

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

General standard operating procedure for the forensic science examiner assigned a multi-media image enhancement case.

**B. Responsibility:**

Forensic Science Examiners assigned to Unit or conducting casework in the Unit.

**C. Procedure:**

1. A new case evidence will be picked up from Evidence Receiving and transferred to the Video Storage- Incoming location, unless the examiner will begin to work on the evidence.
2. When beginning a case, the examiner shall transfer the evidence from its storage location into the examiner's possession.
3. The transfer shall occur in the Justice Trax/Lims program and a secure PIN will be used as part of this transfer. The start date of the case shall be designated as the first date that analysis began in the case as reflected on the appropriate worksheet and on the milestone sticker located on the exterior of the case jacket.

Evidence not immediately being examined will be transferred into the examiner's locker in the Unit.

2. Photocopies or photographs of evidence labeling and sealing information will be made for the case file and documented on the appropriate worksheet.
3. The examiner will verify that the barcodes and labeling information correspond.
4. Prior to beginning examination, the examiner should note if there may be the presence of biohazardous materials present and proper precautions should be employed.

In the event that such substances are present, the examiner will follow safety precautions as detailed in SOP GL-02 "Safety".

5. Prior to beginning examination, verify that the media's erasure prevention mechanism is implemented.

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6. Inspect physical media for any damage. Any damage should be noted and recorded on the appropriate worksheet. If necessary, contact the submitting agency prior to repairing the evidence.
7. Any media that will be inserted into a computer should be checked for viruses and malware using proper security software.
8. Record the serial/lot number or any other identifiers on the worksheet.
9. Begin examination of evidence as requested on the Request for Physical Examination Form SOP-ER-02:1 provided by the submitting agency according to the procedures listed in the appropriate section.
10. After completion of examination, all worksheets, media and reports (if applicable) generated must be reviewed by the technical reviewer and administrative reviewer. Refer to the GL-1 Section 5.10 "Reporting the Results." The end date of the case is the date that the report is "Draft Complete" in Justice Trax/LIMS, which is documented on the report and the outside of the case jacket. Note: Administrative reviews are not conducted in duplications or video retrievals, unless a report is generated.
11. All media generated should have the examiner's initials, the Laboratory's Case Number identifier present and the evidence's Submission/Item number with a barcode present on the external packaging.

**D. Sources of Error:**

Not applicable

**E. References:**

Division of Scientific Services, General Laboratory Standard Operating Procedures