

Purpose: To document evidence using photography.

Responsibility: Forensic Science Examiners assigned to the Imprint Unit are responsible to follow the guidance of this procedure.

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

Procedure:

Materials:

1. Camera
2. 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 the frame of the camera view finder with the item of evidence or imprint/impression.
6. Enhance the evidence or imprint/impression with a light source at the appropriate angle for maximum detail.

7. Take several photographs with the light source at different angles.
8. Digital photographs are downloaded to the examiner's computer. A printed copy of the photographs is included in the case file. The date that the photographs were generated will be on all pages of the printed copies. Photographs of impressions that cannot be lifted or otherwise collected will be saved to a CD or DVD. The CD or DVD will be packaged in an appropriate evidence container, tape sealed, sub-itemized in JusticeTrax, barcoded, and returned to the submitting agency along with the original evidence.

If a disk is generated containing the working files including digital images, this disk will be treated as evidence. The disk will be sub-itemized in JusticeTrax and retained in a secure storage location.
9. After 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.