

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

General quality records, worksheets and a maintenance log should to record any processing and documentation of evidence handled in the Multimedia and Image Enhancement Section. The Multimedia and Image Enhancement Section will issue reports of analysis using a general laboratory report template located in the Justice Trax system.

B. Responsibility:

Forensic Science Examiners assigned to the Multimedia and Image Enhancement Unit or conducting casework in the Unit.

C. Quality Records Used by Examiners:**Worksheet Name or Description:**

General Worksheet

Review Checklist:

Scene Retrieval Worksheet

DVR Worksheet

Quality Record Number

QR: MMIE General

QR: MMIE Checklist

QR: Scene Retrieval

QR: DVR Worksheet

The controlled Quality Records are located on the S: drive in the Controlled Documents folder.

D. Quality Control Log:

Quality Control checks are documented on the QR: MMIE General on days of use.

Any repairs or issues with the equipment will be documented in the Unit's Equipment Logbook.

E. Sources of Error:

None

F. References:

Equipment User Manuals