

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Crime Scene Photographs and Video Tapes		CHAPTER/SECTION NO.: 55.5,55.6	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 83.2.2			

55.5 Policy

- 55.5.1 Pertinent aspects of serious crime or accident scenes should be photographed prior to other processing activities.
- 55.5.2 At the discretion of the crime scene technician, video tape recorders may be used to record certain crime scenes.
- 55.5.3 All negatives of photographs, digital media and video recordings will be stored as evidence.

55.6 Procedure

- 55.6.1 Photographs and video should be taken with and without scales and markers to fully document the scene, using recognized procedures and Utah Crime Scene Academy Protocols.
- 55.6.2 If necessary and where a central point of focus exists, such as a victim, photographs should be:
 - A. taken from at least four (4) opposite directions at equal distances.
 - B. taken with and without a scale inserted in the field of view, in cases where dimensions may be pertinent.
 - C. listed on a photograph log as deemed appropriate by the CSI technician and

incident commander.

D. listed on the log with the following information:

1. Date
2. Time
3. Case number
4. Location
5. Photograph number

55.6.3 Digital Photography: When using digital photography format to document crime scenes and/or evidence, technicians should:

- A. use procedures outlined in WCSO Procedural Order 03-35 on Digital Photography Procedures, to maintain the quality and integrity of the captured images.
- B. follow all other documentation procedures as outlined in 55.5 and 55.6,