

Technical Procedure for Audio Results

1.0 Purpose - The purpose of this procedure is to create an audio recording containing the results of a forensic audio analysis examination.

2.0 Scope - This procedure describes the steps to be taken by personnel of the State Crime Laboratory in creating an audio recording containing the results of a forensic audio analysis examination.

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.”
- **Filter Set** – A collection of filters and/or processes designed to clarify a specific audio recording.

4.0 Equipment, Materials and Reagents

- Playback device
- Audio clarification and filtering device
- Recording device

5.0 Procedure

- 5.1** Connect the playback device to the audio clarification and filtering device. Connect the audio clarification and filtering device to the appropriate recording device. These connections shall be made with the highest quality connection available to both devices.
- 5.2** Load the filter set previously created in order to clarify the audio.
- 5.3** Using a playback device, play the digital copy of the audio to be clarified and adjust the input levels of both the audio clarification and filtering device and the connected recording device.
- 5.4** Once the input levels have been adjusted, stop the playback of the digital copy of the audio to be clarified. Rewind or reset the digital copy of the audio to be clarified to the beginning of the recording.
- 5.5** Start recording to the connected recording device and begin playback of the digital copy of the audio to be clarified.
- 5.6** The clarified audio being output from the audio clarification and filtering device shall be recorded to some type of audio media (preferably CD due to the uncompressed format).
- 5.7** Verify that the clarified audio accurately represents the digital copy of the audio to be clarified.
- 5.8** The audio media created shall be write-protected, if possible.
- 5.9** Using permanent marker, the audio media created shall be labeled as provided in the Laboratory Procedure for Evidence Management.
- 5.10** A Laboratory Report shall be created in FA.

5.11 The output media is dependent on the requesting officer's preference. If no preference is indicated, the media will be returned in an uncompressed form on digital media.

5.12 Standards and Controls – Standard 1 kHz test tone on the media type submitted as evidence.

5.13 Calibrations – The hardware and software used in casework shall be verified before each case as provided in the Audio Performance Verification Procedure to ensure proper performance.

5.14 Maintenance – N/A

5.15 Sampling – N/A

5.16 Calculations – N/A

5.17 Uncertainty of Measurement – N/A

6.0 Limitations – N/A

7.0 Safety – N/A

8.0 References

- Audio Performance Verification Procedure
- Laboratory Evidence Management Procedure
- Digital Audio Corporation – Digital Audio Processing Training Manual

9.0 Records – N/A

10.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document