
Technical Procedure for the Creation of an Image CD

1.0 Purpose - The purpose of this procedure is to create a CD containing images processed during a forensic video analysis examination.

2.0 Scope - This procedure describes the steps to be taken by personnel of the State Crime Laboratory in creating a CD containing images processed during a forensic video analysis examination.

3.0 Definitions

- **Finalize** – To format a CD such that no additional data can be added or removed.

4.0 Equipment, Materials and Reagents

- Recording device
- Permanent marker

5.0 Procedure

5.1 A folder shall be created on the new CD. This folder shall be named such that it identifies the folder as containing images that were (or will be) printed (e.g., For Printing).

5.2 For each image in the case:

5.2.1 If the image was enhanced, the enhanced image shall be placed in the folder created in the previous step. Generally, if an enhanced image was created, only that image will be printed. If the submitting agency requests that all images be printed, place the original version of the image in the folder created in the previous step.

5.2.2 If no additional enhancements were performed on the image, the original image shall be placed in the folder created in the previous step.

5.3 A second folder shall be created on the new CD. This folder shall be named such that it identifies the folder as containing images from the case (e.g., Images).

5.4 Every image in the case, both enhanced and original, shall be placed in the folder created in the previous step.

5.5 The new CD shall be named using the Laboratory case number.

5.6 Create the new CD.

5.7 The new CD must be finalized so that no data can be added or removed at a later date.

5.8 Label the CD using permanent marker as provided in the Laboratory Procedure for Evidence Management.

5.9 Standards and Controls - A color bar test pattern with test tone obtained from the engineering department at WRAL-TV on the media type submitted.

5.10 Calibrations - The hardware and software used in casework shall be verified before each case to ensure that they are functioning properly (see the Video Performance Verification Procedure).

5.11 Maintenance – N/A

5.12 Sampling - N/A

5.13 Calculations - N/A

5.14 Uncertainty of Measurement - N/A

6.0 Limitations – N/A

7.0 Safety - N/A

8.0 References

- Video Performance Verification Procedure
- Laboratory Procedure for Evidence Management

9.0 Records - N/A

10.0 Attachments – N/A

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