

*Approved by Director: Dr. Guy Vallaro***A. Purpose:**

To duplicate submitted video evidence for distribution to other agencies in a format that is recognizable and accessible.

**B. Responsibility:**

Forensic Science Examiner

**C. Procedure:**

1. Evidence will be submitted to the Laboratory according to the Evidence Receiving Standard Operating Procedures.
2. Inspect the physical media for any damage. Any damage shall be documented in the case file's quality record (MMIE QR: General Worksheet). If necessary, the submitting agency/customer may be notified of any noted damage and possible repairs.

Communications will be documented according to GL-1 Section 4.42. ( Refer to GL-4.4.2 "Pertinent discussions with customer.")

3. Any repairs made shall be noted on the appropriate worksheet.
4. Load the evidence into the appropriate player and locate the segment of video to be duplicated. Record the devices used on the appropriate location on the worksheet.
5. Load the appropriate media into the recording device and begin to record. If media is to be inserted into a computer, this media should be checked for viruses and malware using proper security software.
6. After the duplication process has been completed, verify that the duplication copy is working properly and that the final product is the best quality attainable.
7. If possible, an archive copy of the duplicated material will be generated and retained at the Laboratory.
8. Label the original submission and its duplications with the Laboratory's identifiers (case number, submission number and examiner initials). A barcode should be generated and affixed to the external packaging.

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9. Document on the appropriate worksheet: the type of media for the original submission, the equipment used to perform the duplication and the resulting media.
10. A sub-item will be created in the *LIMS JusticeTrax System*. For any duplications generated to be disseminated to the requesting agency, this sub-item will be filed as Submission #-M# (e.g. 1-M1).
11. No report is issued if the duplication request is for the entire contents of the media submitted. A report will be issued for VHS tapes reflecting a portion of the recorded video (incident of interest) was duplicated.  
A report will be issued if there are issues with the duplication of the evidence and/or additional enhancement/editing-type analysis was performed to duplicate the evidence.
12. Return the original evidence and duplication copy(ies) to Evidence Receiving.

**D. Sources of Error:**

Error may occur due to equipment malfunction or condition of submitted evidence

**E. References:**

Division of Scientific Services General Laboratory Standard Operating Procedures