

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

To determine, if possible, the type of photocopying process used to produce the subject (Questioned) document.

To identify or eliminate, if possible, a particular ["Known"] photocopier as having produced the subject (Questioned) document.

To establish or eliminate, if possible, that a particular ["Known"] photocopier as having produced two or more documents.

To establish or eliminate, if possible, that the same ["Unknown"] photocopier produced two or more documents.

A. Responsibility: Assigned section staff**B. Procedure:****1. Materials**

Document containing subject (Questioned) marks or defects.

Photocopier or standards obtained from the photocopier which is suspected of producing subject (Questioned) documents.

Optical Enhancement devices as deemed necessary.

Appropriate Documentation Equipment (Camera/Scanner/Photocopier).

2. Method:

Microscopic examination of the subject document to identify the type of tone used (wet or dry) and type of fusing mechanism used.

Examine subject document to identify defects or "trash" marks which are on the copy and may also be found on the lid, cover, lens, glass platen, drum or photoconductor belt of the copier. Consideration should also be given to transient and variable defects which may also be present on the subject document.

"Side by Side" inter-comparison examination between the subject (Questioned) document and standard samples obtained from a particular ["Known"] photocopier to determine if any of the characteristic defects are present in both the subject document and "Known" samples.

C. Sources of Error: Not applicable**D. References: See Bibliography/Reference Materials.**