

IM SOP-4 Photography

Approved by Director: Dr. Guy Vallaro

Document ID: 1190

Revision: 1

Effective Date: 8/15/2014

Status: Published

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Purpose: To document evidence using photography.

Responsibility: Imprint Examiners

Safety: All proper personal protection equipment will be used as appropriate.

Procedure:

Materials:

1. Camera
2. Film/memory card
3. Tripod or copy stand
4. Light source/flash
5. Scale/ruler
6. Angle finder

Procedures:

1. If the item of evidence contains an impression first examine the item of evidence to determine the location(s) of interest.
2. Determine the best type of lighting to be used (direct, reflective, oblique, transmitted, etc.).
3. Determine if tripod or copy stand should be used. Set up appropriate apparatus. Ensure that camera is parallel with the item of evidence or the imprint/impression.
4. Place appropriate scale adjacent to and at same depth as the item of evidence or imprint/impression.
5. Take photographs filling frame of film with the item of evidence or imprint/impression.
6. Enhance the evidence or imprint/impression with light source at appropriate angle for maximum detail.

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7. Take several photographs with light source at different angles.
8. After developing/downloading, have selected photographs enlarged to natural size (1:1) for comparison purposes, as applicable.

Results:

A permanent record of the item of evidence is obtained for comparison purposes.

Sources of Error: N/A

Quality Assurance: N/A

References: See Bibliography.

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