

## Program Announcement

### Basic Investigative Photography

**Date/Time:** November 14 – 18, 2022  
8:30 a.m. – 4:30 p.m.

The Monroe County Public Safety Training Facility (PSTF), under the auspices of the New York State Division of Criminal Justice Services (DCJS), will be holding a **Basic Investigative Photography Course** at 1190 Scottsville Road, Rochester, New York. This course teaches the skills necessary to effectively photograph a crime scene and the evidence contained therein by means of classroom instruction and practical workshops. This course provides instruction in both film-based and digital photography however, students are strongly encouraged to bring and utilize digital equipment.

Students who successfully complete this course will receive two college credits from Monroe Community College.

#### *Prerequisites*

- Active NYS police or peace officer certification
- Civilian employees of law enforcement agencies may attend with written authorization from their department.

#### *Required Attire and/or Equipment*

- Attire (dress code)
  - Business casual, OR
  - Department designated uniform of the day
- Equipment
  - 35mm SLR or Digital SLR (preferred) capable of manual operation
  - Electronic flash – detachable if available
  - Remote sync cord
  - Shutter release cable or remote control
  - Lens with macro/close-up capability
  - Flashlight
  - Owner's manual for camera and electronic flash
  - Batteries or power source for camera and flash (charger, battery packs)
  - Variety of scales
  - Evidence markers
  - 35mm film (minimum of twenty rolls of 200 – 400ASA) – not necessary if shooting digital
  - Memory Card (minimum of 512mb) – two preferred – not necessary if shooting film
  - Tripod

#### *Instructional Areas Include*

- Overview of basic photography equipment
- Operation of SLR film and digital cameras
- Fundamental techniques of photography
- Lighting techniques
- Guidelines for photographing a crime scene
- Photographing night and low light conditions
- Photographing evidence for comparison purposes
- Macro photography

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### Graduation Requirements

- 90% attendance (policy set by Monroe Community College)
- 70 % passing grade on written examination
- 70% passing grade on proficiency test

### Course Tuition and Fees

- Tuition: \$396.00 (per person)
- Estimated Student Fees: \$106.50 (Student fees may vary each semester)
- *It is **NOT** necessary to send a check or voucher prior to class.* Students will be billed at the completion of the course.

**Note:** Monroe Community College reserves the right to revise tuition and fees as necessary.

**Reservations:** Individuals interested in attending this course must do so with the full knowledge and approval of their employing law enforcement agency. To attend this course, department training coordinators must complete a [Law Enforcement Program Course Reservation Form](#) and return it to the PSTF no later than **November 1, 2022**.

**To avoid double tuition billing**, a valid [Certificate of Residence](#) is required from students who reside outside of Monroe County.