

Approved by Director: Dr. Guy Vallaro

A. Purpose:

The Image Processing portion of the Multimedia and Image Enhancement Section is responsible for the secure archival of photographs generated by the Department of Public Safety.

B. Responsibility:

Forensic Science Examiners

C. Procedure:

1. Image Processing Work Product Security

01. All work product in the Image Processing area will be securely maintained by each employee so as to prevent loss, damage or deterioration.
02. Film negatives, slides and compact disks will be stored in the designated file storage area of the section located behind secure locked rooms
03. The file storage area consists of high-density shelving or and a secure, locking file cabinet or room.
04. Converted film/Polaroid/negatives to digital media will be backed up in secure high capacity storage device and a hard copy will be preserved on CD/DVD in the appropriate file area.
05. All stored/archived film/negatives/digital media will be cataloged in the areas database and this database will be routinely backed up to a secure network server.

D. Sources of Error:

Not Applicable

E. References:

State of Connecticut Department of Public Safety Administrative and Operations Manual
SOP 13.15.10.d(1)