

Memorandum

Date: March 7, 2011
To: Forensic's Unit
From: Sergeant Ruben Cintron
Subject: Coroners Photos
CC:



In order to assist the Coroner's Unit the Coroner's Sergeant has asked that we place coroner photos in a file that they can have immediate access to. To facilitate this request a file folder has been created that only the Forensic and the Coroner Units have access to.

Forensic Procedure:

When a camera and/or camera card containing coroner photos is turned in by patrol for downloading please complete the following:

1. Download camera and/or card onto the Forensic Digital Imaging Computer under the appropriate case number.
2. Then load photos onto a thumb drive in order to transfer them to a file folder on the main network.
3. Download the photos into file folder: Fileroom / Coroners/ Coroners Photos/ ZZZ On-Scene Download. This is located on the main network.
4. Then remember to delete the photos from the thumb drive.