Technical Procedure for the Physical Inspection of Video Evidence

1.0 Purpose - The purpose of this procedure is to identify the evidence received, inspect the evidence for any damage, and protect the evidence from inadvertent alteration or erasure.

2.0 Scope - This procedure describes the steps to be taken by personnel of the State Crime Laboratory in performing a physical inspection of evidence media received for video analysis.

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

- Permanent marker

5.0 Procedure

5.1 Label the evidence using permanent marker in accordance with the Laboratory Procedure for Evidence Management.

5.2 Inspect the evidence for physical damage. If damage is found, refer to the Procedure for Repair of Video Evidence for further information prior to the continuation of analysis.

5.3 Information specific to the evidence (e.g., type/size of media, manufacturer, labels, and status of any write protection feature) shall be documented in case notes.

5.4 If a write protection feature is available and was not enabled prior to submission, it shall be enabled prior to analysis.

5.5 Identifying marks shall be placed on the evidence. Avoid placing identifying marks on removable labels present on the evidence.

5.6 If no native write protection feature exists, a read-only playback device may be used.

5.7 Standards and Controls - N/A

5.8 Calibrations – N/A

5.9 Maintenance – N/A

5.10 Sampling - N/A

5.11 Calculations - N/A

5.12 Uncertainty of Measurement – N/A

6.0 Limitations

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6.1 Failure to identify and correct physical damage before playback may further damage the evidence or the playback device.

6.2 Failure to enable write protection may allow the evidence to be altered or erased inadvertently.

7.0 Safety - N/A

8.0 References

- Laboratory Evidence Management Procedure
- Video Evidence Repair Procedure

9.0 Records - N/A

10.0 Attachments - N/A

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

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