

<b>SUBJECT: Photography Protocol</b>		
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<b>POLICY AND PROCEDURE</b>		

**POLICY:**

Digital Photography of Genital and Non-genital Trauma, Forensic Evidence and Storage of Photographs

**PURPOSE:**

The purpose of this policy is to direct the Sexual Assault Nurse Examiner in the use of digital photography for documenting genital and non-genital genital trauma, forensic evidence, and the proper storage of digital forensic photographs.

**EQUIPMENT:**

Digital camera  
 Computer with the capability to copy files to a CD  
 Card Reader  
 CDs

**PROCEDURE:**

1. All patients will give consent in writing before obtaining any photographs, unless the patient is a minor and photographs can be taken under U.C.A. 62 A - 4a –406. Patient may refuse to have specific pictures taken of either a genital or non-genital injury.
2. Camera will be checked prior to its use to make sure there are no pictures in the memory device prior to starting the case.
3. The first and last picture taken during and examination will be a photograph of a label that includes the patient’s name.
4. All non-genital photographs of trauma will include three pictures of each injury. The three pictures will show the following:
  - a. Distance shot that clearly identifies the location on the patient’s body.
  - b. Close-up of the injury
  - c. Close-up of the injury with a measuring device or an object of known size in the photograph.
5. No pictures will be deleted from the memory device prior to all pictures being transferred to a permanent storage device.
6. The photographer will create a written log of the photographs taken during the examination.
7. After all photographs are completed, the entire file will be downloaded to a computer. If the computer is secured with access allowed only to examiners who perform forensic examinations, then that computer may be used as a back-up file for photographs. If the

computer is not secured the photographs will be recorded onto 2 CDs. One CD will be kept in the patient's chart and the other will be kept in separate file for backing up photographs. Only the files for one patient will be placed on a CD. Each CD will be labeled using a marker with the patient's name, the date of the exam, and the name of the nurse who performed the exam.

**REVIEWED:**  
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**APPROVED:** \_\_\_\_\_  
**Medical Director** **Date**

**APPROVED:** \_\_\_\_\_  
**Nursing Director** **Date**

**APPROVED:** \_\_\_\_\_  
**Date**