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Policy Manual
update

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9.22 DIGITAL CAMERAS AND DIGITAL MULTI-MEDIA EVIDENCE

For the purpose of this policy, the term “image capturing devices” includes, but is not limited to, cameras and cell phones. The term “Digital multi-media evidence” includes audio files, digital photographs, digital video and text message information.

The Everett Police Department will supply all patrol officers and investigators with department issued digital cameras in order to document photographic evidence and process crime scenes. Officers and investigators should only take photographs of items related to the crime they are investigating. Members will not take crime scene, collision scene or investigative photographs with personally owned image capturing devices unless it is in an emergency situation where no department issued camera is available.

All digital multi-media evidence captured by Everett Police Department employees at any crime scene, collision scene, or to further the investigation of any police-related matter:

- 1) Will be handled according to departmental policy and procedures;
- 2) Will remain the property of the Everett Police Department;
- 3) May not be taken, printed, downloaded, or distributed for any officer's personal use without specific, prior, written approval of the Chief of Police or his designee.
- 4) May not be stored and/or duplicated on any departmental or personal computer or thumb drive without prior supervisory approval;
- 5) May not be stored by and/or transmitted to other individuals without prior supervisory approval;
- 6) May not be posted on the Internet without specific, prior, written approval of the Chief of Police or his designee.