

Next Review Date: 5/19

Last Reviewed: 5/16

Review Responsibility: Board and Administrative Policies Committee

FCCS PROCEDURE

NO.: 12C.11

**SUBJECT: STORAGE/RETENTION OF
INVESTIGATORY PHOTOGRAPHS**

Approved by: Executive Council

Effective Date: April 14, 2008

Date(s) of Revision: Dec 23, 2008; May 24, 2016

Responsible for Implementation: Data Management and IT

FCCS maintains a policy regarding the treatment of investigatory photographs. This policy pertains to the downloading and storage of digital photo images taken as a result of an investigation at the Intake or Regional level, only. This policy does not pertain to any images taken for use by the Communication Division.

This procedure documents the process for storing and retention of agency created or received investigatory photographs, regardless of device, format or source.

1) Digital Images Created with Agency-Issued Equipment

- a) Digital Cameras
- b) Surface Devices

2) Externally Sourced Photographs

- a) Digital Images
- b) Physical Photographs

Procedures:

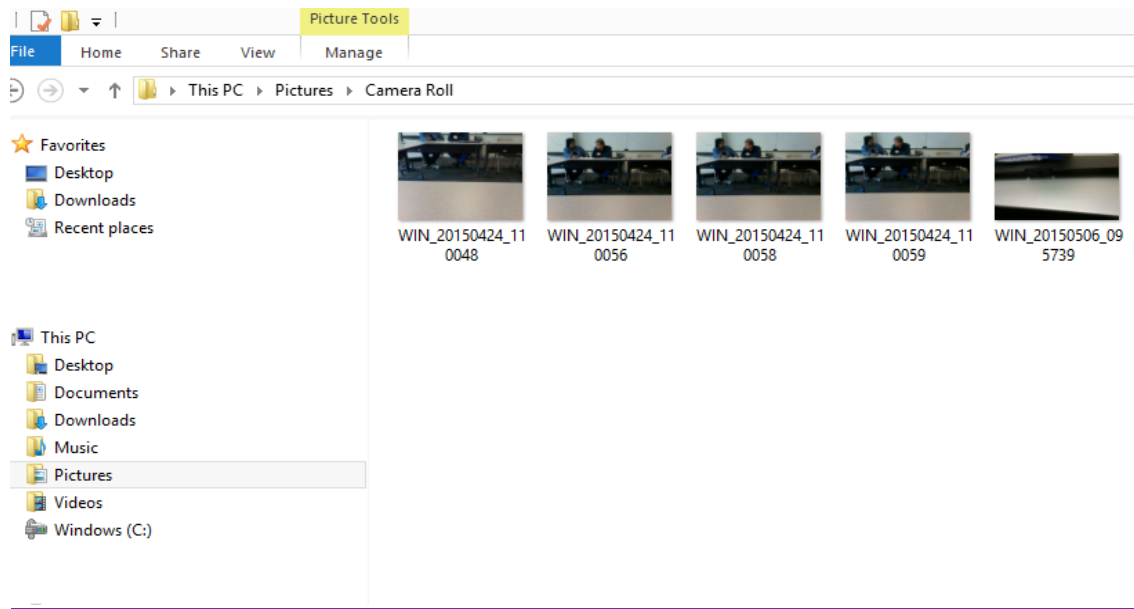
1) Agency – Issued Digital Camera

- a) **Downloading at the Agency Portal:** once a series of digital photographic images are taken in a particular investigation, they must be uploaded to the OnBase document management system for storage and future retrieval purposes. The procedure to be followed while recording the images is as follows:

- i) **An Investigatory Photographs (IP) form will be created for each case. The log shall contain the following information:**
 - **SACWIS case number**
 - **SACWIS person ID**
 - **Date and time the image was recorded**
 - **Child and family name**
 - **Description of the image photographed, corresponding to the image #**
 - **Photographer (CW) name**
 - **A sequential list, matched to the photographs, will identify each photo using the drop down box on the form.**
- ii) **After taking the pictures with the digital camera, the IP and camera must be forwarded to Data Management Clerical Support Staff or their designee for the purpose of uploading the images into the OnBase document management system. This is to occur on either the same business day that the image was taken or the next business day.**
- iii) **Data Management Clerical Support Staff or their designee will upload each image and match it to the corresponding identifying information from the IP form at the designated Photo Station. The image will be stored and made accessible in OnBase, where it will become part of the agency record. Data Management Clerical Support Staff or their designee will delete/erase the camera's memory card for the purposes of recycling memory cards for further use. Upon completion of the above steps, the IP will be deposited in a locked shred cabinet and the camera will be returned to the service team.**

2) Surface Device

- a) **Directions on how to use the Surface Device camera can be found on the Community Site in the User's Guides.**
- b) **Once a picture is taken it is stored in the camera roll, this can be found by navigating through Windows Explorer to This PC>Pictures>Camera Roll.**



- c) Go to the services locator page for Investigatory Photo Request.
Open the web form and complete it and save it as a PDF.

Franklin County
**Children
Services**
Protecting Children by Strengthening Families

Investigatory Photo Request

CASE ID: 00000 08/17/15

Worker Requesting Ginny Proctor Phone (614) 275-2725

Worker who took Ginny Proctor Date of Photo(s) 08/17/15

Investigation Type Is Institutional Camera # Surface

Photo Location 855 Mound St.

Images pertain to Investigation of Picture of office

Image #	Client Name/ Race	Age	Image Description
WIN_20150424_11_0048	Client Name / WHITE	14	Office Picture

- d) Send an email to the Intake Camera Station at iicamera@fccs.us.
Attach the PDF, the picture(s) and send them to Data Management.
Once the request is complete, the pictures can be accessed in the
General Correspondence section of the case file in OnBase.

- e) After sending pictures, return the Camera Roll and delete each file (picture).
- f) After deleting the photo, go to your desktop, left corner. Right click on the Recycle Bin and choose 'Empty Recycle Bin.'

3) Externally Sourced Photographs

- a) These are photographs received by the Data Management Clerical Support Staff, whose source is not a FCCS caseworker, such as law enforcement or other referral sources.

- b) **Digital Images**

- i) All externally sourced photographs brought to the agency on digital storage media (i.e. CD's, SD cards, USB drives, etc.) should be screened by Information Technology for potential issues before they are uploaded into the OnBase system. Data Management should submit a ticket to the IT Support Desk for the screening procedure to take place, after which the media will be returned to Data Management.
 - ii) Once screened and returned by IT, Data Management will begin processing the photographs.
 - iii) An IP form [see step 1)a)i) under Agency – Issued Digital Camera] will be created for each batch of received photographs.
 - iv) Data management Clerical staff will then upload and appropriately index the images.

- c) **Physical Formatted Photographs**

- i) These photos are to be forwarded to the Data Management Clerical staff.
 - ii) An IP form [see step 1)a)i)] will be created for each case.
 - iii) Photographs will then be scanned and uploaded into the OnBase system.