

*Approved by Director: Dr. Guy Vallaro***A. Purpose:**

Multimedia and Image Enhancement Section personnel conduct technical support and services for the Connecticut State Police and the Connecticut law enforcement community in the areas of photography, digital imaging, photofinishing, and forensic imaging.

B. Responsibility:

The organization of the Multimedia and Image Enhancement Section is detailed in the Division of Scientific Services Quality Manual, GL-1.3 (Organizational Chart). The photography section is encompassed in the Multimedia and Image Enhancement Section.

All personnel assigned to the Multimedia and Image Enhancement Section will follow all applicable Federal, State and local laws and department policies. Some of the responsibilities of this section include, but are not limited to:

1. Photography for Department special events
2. Digital Image support for all Sections and outside agencies
3. High volume photofinishing
4. Reports and Records requests and FOIA requests
5. Forensic Imaging reproductions
6. Public relations imaging (posters, programs, recruitment, etc)
7. Storing and maintaining film, negatives and other media files for the Department of Emergency Services and Public Protection as submitted
8. Providing photography training to department personnel
9. Participate in the Division's quality assurance program

The goals of this section follow the requirements as set forth in Section 29-7b of the Connecticut General Statutes by providing forensic services that meet our specifications and comply with the ASCLD-LAB International and ISO 17025 requirements while meeting or exceeding the expectations of the criminal justice community. (GL-1, Section 4.1.2 / Appendix 4)

The personnel assigned to this section will perform their duties free from any other internal or external inappropriate influence/pressure as detailed in SOP GL-5 "Ethics".

C. Procedure:

1. Training, Development and Proficiency Testing
The Multimedia and Image Enhancement Section will follow training, and reporting and guidelines as set forth in the Division of Scientific Services—Quality Manual.

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2. ASCLD-LAB Inspection

The Multimedia and Image Enhancement Section will cooperate with the inspections from the American Society of Crime Lab Director's – Laboratory Accreditation Board when they perform a Laboratory Inspection for accreditation.

3. Quality Assurance

The Multimedia and Image Enhancement Section will comply with the Division of Scientific Services' Quality Assurance Program. It is the goal of the quality assurance program to provide a system that ensures reliable and accurate results and objective interpretations of data; it also encourages regular evaluation and reviewing of the policies and procedures of the section.

4. Records Management and Special Reporting

The Section will follow the guidelines set forth in the General Laboratory SOPs and the State of Connecticut's Department of Emergency Services and Public Protection's A&O Manual.

D. Sources of Error:

Not applicable

E. References:

State of Connecticut Division of Scientific Services General Laboratory SOPs

State of Connecticut, Department of Emergency Services and Public Protection's Administrative and Operations Manual Section 13.15.10.d(1)