

ILLINOIS STATE POLICE DIRECTIVE SRV-008, IMAGING SERVICES

RESCINDS: SRV-008, 2014-006, revised 01-11-2014.	REVISED: 02-23-2017 2017-002
RELATED DOCUMENTS: None	RELATED CALEA STANDARDS: 83.2.2

I. POLICY

The Illinois State Police (ISP) will ensure imaging services are available to all divisions and establish procedures for requesting these services.

II. DEFINITIONS

II.A. Imaging services – The capture, storage, and display of digital images or video.

III. PROCEDURES

III.A. Requesting imaging assistance

III.A.1. Requesting imaging services for law enforcement purposes

III.A.1.a. All requests for field assistance will be directed to the Crime Scene Service Command (CSSC) Commander, or his/her designee.

III.A.1.b. The request may come from the:

- III.A.1.b.1) Colonel
- III.A.1.b.2) Lieutenant Colonel
- III.A.1.b.3) District/Zone Commander
- III.A.1.b.4) DII Northern or Southern Commander
- III.A.1.b.5) Region Commander
- III.A.1.b.6) Bureau Chief
- III.A.1.b.7) Lab Director
- III.A.1.b.8) The designee of the above individuals

III.A.2. Requesting imaging services for non-law enforcement purposes

III.A.2.a. All requests for assistance will be directed to the Chief of the Office of Human Resources (OHR), Office of the Director (OOD).

III.A.2.b. The request may come from the:

- III.A.2.b.1) Colonel
- III.A.2.b.2) Lieutenant Colonel
- III.A.2.b.3) District/Zone Commander
- III.A.2.b.4) DII Northern or Southern Commander
- III.A.2.b.5) Region Commander
- III.A.2.b.6) Bureau Chief
- III.A.2.b.7) Lab Director
- III.A.2.b.8) The designee of the above individuals

III.B. Imaging services will be subject to the following restrictions:

III.B.1. Law enforcement purpose

III.B.1.a. All digital images or video captured by CSSC personnel shall be maintained according to CSSC Policy and the relevant Illinois record retention schedule.

III.B.1.b. Crimes against persons

- III.B.1.b.1) Images will be written onto an appropriate storage media.
- III.B.1.b.2) When requested by departmental personnel for official use, the CSSC will provide selected prints of images/photographs of the associated case(s).

- III.B.1.b.3) Reprints of negatives or copies of the storage media containing the scanned images, or other digital media, may be requested at a later time.
- III.B.1.b.4) A limited number of pre-selected 8 x 10 prints, or other sizes, may be requested from the CSSC for use in court.

III.B.1.c. Crimes against property

Upon prior approval by the CSSC Commander, or his/her designee, pre-selected prints, of varying sizes, may be requested for use in court.

III.B.1.d. Specialty units

Upon prior approval by the CSSC Commander, or his/her designee, pre-selected prints, of varying sizes, may be requested for use in court.

III.B.1.e. Intelligence and surveillance

Upon prior approval by the CSSC Commander, or his/her designee, pre-selected prints of varying sizes may be requested for operational needs.

III.B.2. Non-law enforcement purposes

III.B.2.a. Cadet Graduation

- III.B.2.a.1) Each graduate will be provided with one 8 x 10 color group photograph, one 8 x 10 with Command, and one 8 x 10 with family. If requested by the Academy during the training course, color portrait shots with and without hats will be produced.
- III.B.2.a.2) The Academy will receive a storage media of the color group photograph to produce prints for display.
- III.B.2.a.3) The graduate's district of assignment may receive one 4 x 6 head shot and/or a digital file for future use, i.e., press releases, etc. If images are requested by the Academy during the training period, the Academy will coordinate these requests.

III.B.2.b. Sworn promotions

- III.B.2.b.1) Each promotee will be provided with an official 8 x 10 color photograph with the Director or designee, an 8 x 10 color photograph with Command, and an 8 x 10 color photograph with family.
- III.B.2.b.2) In special circumstances, the digital images will be provided upon written request from the promotee.

III.B.2.c. Awards

Each award recipient will be provided with one 8 x 10 print.

| Indicates new or revised items.

-End of Directive-