

IM SOP 16 Electronic Submission of Digital Images

Approved by Director: Dr. Guy Vallaro

Document ID: 4304

Revision: 1

Effective Date: 01/09/2017

Status: Retired

Page 1 of 1

IM SOP-16 Electronic Submission of Digital Images

Purpose: To allow for the electronic submission of digital images

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:

Digital images of imprints/impressions, shoes and tires are often utilized in casework. Sometimes these images are emailed to an examiner for review for use in casework. In some circumstances, an investigator may submit an image to inquire if it is suitable for analysis. If the examiner determines that the electronic image is suitable, the examiner may suggest to the investigator that the case can be submitted electronically. In these instances the following procedure will be followed:

1. The agency requesting to submit digital images will first contact the Imprint Unit and Case Management Unit (ct.forensiclaboratory@ct.gov). The email should contain the agency name, requestor, agency case number and contact information.
2. If the request is accepted, the submitting agency will be notified to email an electronically completed DSS Request for Analysis Form (SOP-ER-02:1) along with the attached digital images.
3. Upon receipt of the completed request form and digital images, the digital images will be scanned for viruses and then a disc (CD or DVD) will be made.
4. The case will be entered into JusticeTrax by the Evidence Receiving Unit.
5. Once submitted as a case, the images may now be reviewed and analyzed as a typical case. (See IM SOP-3 Evidence Procedures)

Sources of Error: N/A

Quality Assurance: N/A

References: See bibliography.