

Subject: Arrest/ Protective Custody Digital Image Log

Reference: Standard Operating Procedure

Distribution: All Personnel

Purpose:

To provide guidelines on the use of arrest/ protective custody digital image/ photographs by the members of the Littleton Police Department.

Policy:

- A. Whenever images are taken, by use of the digital camera, for the purpose of arrests and protective custody (including juveniles), the arrest number, photo number, date and time will be recorded on the Littleton Police Department Digital Photo Log Sheet. In the event that the digital camera is not in service, the photo will be taken by use of the Polaroid camera, and a notification of same made in photo log.
- B. The arrest/ protective custody digital image/ photograph will be taken in the booking room during the booking process. The arrestee will be handcuffed and seated during the digital image/ photo. A standard, directed by the Chief of Police or his designee, will be issued to each officer for the standard protocol of taking the digital image/ photograph.
- C. It shall be the responsibility of the Administrative Staff to review the Digital Photo Log Sheet on a daily basis (excluding weekends) to download the image into IMC. In the event a Polaroid photo is taken, it shall be attached to the arrest folder and submitted with the arrest.
- D. The Digital Photo Log will be kept in a three ring binder and will be located in the booking room. The digital camera will be kept in a secure location, outside of the booking room, as prescribed by the Chief of Police or his designee. Likewise, the Polaroid Camera will be kept in the same location.
- E. In the event more than 16 arrests are made at one time, a spare digital camera disk will be kept with the camera. Likewise, a set of rechargeable batteries will be accessible for the officers to use. The Polaroid film will be stored in a place that is accessible to all officers. It shall be the responsibility of the Administrative Staff to maintain the supply of batteries and Polaroid film.


Chief of Police

6-17-03
Date