

A. Purpose:

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

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 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.
4. Photocopies or photographs of evidence labeling and sealing information will be made for the case file and documented on the appropriate worksheet.
5. 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".
6. Prior to beginning examination, verify that the media's erasure prevention mechanism (if applicable) is implemented. 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. A write-blocker or other protection should be used is possible.
8. Record the serial/lot number or any other identifiers on the worksheet.
9. After reviewing the requested audio analysis, if DSS is not able to conduct that analysis, but there are other laboratories that we can send the evidence to for that type of analysis, the

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submitting agency should be notified. If the submitting agency would like to proceed with the outsource to complete the analysis, an audio outsource request should be opened. The “Audio Outsource” request milestone will be updated to findings entered once the evidence is sent out. Upon return of the evidence and the results, the evidence is transferred back from “Mail Transport” to lab personnel and then placed in Evidence Receiving Outgoing. The “Audio Outsource” request milestone will be updated to “Draft Complete” and this will complete this service type request.

10. After completion of examination, all worksheets, media and reports (if applicable) generated must be reviewed by the technical reviewer and administrative reviewer. 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