

**MMIE SOP-07 VHS Tapes & Other Analog Media
Enhancement**

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Approved by Director: Dr. Guy Vallaro

A. Purpose:

General operating procedure for handling the enhancement of analog-type video evidence

B. Responsibility:

Forensic Science Examiners assigned to the Multimedia & Image Enhancement Unit or performing casework in the Unit

C. Procedure:

1. Inspect the analog media to ensure that there is no damage and the media is in good working condition.
2. If the media is damaged, note the damage on the worksheet and with photographs if possible. If necessary, contact the submitting agency to discuss the damage. Repair the damage if possible and note the repairing measures on the applicable worksheet.
3. After implementing erasure prevention practices, insert the analog media into the appropriate player (TL/RT).
4. Verify that the input/output signals are operating correctly.
5. In the examiner's computer documents, a working folder should be created with the laboratory case number as the identifier for all files/media generated.
6. Open the appropriate capturing software (Camtasia, SnagIt, Canopus or applicable software) and activate the capture mode according to the user manual instructions.
7. Capture the relevant section of video information as noted in the Request for Examination form.
8. Save the captured segment as a video (.avi, .mpg, .mov, etc.) file with a case number or other identifier. *e.g. ID-06-12345capture 1.avi or bankrobbery.avi*
9. Analyze the captured file using the editing software, refer to MMIE SOP-06 for a list of software and filters that may be used.

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10. Any files generated from the digital media should be saved using the highest quality setting.
11. Exported files can be created and labeled in the following manner: camera/time/date stamp information (*c# mmddyy hhmmss.tif, c# hhmmss.tif, mmddyy hhmmss.tif or hhmmss.tif*) or submission number (*Example: S001 1.tif (graphic files)*) or other descriptor.
12. After analysis of the video evidence is completed, save any video files or exported image files in the examiner's case folder on the computer and a copy of this file should be transferred onto a CD/DVD for archiving.
13. The submitting agency may receive a set of printed images or a CD/DVD containing the image files.
14. If photographs or a media containing electronic files are generated to be disseminated to the requesting agency or retained as archives, a sub-item will be created in the *LIMS JusticeTrax System*. This sub-item will be filed as Submission #-M# (*e.g. 1-M1*).
15. A report will be issued of enhancements/clarifications made on the submitted evidence.

D. Sources of Error:

Equipment malfunction or condition of evidence

E. References:

See MMIE SOP-24 Multimedia & Image Enhancement References