1.0 Summary of Changes

1.1. This is a joint imaging policy for Essex Police and Kent Police that amalgamates Kent policies N47 (Photographic and Imaging Department) and N124 (Digital Images).

2.0 What this Policy is About

2.1. This policy covers any use of digital stills camera (owned and/or released for use by Kent/Essex police) that is used in conjunction with casework or any police related incident. This includes specialist photographic procedures and images captured by non-Crime Scene Investigators (CSIs).

2.2. This policy refers to all types of imagery, all of which will be treated as evidential and should be adhered to in conjunction with the force policies noted under ‘Related Documents’ at below.

**Compliance with this policy and any linked procedures is mandatory.**

3.0 Statement of Policy

3.1. This policy applies to all officers and police staff within Essex Police and Kent Police who are responsible for taking evidential photographs in the course of their duties. The purpose of this policy is to provide instruction and guidance by detailing the responsibilities of officers and police staff who take photographs for use as evidence, to detect and strengthen prosecution and to bring offenders to justice.

3.2. Only equipment issued by Kent/Essex Police can be used for official duties.

3.3. The use of digital stills cameras will be subject to the JAPAN (Justifiable, Authorisation, Proportionality, Auditable, Necessary) principles regarding Human Rights.

3.4. The Photographic and Imaging Unit

3.4.1. The Photographic and Imaging Unit is based at two sites (Maidstone and Chelmsford) and offers a comprehensive range of specialist operational and non-operational photography including specialist lighting to assist with evidence recovery, reflective UV to reveal latent injuries, macro, location and studio based imaging.

4.0 Implications of the Policy

4.1 Finance / Staffing / Training / Other

4.1.1 There are no implications relating to this policy.
4.2 Risk Assessment(s)

4.3.1 This policy has been assessed as medium risk.

4.3 Equality Impact Assessment

4.3.1 An Equality Impact Assessment has been carried out and shows the proposals in this policy would have no potential or actual differential impact on grounds of race, ethnicity, nationality, gender, transgender, disability, age, religion or belief or sexual orientation.

5.0 Consultation

5.1. Photographic and Imaging, SCD, Public Protection Unit, Health and Safety, Finance, Legal Teams and departments.

6.0 Monitoring and Review

6.1. The policy will be reviewed in the light of any changes to working practices by the Photographic manager. Any changes will be reviewed by those responsible for other policies affected by the changes.

6.2. The policy will be reviewed every two years with the next review taking place in January 2016.

7.0 Related force policies or related procedures (Essex) / linked standard operating procedures (Kent)

Related force policies Kent:

- S02400 Crime Scene Management
- S02000 Covert Policing
- S020003 RIPA
- N11 Computer Based Indecent Images of Children
- M01 Media
- M01a Release of Information, Film and Photographs to the Media

Related force policies Essex:

- B 1700 Policy - Domestic Abuse

8.0 Other source documents, e.g. Legislation, APP, partnership agreements (if applicable)

- ACPO Manual of Surveillance, chapters 10 and 12