



# OAKLAND COUNTY SHERIFF'S OFFICE

## Policies and Procedures

	<b>NUMBER</b> 134	<b>DATE</b> February 27, 2004
<b>SUBJECT:</b>	<b>GUIDELINES FOR SPECTRA CAMERA DEPLOYMENT/ACCOUNTABILITY</b>	<b>DISTRIBUTION</b> A, E, F & H.
<b>REFERENCE:</b>		

### POLICY

It shall be the policy of the Oakland County Sheriff's Office to provide, when possible, a basic camera system {Spectra Camera Kits} to avoid the necessary call-out of Forensic Science Lab personnel and to facilitate the processing of basic photographic evidence.

### PROCEDURE

#### 1.0 FORENSIC SCIENCE LAB CALL-OUT CRITERIA

- 1.1 The Spectra Camera System is intended to record events or objects that speak for themselves.
- 1.2 If, however, the photograph is intended or needed to make a comparison, e.g., pry-bar damage to a door jam, the Forensic Science Lab should be utilized. Questions may be addressed to the Forensic Science Lab or Duty Lab Technician.

#### 2.0 CAMERA KIT EQUIPMENT

- 2.1 The Camera Kit includes a camera, close-up lens, one-to-one stand, video, 2 ten-packs of film and storage case.
- 2.2 Each Camera Kit shall have the substation name and a numerical identifier written on it, e.g., Orion #1, Orion #2.
- 2.3 Cameras will be signed out to the substation by the Substation Commanders.
- 2.4 Camera Kits may be assigned by car or by officer. However, Substation Commanders shall be responsible for ensuring that the equipment is accounted for and functioning.

#### 3.0 TRAINING

- 3.1 Prior to use, each Deputy shall view the 13 minute videos on the care and operation of the Polaroid Spectra camera.

3.2 Each Deputy will sign a Training Roster indicating that he/she is familiar with how to operate the camera.

4.0 **UNIT STORAGE**

4.1 Each camera shall be stored in the case provided.

4.2 Camera Kits shall not be left in patrol units that leave the Township/City for repair.



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Sheriff

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