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## Technical Procedure for Video Results

**1.0 Purpose** - The purpose of this procedure is to create a video in order to document the processes used during a forensic video analysis examination.

**2.0 Scope** - This procedure describes the steps to be taken by personnel of the State Crime Laboratory in creating a video to document the processes used during a forensic video analysis examination and to create a report detailing the work performed.

### 3.0 Definitions

- **Write Protection** – A feature available on many types of media which protects the media from inadvertent alteration or deletion. This is sometimes referred to as “Record Protection.”
- **Video Mixdown** – Duplicate copy of video already created. These are generally created to add additional processing to a previously processed video.

### 4.0 Equipment, Materials and Reagents

- Non-linear video processor (e.g., AVID)
- Recording device

### 5.0 Procedure

**5.1** A main title screen identifying the laboratory case number, the individual creating the video, and the date the video was produced shall be created.

**5.2** Title screens identifying each video sequence to be included on the final video shall be created. These title screens shall document what processing was performed on the original acquired video in order to produce the video sequences.

**5.3** A final video sequence shall be created. The final video sequence shall be arranged as follows:

**5.3.1** Any verification sequences created during analysis.

**5.3.2** Main title screen.

**5.3.3** Video sequences created during analysis (with title screens). These sequences shall be arranged in ‘reverse’ order so that the final results are first on the video and the video works backwards to the original acquired video.

**5.3.4** Original acquired video (with title screen).

**5.4** The final video sequence shall be recorded to some type of video media.

**5.5** The video media created shall be write-protected, if possible.

**5.6** Label the video media created using permanent marker in accordance with the Laboratory Procedure for Evidence Management.

**5.7** A laboratory report shall be created in FA. This report shall:

**5.7.1** Document the resulting media prepared during analysis.

**5.7.2** Follow all other report writing policies.

**5.8** Video mixdowns do not need to be included in the final video sequence provided the footage duplicated by the video mixdown is included.

**5.9 Standards and Controls** - A color bar test pattern with test tone obtained from the engineering department at WRAL-TV on the media type submitted.

**5.10 Calibrations** – The hardware and software used in casework shall be verified before each case to ensure that they are functioning properly (see the Video Performance Verification Procedure).

**5.11 Maintenance** – N/A

**5.12 Sampling** – N/A

**5.13 Calculations** – N/A

**5.14 Uncertainty of Measurement** – N/A

**6.0 Limitations** – N/A

**7.0 Safety** – N/A

**8.0 References**

- Video Performance Verification Procedure
- Laboratory Evidence Management Procedure
- Ocean Systems Training Manual – Introduction to Forensic Video Analysis

**9.0 Records** – N/A

**10.0 Attachments** – N/A

<b>Revision History</b>		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
10/31/2013	2	Added issuing authority to header
08/29/2014	3	5.4 - Removed statement regarding VHS