

Technical Procedure for Writing Audio/Video Results Statements

1.0 Purpose - This procedure presents the approved statements that shall be used for reporting audio and video evidence analysis results in the State Crime Laboratory.

2.0 Scope - This procedure applies to all written result statements for audio/video evidence analysis in the State Crime Laboratory.

3.0 Definitions

- **Standard Audio Video Result Statements** – Result statements which are common for all audio video cases regardless of the type of case being examined.
- **Non-Standard Audio Video Result Statements** – Result statements which vary in their content due to the nature of the audio or video being enhanced and/or due to the nature of the case being worked.

4.0 Equipment, Materials and Reagents

4.1 Equipment and Materials

- Computer with Forensic Advantage (FA) application

4.2 Reagents – N/A

5.0 Procedure –Analyses shall include an accurate interpretation of the actual results of the examination in a manner approved by the Forensic Scientist Manager or his/her designee. This interpretation may include or build upon one (1) or more of the following responses depending on the circumstances of the case and the nature of the digital evidence examination. The order in which the statements are arranged is left to the discretion of the Forensic Scientist. Deviations shall be approved according to the Laboratory Procedure for Authorizing Deviations.

5.1 Forensic Audio and Forensic Video Reporting Method

5.1.1 Forensic Audio Results

- 5.1.1.1** Item (Item Number) was examined and the audio of interest was clarified. The clarified (copy) (copies, Total Number) of the audio from Item (Item Number) (is/are) being returned in Item (Item Number).
- 5.1.1.2** Item (Item Number) was examined and the audio was clarified. The clarified (copy) (copies, Total Number) of the audio from Item (Item Number) (is/are) being returned in Item (Item Number).
- 5.1.1.3** (An/The) unclarified (copy) (copies, Total Number) of the audio from Item (Item Number) (is/are) being returned in Item (Item Number).
- 5.1.1.4** Due to (Analyst input), the examination of Item (Item Number) yielded limited results.
- 5.1.1.5** Item (Item Number) was examined and the audio of interest was duplicated. The duplicate (copy) (copies, Total Number) of the audio from Item (Item Number) (is/are) being returned in Item (Item Number).

- 5.1.1.6** Item (Item Number) was examined and the audio was duplicated. The duplicate (copy) (copies, Total Number) of the audio from Item (Item Number) (is/are) being returned in Item (Item Number).
- 5.1.1.7** (An/The) unclarified (copy) (copies, Total Number) of the audio of interest from Item (Item Number) (is/are) being returned in Item (Item Number).
- 5.1.1.8** Item (Item Number) was examined and the disc contained in this item was duplicated. (A copy) (Copies, Total Number) of the disc (is/are) being returned in Item (Item Number).
- 5.1.1.9** Item (Item Number) was examined and the discs contained in this item were duplicated. (A copy) (Copies, Total Number) of the discs are being returned in Item (Item Number).
- 5.1.1.10** The (DVR/Hard Drive) in Item # was examined. The hard drive could not be accessed. No analysis was performed on this Item. No analysis or enhancement was performed on Item #.
- 5.1.1.11** Other results.

5.1.2 Forensic Video Results

- 5.1.2.1** (A/The) (videotape/CD/DVD (copy) (Copies, Total Number) of the enhancements prepared in this case (is/are) being returned in Item (Item Number).
- 5.1.2.2** Due to (Analyst input), the examination of Item (Item Number) yielded limited results.
- 5.1.2.3** Item (Item Number) was examined and the video of interest was duplicated. The duplicate (copy) (copies, Total Number) of the video from Item (Item Number) (is/are) being returned in Item (Item Number).
- 5.1.2.4** Item (Item Number) was examined and the video was duplicated. The duplicate (copy) (copies, Total Number) of the video from Item (Item Number) (is/are) being returned in Item (Item Number).
- 5.1.2.5** Item(s) (Item Number) was/were examined and the disc(s) contained in this item was/were duplicated. (A copy) (Copies, Total Number) of the disc(s) (is/are) being returned in Item(s) (Item Number).
- 5.1.2.6** Item (Item Number) was examined and (Number of Images) image (file/files) (was/were) captured and enhanced. The CD and prints of these images are being returned in Item (Item Number).
- 5.1.2.7** Item(s) (Item Number) was/were examined and the video cassette tape(s) contained in this/these items was/were duplicated. (A copy) (Copies, Total Number) of the video cassette tape is/are being returned in Item (Item Number).
- 5.1.2.8** Other results.

- 5.2.3** Each audio or video laboratory report shall include the methodology used to conduct the examination and analysis of evidence. The following language will be included at the end of each laboratory report:

[Insert Item Number here] was duplicated, and the duplicate was [Insert procedure performed – enhanced, clarified, etc.] utilizing [Insert tool(s) used to perform the procedure here].

5.2 Reporting Deviations – Other result statements may be generated upon approval of the Forensic Scientist Manager.

5.3 Standards and Controls – N/A

5.4 Calibration – N/A

5.5 Sampling – N/A

5.6 Calculations – N/A

5.7 Uncertainty of Measurement – N/A

6.0 Limitations - N/A

7.0 Safety - N/A

8.0 References – N/A

9.0 Records – N/A

10.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
01/31/2018	1	Original Document
03/15/2019	2	Added subsection 5.2.3