



# CRIME SCENE PHOTOGRAPHY

**INDEX CODE: 1203.2**  
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### **I. GENERAL RULES**

- A. Crime scenes will be photographed as soon as possible. It is preferable to take photographs before anyone is permitted into the scene. The first frame of the film will indicate the date, time, location, report number and photographer's name.
- B. *Once an image is reviewed and saved on a digital storage card, it shall not be deleted or altered in any way.***
- C. Photographers will be guided by the following reasons to photograph crime scenes:
  - 1. To record the condition of individual items of evidence before recovery.
  - 2. To reproduce shoe, tire, and similar impressions which can be recorded in no other way or for the creation of a permanent illustration prior to lifting and casting. Such photograph must show the evidence in detail and additional frames must include a scale, initials of the investigator and the date.
  - 3. Evidence photographs will aid the investigator(s) in recalling details of the crime during the course of a prolonged investigation or during the time frame it takes for a case to go to trial.

### **II. PHOTOGRAPHING THE EXTERIOR OF THE CRIME SCENE**

- A. Distance photographs are taken to establish the location of the scenes by including a landmark in these photographs.
- B. Medium distance photographs are taken to record the relative positions of closely related items of evidence.
- C. Close-up photographs are taken of individual items of evidence.
- D. Photographs will be taken to establish the location of the crime scene relative to its immediate surrounding or environment. For example, photographs should show that the crime occurred in an apartment building, townhouse, single dwelling, isolated farmhouse, business establishment etc.

**III. PHOTOGRAPHING THE INTERIOR OF THE CRIME SCENE**

- A. Photographs should be taken of anything related to the interior crime scene including forced windows or doors, tire tracks, footprints, etc.
- B. Photograph rooms and other interior areas from typical observation points to show relative positions of all items within the area.
- C. Take medium distance photographs to show the relative positions of closely related items of evidence.
- D. Take close-up photographs of individual items of evidence.

**IV. PHOTOGRAPHING TRAFFIC ACCIDENT SCENES**

- A. Hit and run traffic accidents will be processed in cases resulting in death, serious injury, or extensive property damage.
- B. Motor vehicle traffic accidents other than hit and run will be processed only if the expertise of the Evidence Collection Unit is required in recovering physical evidence. Routine photographs of all traffic accidents, including departmental accidents, will be taken by field supervisors, district accident investigation specialists, or field fingerprint officers.

**V. PROCESSING OF FILM**

- A. In order to have film processed, it is the responsibility of the photographer to place the film in a 7-1/2 x 5-1/2 negative envelope, fill out the appropriate information and ensure the film is delivered to the photo lab at headquarters.
- B. Some photographs may be submitted directly to Central Records to be included as part of the incident report. In such cases, images must be emailed to the photo repository at [PD\\_Report\\_photos@aacounty.org](mailto:PD_Report_photos@aacounty.org), or submitted on disk via interoffice mail. Once the image is added to the report, the email will be deleted or the disk will be returned to the submitting officer. This can be done for the following report types:
  - 1. Hit and Run
  - 2. Domestic Assault
  - 3. Fatal Accidents
  - 4. Damaged Police Vehicles
- C. Photographs submitted in accordance with subsection A of this policy will be logged and maintained by the Central Records Section.

**VI. REQUEST FOR PRINTED PHOTOGRAPHS**

All requests to have negatives printed into photographs will be made through Central Records. The case number must be provided when placing order.

**VII. PROPONENT UNIT:** Criminal Investigations Division & Central Records Section.

**VIII. CANCELLATION:** This directive cancels Index Code 1203.2, dated 06-15-09.