canon and Polaroid) be used in accordance with procedures set forth in this general order.

2.2 This policy also sets forth authorization for the Evidence Technician to maintain a photograph and/or negative filing system.

3.0 PROCEDURE:

3.1 The two Canon cameras will be designated as primary for use by department personnel at crime scenes. The on-duty supervisors will be knowledgeable of their personnel regarding their qualification to utilize these cameras. The supervisor will make any decisions based on the personnel qualifications. Those officers who are not qualified to use these cameras should not use them *until* they have received instruction in their use.

3.2 The Canon cameras and attachments will be stored on a shelf just inside the door of the department supply room.

3.3 The Polaroid camera will be used to photograph injuries where immediate documentation is necessary. This camera will be stored on a shelf just inside the door of the department supply room.

3.4 Kits #1 and #2 will be stocked with four rolls of color film, with at least 12 exposures, and four rolls of color film with 24 exposures. Kits #1 and #2 will contain extra batteries.

3.5 Any camera used by a member of this department will be cleaned and checked before being placed back into the kit bag. The Canon cameras will be emptied of film after they are used. Persons using the cameras will be required to load film into the camera prior to use.

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3.6 Film shot from any of the department cameras will be placed in the evidence lockers, with the CFS number and officer's initials.

3.7 If any officer encounters problems with the department cameras, the following procedure will be followed:

3.7.1 The on-duty Supervisor will try to remedy the problem.

3.7.2 If Procedure 3.7.1 is not able to remedy the problem, in emergency situations, the Evidence Technician can be contacted.

3.7.3 In non-emergency situations, a short note explaining the problem should be left for the Evidence Technician for his/her next tour of duty.

3.8 The Evidence Technician will be responsible for maintenance of the camera equipment and re-supply of film and batteries to the kits.

3.9 The Evidence Technician shall maintain a file of photographs and/or negatives. They will be filed in a systematic manner which will enable control and retrieval capabilities for future use of these photographs and/or negatives.