
Technical Procedure for Physical Inspection of Audio Evidence

1.0 Purpose - The purpose of this procedure is to identify the evidence received, inspect it for any damage, and protect the evidence from inadvertent alteration or erasure.

2.0 Scope - This procedure describes the steps to be taken by personnel of the State Crime Laboratory in performing a physical inspection of evidence media received for audio analysis.

3.0 Definitions

- **Write Protection** – A feature available on many types of media which helps to protect the media from inadvertent alteration or deletion. This is sometimes referred to as “Record Protection.”

4.0 Equipment, Materials and Reagents

- Permanent marker

5.0 Procedure

5.1 Label the evidence using permanent marker in accordance with the Laboratory Procedure for Evidence Management.

5.2 Inspect the evidence for physical damage. If damage is found, refer to the Repair of Video Evidence Procedure for further information prior to the continuation of analysis.

5.3 Information specific to the evidence (such as type/size of media, manufacturer, labels, and status of any write protection feature) shall be documented.

5.4 If a write protection feature is available, and it was not enabled prior to submission, it shall be enabled prior to analysis.

5.5 Identifying markings shall be placed on the evidence if possible. Avoid placing identifying markings on removable labels present on the evidence.

5.6 If no native write protection feature exists, a read-only playback device may be used, if available.

5.7 Standards and Controls - N/A

5.8 Calibrations - N/A

5.9 Maintenance – N/A

5.10 Sampling - N/A

5.11 Calculations - N/A

5.12 Uncertainty of Measurement - N/A

6.0 Limitations

6.1 Failure to identify and correct physical damage before playback may further damage the evidence or the playback device.

6.2 Failure to enable write protection may allow the evidence to be altered or erased inadvertently.

7.0 Safety - N/A

8.0 References

- Laboratory Evidence Management Procedure
- Audio Evidence Repair Procedure

9.0 Records - N/A

10.0 Attachments - N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
10/31/2013	2	Added issuing authority to header