
Procedure for Photographing Evidence

1.0 Purpose - This procedure specifies the required elements for photo documenting evidence in casework.

2.0 Scope - This procedure applies to those Forensic Scientists who have been released to do forensic casework.

3.0 Definitions - N/A

4.0 Equipment, Materials and Reagents

- Panasonic Lumix digital camera or equivalent
- Photoshop Elements version 2.0, Paint 3D, PowerPoint, or equivalent

5.0 Procedure -

5.1 A digital photograph shall be taken using a Panasonic Lumix digital camera (or equivalent) for all evidence opened and/or analyzed within Forensic Biology with the exception of items containing swabs/smears only.

5.2 All photographs must be labeled with the following identifiers:

5.2.1 The case number.

5.2.2 The item number.

5.2.3 The photographer's initials.

5.2.4 The date the picture was taken.

5.2.5 If a sample is taken for further testing, the area from which the sample was taken shall be identified on the photograph. Additionally, any sub item created shall be documented on the photograph. Example: Item 2-1 was collected for DNA analysis. (The area where 2-1 was found shall be circled or denoted in some way on the photograph.) Note: If the sample is being collected for the purpose of epithelial cell testing or the entirety of the item is being swabbed/taped (e.g., swabbing of a shell casing or trace taping for hair), the sample shall be documented either in the worksheets or on the photograph.

5.3 Multiple photographs may be taken of large articles of evidence if necessary to document that evidence.

5.4 All photos shall be free of clutter.

5.5 All items shall be in focus.

5.6 A photographic scale shall be placed within the photograph, adjacent to the item/stain being photographed.

5.6.1 This scale is to determine the approximate size of an item/stain and is not to be used as a traceable measurement.

5.6.2 The scale shall not cover any other stains present.

6.0 Limitations - N/A

7.0 Safety - N/A

8.0 References

Forensic Biology Section technical procedures

9.0 Records - N/A

10.0 Attachments - N/A

Revision History		
Effective Date	Version Number	Reason
05/24/2024	5	5.2.5 added trace taping to note