

MMIE SOP-10 Duplications of audio tapes-CD-digital recordings

Approved by Director: Dr. Guy Vallaro

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A. Purpose:

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

B. Responsibility:

Forensic Science Examiners

C. Procedure:

1. Evidence will be submitted to the Division of Scientific Services according to the Quality Manual protocols.
2. Inspect the physical media for any damage. Any damage should be documented in the case file. Any repairs made should be noted on the appropriate worksheet and the submitting agency/customer may be notified, if necessary, of such repairs.
3. Load the evidence into the appropriate player and locate the segment of audio to be duplicated.

If the audio is located on digital media and will be loaded into a computer, every effort will be made to ensure that the media is virus-free.
4. Load the appropriate media into the recording device and begin to record.
5. After the duplication process has completed, verify that the duplication copy is properly working and that the recording is of good quality.
6. An archive copy will be maintained at the Forensic Laboratory.
7. Label the original submission and its duplications with the Laboratory's identifiers (case number, submission number and examiner initials).
8. Document on the appropriate worksheet (MMIE: General): the original submission's serial/lot number or other identifying information and the equipment used to perform the duplication.
9. Return the original evidence and duplication copies to Evidence Receiving after the case has been completed.

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10. No report is issued for duplications of the entire media. A report is issued when: requested by the submitting agency, or only a portion of the evidence was duplicated by request or if enhancement/editing techniques were needed to clarify the audio during the duplication service.
11. A sub-item will be created in the *LIMS JusticeTrax System* for any media generated for submitting agencies and internal archives following guidance from GL-4.

D. Sources of Error:

Equipment malfunction or condition of evidence

E. References:

See MMIE SOP-24 Multimedia and Image Enhancement References