1. Explain the purpose of the exam photographs (to document exam findings) and obtain consent.

2. Take an identification photo at the beginning and end of the series; this may consist of a photo of an Identification Card, hospital face sheet or other label that clearly identifies the date, photographer, agency, and child victim (name, case number, or medical record number).

3. For macrophotography of body injuries:
   - Photograph the child overall, including front and back, and right and left sides with clothing.
   - Photograph for facial identification (frontal, R/L sides).
   - Note all injuries, skin disruptions, and scars on the anatomical diagrams provided. Note if not from assault (per patient).

4. Photo document each injury noted (separately). Use the “Rule of Threes”:
   - Orientation photo to identify location of injury or finding (Overall of area).
   - Close up of injury or finding.
   - Close up of injury or finding using a scale. Be careful not to cover any part of the injury.

5. For colposcopic photos, be systematic:
   - Photograph overall area, top to bottom, side to side
   - External genital structures to more internal structures
   - Lowest magnification to highest
   - Note all injuries on the anatomical diagrams provided.

6. Download photos to digital storage media or print per agency policy, maintaining copy for medical record. Ensure successful transmission to digital storage media before deleting from camera.

7. Label photos or digital storage media.

8. Place any photos and/or digital storage media in a separate envelope. **Encryption is not permitted.** Label and seal the envelope. Initial and date the seal.

**Do not place photos/digital media inside the evidence box.**
**This envelope should be given to law enforcement and/or the case officer.**