Technical Procedure for Image Printing

1.0 Purpose - The purpose of this procedure is to print image files 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 printing image files during a forensic video analysis examination.

3.0 Definitions – N/A

4.0 Equipment, Materials and Reagents

- Printer
- Permanent marker

5.0 Procedure

5.1 The media that contains the image files to be printed shall have a folder identifying a group of images to be printed.

5.2 Print the images contained in this folder. Unless otherwise requested, images are normally returned in 8 X 10 format.

5.3 Ensure that the printed images accurately reflect the original images.

5.4 Label each print using permanent marker in accordance with the Laboratory Procedure for Evidence Management.

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

5.6 Calibrations - The hardware and software used in casework shall be verified before each case to ensure that they are functioning properly. The procedure for this verification process is found in the Video Performance Verification Procedure.

5.7 Maintenance – N/A

5.8 Sampling - N/A

5.9 Calculations - N/A

5.10 Uncertainty of Measurement – N/A

6.0 Limitations – N/A

7.0 Safety - N/A

8.0 References

- Video Performance Verification Procedure

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- 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

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