



Sheridan Police Department  
Policies and Procedures  
12.3  
Chapter 12 – Evidence & Property  
Section 3 – VeriPic

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Signature:

VeriPic Digital Photo Lab evidence software will be used by department personnel to store and protect the integrity of digital images and audio files.

### 12.3.1 Importing Images

- A. Employees are responsible for importing digital images, miscellaneous audio files and creating cases in VeriPic Digital Photo Lab evidence software.
- B. The method for importing digital files is to remove the storage media from the recording device and insert it into the appropriate input device on the computer containing the VeriPic software.
- C. Digital images that are part of more complex investigations, generally incidents involving more than one scene or investigations forwarded to CID, shall be appropriately named so an uninvolved person can determine the image content.

### 12.3.2 Security Level

- A. Employees will assign an import security level according to the sensitivity of the evidence. Employees should keep in mind that if they import the evidence at a higher level than their personal viewing level they will not be able to view or export the images later.
- B. Viewing levels are:
  - 1. Patrol – low;
  - 2. Detectives – maximum;
  - 3. Corporals and above – high;
  - 4. VeriPic administrators – maximum.
- C. The following are suggested import levels:
  - 1. Crashes and other images for routine investigations – low;
  - 2. Death investigations and other sensitive images – high;
  - 3. Files sensitive in nature such as internal investigations – maximum.
  - 4. Sexually explicit images of children will be stored on a CD,USB drive or other external storage device and logged into evidence.