



SUBJECT: Department Photography

TO: Members of the Department

This Order establishes department policy and member responsibilities for the following:

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56.1 DEPARTMENT PHOTOGRAPHY

This Order establishes procedures and guidelines for the use of department photographic equipment. It also includes guidelines for the identification of photographs, releasing photographs to insurance companies or other authorized agencies, the taking of department photographs, and the replacement of photography supplies. It establishes procedures for photographing arrested subjects and filing mug shots and for the storage of crime scene

photographs. In addition, this Order provides guidelines and procedures for obtaining an official departmental photograph for all enlisted and civilian members. All references to photographs in this Order shall also apply to photographs taken with a digital camera.

56.1.1. CARE AND MAINTENANCE OF PHOTOGRAPHY EQUIPMENT AND USE OF RELATED SUPPLIES

- A. Cameras and accessories shall be kept in containers provided for that purpose. Cases are available through the Distribution Center for the camera and flash attachment.
- B. Fresh batteries for both camera and flash shall be kept on hand at all times. These supplies are available from the department's contract vendor.
- C. If any piece of photography equipment develops any major mechanical difficulty, it shall be repaired locally or replaced if repair is too costly or unavailable.
- D. Department-purchased photography supplies such as batteries, film, or digital media shall not be used for personal purposes.

56.1.2. TRAINING IN THE USE OF DEPARTMENT CAMERAS

- A. Training in the use of a department camera and correct photographic techniques shall be given in recruit schools.
- B. Post and unit commanders shall ensure that members are proficient in the use of department cameras and contact the Training Division's Media Unit for any additional guidance or training needed.
- C. Within the Forensic Science Division, training in the use of specialized cameras and photographic equipment and techniques will be established by division policy. Laboratory directors, or their designees, shall ensure that members are proficient in the use of these specialized cameras and techniques.
- D. The Training Division's Media Unit shall prepare training materials and guides on the operation and use of photography equipment utilized by the Field Services Bureau. These materials shall be made available to all posts and detachments.
- E. Members shall review the instructional material accompanying any new cameras received at their work site.

56.1.3. USE AND CARRYING OF DEPARTMENT CAMERAS AND MEDIA

- A. A department camera shall be carried on patrol if one is available.
- B. All members shall replenish the supplies they have used from their camera pack no later than the end of their shift.
- C. All members shall upload all photographs at the end of each shift to the Michigan State Police (MSP) Digital Crime Scene Repository (DCSR). If time does not allow the member to upload photos at the end of their shift, an exception may be granted by the shift supervisor and the card must be given to the photo coordinator. The images shall then be uploaded to the DCSR within five days of capture. After upload, the memory card should be reformatted and replaced in the camera. A new, blank memory card must be placed in

the camera until the other card is cleared. Contact the Biometrics and Identification Division's (BID) Photo Lab Unit for questions related to the DCSR or instructions related to the upload process.

- D. Members shall attempt to obtain maximum coverage with a minimum number of exposures.
- E. Members shall keep in mind that people outside the department may ultimately receive copies of the photographs, and the department may not separate trivial photographs from true evidentiary photographs when copies are requested.

The requirements of this section do not apply to cameras used in the taking of mug shots. (See Section 56.1.9)

56.1.4. PHOTOGRAPHIC PROBLEMS AND SERVICE

- A. A member who encounters difficulty taking photographs shall contact personnel from one of the following:
 - (1) Training Division's Media Unit
 - (2) Forensic Science Division's laboratories
 - (3) BID's Photo Lab Unit
- B. Requests for Special Photographic Assistance
 - (1) Requests for aerial photographs shall be directed to the Special Operations Division, which shall coordinate scheduling with the BID's Photo Lab Unit.
 - (2) Requests for specialized technical forensic photographs shall be directed to the Forensic Science Division laboratory in the requestor's post area.
 - (3) Requests for other extensive photographic assistance shall be directed to the BID's Photo Lab Unit or the Training Division's Media Unit.
 - (4) Requests for photography assistance at special events or on projects shall be directed to the BID's Photo Lab Unit.

56.1.5. IDENTIFICATION AND STORAGE OF FILM AND PHOTOGRAPHS

- A. Digital Photographs
 - (1) The BID's Photo Lab Unit shall serve as the central repository for all photographs taken for departmental purposes. All crime scene photographs taken with a digital camera shall be uploaded to the MSP's DCSR by the end of each shift if possible.
 - (2) The complaint number and file class will be entered into the repository when photographs are uploaded.
 - (3) Storage of Digital Photographs at the Work Site

- a. In addition to uploading the digital images to the digital crime scene repository, work sites shall retain a copy of the digital images at the work site for one year.
- b. Each Forensic Science Division laboratory shall save copies of digital images as part of each case record.

B. Local Film Processor

Film should be sent to the BID Photo Lab Unit for handling, processing, and storage. The BID Photo Lab Unit does not recommend the use of film; however, if using film:

- (1) Color film and/or photographs shall not be processed locally unless unusual circumstances exist that necessitate immediate development.
- (2) If a local processor is used, one with one-hour or same-day service that processes the film on-site shall be used.

Members shall keep in mind that the local film processor may be familiar with the persons or property depicted or they may be disturbed by graphic images. It may be advisable to discuss the content of the images with the developer before agreeing to have the film developed.

- (3) Once processed, the negatives shall be identified by incident number and file class and forwarded to the BID Photo Lab Unit for storage in the DCSR.

C. Filing and Retention

- (1) The DCSR will store photos, except mug film, by year, post, incident number, and file classification.
 - a. Photographs from traffic crash and criminal investigations shall be identified by the incident number and file class.
 - b. For filing and retention of mug shots refer to Section 56.1.9 of this Order.
- (2) Photos will be maintained by the BID Photo Lab Unit and shall be retained consistent with the approved MSP Retention Schedule.

56.1.6. PERSONAL CAMERAS

Personal cameras shall not be used for official photographs, except when department equipment is not available. The BID Photo Lab Unit does not recommend the use of film. If personal cameras are being used, a camera with a minimum resolution of six megapixels must be used.

56.1.7. RELEASE OR DISPLAY OF PHOTOGRAPHS

- A. Photographs shall not be released to persons or agencies outside the department without authorization from the division/district commander. Such requests shall be directed through channels to the BID Photo Lab Unit. With the exception of release to prosecutors or use in criminal prosecution, official incident photographs shall only be released through the Records Resource Unit.

- B. Members shall not sell photographs taken in connection with their official duties. This prohibition also applies to photographs or images taken with a personal camera.
- C. Official incident photographs of persons shall not be displayed or shown to persons outside the department (including social networking websites) with the following exceptions:
 - (1) Mug shots used for identification purposes.
 - (2) Photographs of persons shown to other law enforcement officials or citizens as a necessary part of an investigation (e.g., photo lineups).
 - (3) Photographs of victims of traffic crashes or crimes who could not possibly be identified from the photograph, shown to the law enforcement community for training purposes.
 - (4) Photographs necessary for use as courtroom exhibits.
- D. Members shall exercise discretion in determining which photographs may be released or displayed in good taste.

56.1.8. REQUESTS FOR PRINTS, DUPLICATE PRINTS, AND ENLARGEMENTS

- A. Requests for duplicate prints or enlargements of photographs from within the department shall be directed to the BID Photo Lab Unit. Such requests shall contain the incident number and shall be accompanied by the Index and PCA numbers, and the approval of the shift commander.
- B. Requests for duplicate prints or enlargements from attorneys or insurance companies shall be handled as provided for in Official Order No. 20.
- C. Bracketing

When investigating officers “bracket” the same scenes at several different camera settings to ensure the quality of the finished prints, BID Photo Lab Unit members shall use their expertise to select the best quality “set” of photographs from those taken. Only prints and/or duplicates of that set shall be returned to the investigator, unless other arrangements have been made.

56.1.9. PHOTOGRAPHS (MUG SHOTS) OF ARRESTED SUBJECTS

- A. The guidelines for photographing arrested subjects closely follow the criteria for fingerprinting listed in Official Order No. 29.
 - (1) Arrested persons may legally refuse to be photographed. If an arrested person refuses to be photographed, photos shall not be taken except under court order.
 - (2) See Official Order No. 31 for department policy concerning photographing apprehended juveniles.
- B. Considering the above provisions, digital photographs (mug shots) shall be taken of all persons arrested for the following offenses:

- (1) Felonies
 - (2) Misdemeanors
 - (3) Local ordinances that substantially correspond to a state statute
 - (4) Violations of acts which mandate the retention of a non-public record
- C. Mug shots shall be taken in the following manner:
- (1) Statewide Network of Agency Photos (SNAP)
 - a. Mug shots shall be taken using a centralized electronic mug shot system (i.e., Livescan) if available.
 - b. Mug shots taken using such systems are electronically transmitted to the BID.
 - (2) Mug Shots on Digital Camera
 - a. Mug shots shall be taken using a digital camera when a centralized electronic mug shot system (i.e., Livescan) is not available.
 - b. Mug shots shall be taken in color.
- D. Mug shot capture guidelines:
- (1) Mug shots shall be taken in color with a digital camera and in accordance with the Michigan State Police Best Practice Guidelines for the Capture of Mug Shots.
 - (2) Up to 19 photos of a subject may be submitted per arrest (this includes profiles, scars, marks, and tattoos).
 - (3) The background should be a smooth surface painted 18% gray, with no background textures, such as block walls or height scales.
 - (4) At least three views, front, right, and left profile, shall be taken of the subject.
 - (5) If the subject normally wears eyeglasses, the image should be captured without glasses, although an additional image shall be captured of the subject wearing eyeglasses if the subject's glasses are available.
 - (6) Pictures of scars, marks, and tattoos shall be submitted. If submitting images of tattoos, a literal description and location of the tattoo shall also be provided.
- E. Mug shots shall be submitted and stored in the following manner:
- (1) If a work site has a Livescan device, the mug shots shall be submitted along with the fingerprints and arrest data electronically to the Automated Fingerprint Identification System (AFIS). They will then be automatically stored in the SNAP database.

- (2) If a work site does not have a Livescan device, mug shots taken with a digital camera shall be imported into the SNAP database via the MiCJIN portal. See the MSP Import Database, which is located in the SNAP Document Library Manuals folder on the MiCJIN Communities page, for instructions demonstrating how to import mug shots into the SNAP database.
- a. The following data fields are mandatory when importing a photo into the SNAP database:
- i. Name
 - ii. Race
 - iii. Sex
 - iv. Age
 - v. Date of birth
 - vi. Hair
 - vii. Eyes
 - viii. Height
 - ix. County of arrest
 - x. Date of arrest
 - xi. Post ORI
 - xii. Incident number
 - xiii. SID# (if known)
- b. Questions, as well as requests for training, regarding submitting mug shots to or using the SNAP database shall be directed to the MSP BID, SNAP Unit.

56.1.10. OFFICIAL DEPARTMENT PHOTOGRAPHS

- A. All employee portraits and ID cards shall be requested by submitting a Photo Lab Request for Service, BID-013, to the BID Photo Lab Unit at: MSP-PhotoLab. The following guidelines shall be followed when submitting requests:
- (1) New employees shall have their supervisor or manager submit the electronic form on their behalf.
 - (2) Current employees shall submit the electronic form on their own behalf.
 - (3) Enforcement members currently going through the retirement process shall have a Human Resources Division representative submit the electronic form on their behalf.
 - (4) Retired enforcement members shall request portrait or ID card updates by submitting a request to the Human Resources Division.
- Members shall contact the BID Photo Lab Unit for an appointment prior to traveling to Lansing for an official photograph and complete a BID-013 form.
- B. The BID Photo Lab Unit shall take official photographs of enlisted and enforcement department members on the following occasions:
- (1) Upon graduation from recruit school.
 - (2) When there is a change in rank or reinstatement.

- (3) Upon retirement.
- (4) At least every five years. Note: undercover enlisted members whose personal appearance does not comply with standards set forth in Official Order No.1, Art. 4, Enc. 1 (Appearance and Grooming) are exempt from having a photo taken until such time they are able to meet the standards without adversely impacting their assignment.
- (5) Whenever the BID Photo Lab Unit deems it necessary.

C. Attire for Official Photographs

- (1) All enlisted members shall wear their Class A uniform for photographs, regardless of the time of year.
- (2) All enforcement members shall wear their department issued uniform.
- (3) Emergency dispatchers shall wear issued clothing.

D. Official Photographs for Civilian Members

- (1) The BID Photo Lab Unit shall take an official photograph of civilian members at the time of employment and at five-year intervals until their retirement.
- (2) If it is not possible for the civilian member to travel to the BID Photo Lab Unit at Headquarters because of geographic distance or other reason, they may have their official photograph taken at the work site using the following procedures:
 - a. A digital camera shall be used.
 - b. The member may either stand or sit.
 - c. The camera shall be placed at the member's eye level, and the distance of the camera from the member shall be sufficient enough that the member's image fills the viewfinder of the camera.
 - d. The member shall look directly into the camera.
 - e. At least two photographs shall be taken of the member from the waist up.
 - f. The photograph shall be taken on a white or light colored plain background.
 - g. The digital image shall be submitted to the BID Photo Lab Unit with the member's identifying information, to include their full name and BID-013 form.

56.2 REVISION RESPONSIBILITY

Responsibility for continuous review and revision of this Order lies with the State Services Bureau, (Forensic Science, Training, and Biometrics and Identification divisions) in cooperation with the Office of the Director.

DIRECTOR