Technical Procedure for Image Export

1.0 Purpose - The purpose of this procedure is to export image files of possible interest during video analysis.

2.0 Scope - This procedure describes the steps to be taken by personnel of the State Crime Laboratory in exporting image files during video analysis.

3.0 Definitions – N/A

4.0 Equipment, Materials and Reagents

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

5.0 Procedure

5.1 Advance through the video frame by frame, identifying possible areas of interest.

5.2 Export these areas of interest as image files. The standard "Image Export" settings from the Video Standard Settings Reference Guide shall be used, if possible. Any deviation from these settings must be documented as provided by the Laboratory Procedure for Authorizing Deviations. The file names used when exporting shall be sequential and non-descriptive (i.e., Image1.tif instead of "Suspect with gun.tif".

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

5.4 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).

5.5 Maintenance – N/A

5.6 Sampling - N/A

5.7 Calculations - N/A

5.8 Uncertainty of Measurement – N/A

6.0 Limitations – N/A

7.0 Safety - N/A

8.0 References

- Video Performance Verification Procedure
- Video Standard Settings Reference Guide
- Ocean Systems Training Manual – Introduction to Forensic Video Analysis

9.0 Records - N/A

10.0 Attachments - N/A

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

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