

**Sexual Assault Medical Forensic Services Implementation Task Force  
Photo Documentation Committee**

**November 8, 2018  
11:00am – 1:00pm**

**Meeting Minutes**

The meeting was called to order via conference call by Task Force Co-Chair Cindy Hora at 11:00am.

Present on the call were Task Force Members Ann Adlington (SANEs), Christy Alexander (SANEs), Nancee Brown (Rape Crisis Centers), Brenda Danosky (ISP), Dr. Marjorie Fujara (Child Abuse Pediatricians), Cindy Hora (OAG), Sandy Kraiss (Hospitals), Dr. Channing Petrak (Child Abuse Pediatricians), Jaclyn Rodriguez (OAG), and Karen Senger (IDPH). Non-Task Force Members Luis Andrade (IHA) and Jessica O'Leary (OAG) was also present.

The minutes from the October 24, 2018 meeting were reviewed. Nancee Brown motioned to approve the minutes. Brenda Danosky seconded the motion. The motion passed by a voice vote with no objections.

Members reviewed and discussed the equipment and storage options document. Equipment options will include a photo and description of the item, a link to the brand of the item, and an explanation of what the item does and why it would be useful.

Members spent time discussing best practices for storing photographs and video taken during a medical forensic exam as well as the need and options for backing up these images. Members discussed their experiences with various medical records software and protocols for releasing images in very limited circumstances and ensuring the images are not automatically released in response to a request for medical records. It was recommended that information about responding to subpoena for photographs and video images be included in the Educational Materials for State's Attorney's Offices.

The equipment and storage options document will be included with the sample photography policy as an attachment. An Identification Card/Bookend will also be included as an attachment. Members should email Jaclyn Rodriguez any additional equipment items they would like to include.

The latest version of the sample photography policy was reviewed and edits made.

The next meeting will be held after the full Task Force meeting on November 15, 2018. At that time the Committee will address the issue of a competency checklist for forensic photographers.

Jaclyn Rodriguez made a motion to adjourn the meeting. Christy Alexander seconded the motion. The meeting was adjourned at 12:46pm.