

Technical Procedure for Video Duplication and Conversion

1.0 Purpose - The purpose of this procedure is to duplicate and/or convert video evidence as requested by the submitting agency.

2.0 Scope - This procedure describes the steps to be taken by personnel of the State Crime Laboratory in duplicating and/or converting video.

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.”

4.0 Equipment, Materials and Reagents

- Playback device
- Recording device
- Permanent marker

5.0 Procedure

5.1 Connect the playback device to the recording device. This connection shall be made with the highest quality connection available to both devices.

5.2 Verify the performance of the equipment connected in the previous step according to the Video Performance Verification Procedure.

5.3 Determine whether the request is to duplicate/convert the entire video or a specific area of interest.

5.3.1 Entire video: Queue the video to the beginning.

5.3.2 Specific area of interest: Locate the area of interest. If the submission form lists a date/time of interest, and the date/time stamp is visible during playback of the video, queue the video to a period prior to the provided time. If no date/time stamp is provided, or none is visible during playback of the video, use the information provided on the submission form in an attempt to locate the area of interest. If the area of interest still cannot be located, contact the submitting agency for more information.

5.4 Duplicate the video, or portion of video, by playing the original evidence media using the playback device, while recording on the destination media using the recording device.

5.5 Verify that the duplicated/converted video accurately represents the original video.

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

Analysis of evidence shall not be performed on workstations which are connected to a network that allows access to the internet (including the DOJ internal network). If available, a forensic workstation shall be used and re-imaged to a forensically clean state upon completion of the case.

- 5.7 Label the video media created using permanent marker in accordance with the Laboratory Procedure for Evidence Management.
- 5.8 A Laboratory Report shall be created in FA.
- 5.9 Patch panels and other related hardware may be used to connect the playback and recording equipment, provided their performance is verified.
- 5.10 **Standards and Controls** - A color bar test pattern with test tone obtained from the engineering department at WRAL-TV on the media type submitted.
- 5.11 **Calibrations** - The hardware and software used in casework must be verified before each case to ensure that they are functioning properly. The procedure for this verification process can be found in the Video Performance Verification Procedure.
- 5.12 **Maintenance** – N/A
- 5.13 **Sampling** – N/A
- 5.14 **Calculations** – N/A
- 5.15 **Uncertainty of Measurement** – N/A
- 6.0 **Limitations** - Failure to limit the playback of the evidence media could result in degradation of the evidence.
- 7.0 **Safety** – N/A
- 8.0 **References**
 - Video Performance Verification Procedure
 - Laboratory Procedure for Evidence Management
- 9.0 **Records** – N/A
- 10.0 **Attachments** – N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document