
Overview

This unit describes the performance required to process images which have been captured, and analyse and enhance them as required whilst maintaining the integrity and continuity of the master and copy images. The images may be still or moving and captured in analogue or digital form.

There is one element

1. Manage captured images

Target Group

This unit is aimed at operatives who successfully complete training in

1. imaging technology
2. continuity of images
3. evidential aspects, including specific legislation and case law.

SFJCH302

Manage captured images

Performance criteria

You must be able to:

- P1 establish the objectives for which the images are required and the time constraints
- P2 ensure **images** are processed in line with national guidelines, organisational policy and operating procedures
- P3 ensure the integrity and continuity of all master and copy **images** by recording their existence and movement
- P4 use organisationally-approved equipment and software effectively to analyse and enhance copy **images** to support the objectives of the operation
- P5 identify and address basic faults or problems with equipment and software, referring more complicated faults or problems to specialists
- P6 ensure images are processed and enhanced within the time constraints
- P7 when directed, physically despatch or digitally transmit **images** in line with national guidelines and organisational policy
- P8 ensure the exhibits officer and disclosure officer are fully informed of the existence and movement of all **images**
- P9 ensure that **images** and associated data are retained and destroyed in line with relevant legislation, national guidelines and organisational policy

SFJCH302

Manage captured images

Knowledge and understanding

You need to know and understand:

Legal and organisational requirements

- K1 current, relevant legislation, case law, policies, procedures, codes of practice and guidelines in relation to covert surveillance operations
- K2 current, relevant legislation and organisational requirements in relation to the retaining, recording, reviewing and revealing images
- K3 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K4 current, relevant legislation and organisational requirements in relation to health and safety

Managing captured images

You need to know and understand:

- K5 national guidelines and organisational policy for processing images
- K6 how to correctly process, or get processed, the types of images you are required to manage
- K7 how to manage master and copy images in order to ensure their integrity and continuity
- K8 how to use approved equipment and software correctly to enhance copy images
- K9 how to deal with basic faults or problems with equipment or software
- K10 whom to refer more complicated faults or problems to
- K11 national guidelines and organisational policy for physically despatching or digitally transmitting images
- K12 the roles and responsibilities of the exhibits officer and the disclosure and the information they need about the images

SFJCH302

Manage captured images

Additional Information

**Scope/range
related to
performance
criteria**

1. **images**
 - 1.1 self-captured
 - 1.2 captured by another operative
 - 1.3 captured remotely
 - 1.4 captured by third party media

SFJCH302

Manage captured images

Links to other NOS

This unit is closely linked to CH301 Capture images covertly which describes the standard or performance required when capturing images covertly as part of a surveillance operation.

SFJCH302

Manage captured images

Developed by Skills for Justice

Version number 1

Date approved May 2009

Indicative review date May 2011

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN SfJ CH302

Relevant occupations Public Services; Public Service and Other Associate Professionals;

Suite Policing & Law Enforcement C3 ; Policing & Law Enforcement SE3 C3 (September 08);

Key words manage captures images
