
Technical Procedure for Video Acquisition

1.0 Purpose - The purpose of this procedure is to identify the area of interest from the video received and create a digital copy to be used for analysis. This digital copy will allow the video to be analyzed without repeatedly playing back the evidence.

2.0 Scope - This procedure describes the steps to be taken by personnel of the State Crime Laboratory in acquiring video for analysis.

3.0 Definitions – N/A

4.0 Equipment, Materials and Reagents

- Non-linear video processor (e.g., AVID)
- Playback device
- Screen capture utility

5.0 Procedure

5.1 Preview the video to obtain information to be used during acquisition.

5.1.1 Is the video color or black and white?

5.1.2 Does the video contain audio?

5.1.3 Is there a date/time stamp present on the video?

5.1.4 Is the required software viewer included with the submission?

5.2 Locate the area of interest. If the submission form lists a date/time of interest, and the date/time stamp is visible during playback of the video, queue the video to a period prior to the provided time. If no date/time stamp is provided, or none is visible during playback of the video, use the information provided on the submission form in an attempt to locate the area of interest. If the area of interest still cannot be located, contact the submitting agency for more information.

5.3 Acquire the video.

Analysis of the evidence shall not be performed on workstations which are connected to a network that allows access to the internet (including the DOJ internal network).

5.3.1 Analog: Use a non-linear video processor to digitize the area of interest from the video. The digitization process shall be performed using the ITU-601 standard. Along with the information gathered above, the standard “Analog Video Digitization” settings from the Video Standard Settings Reference Guide shall be used, if possible. Any deviation from these settings shall be documented as provided by the Laboratory Procedure for Authorizing Deviations.

5.3.2 Digital:

5.3.2.1 If possible, copy the files from the evidence media to the hard drive of the video processor to ensure optimum playback.

5.3.2.2 Attempt to import the digital video directly into the non-linear video processor. The standard “Digital Video Import” settings from the Video Standard Settings Reference Guide shall be used, if possible. Any deviation from these settings shall be documented as provided by the Procedure for Authorizing Deviations.

5.3.2.3 If the process above was unsuccessful:

5.3.2.3.1 Play the video using the included software viewer, or another compatible viewer. Use a screen capture utility to acquire the video as it is playing. The standard “Digital Video Capture” settings from the Video Standard Settings Reference Guide shall be used, if possible. Any deviation from these settings shall be documented as provided by the Laboratory Procedure for Authorizing Deviations.

5.3.2.3.2 Import the acquired video file into the non-linear video processor. The standard “Digital Video Import” settings from the Video Standard Settings Reference Guide shall be used, if possible. Any deviation from these settings shall be documented as provided by the Laboratory Procedure for Authorizing Deviations.

5.4 Verify that the acquired video accurately represents the original video. The acquired video will be considered an item generated in the Laboratory and shall be documented as such in the Laboratory Report.

5.5 It may be necessary to contact the software manufacturer if no compatible viewing software is available for the video submitted.

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

5.7 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).

5.8 Maintenance – N/A

5.9 Sampling – N/A

5.10 Calculations – N/A

5.11 Uncertainty of Measurement – N/A

6.0 Limitations - Failure to limit the playback of the evidence media could result in degradation of the evidence.

7.0 Safety – N/A

8.0 References

- Video Performance Verification Procedure
- Video Standard Settings Reference Guide
- Ocean Systems Training Manual – Introduction to Forensic Video Analysis

9.0 Records – N/A

10.0 Attachments – N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
12/07/2012	2	5.3 - Removed last sentence to ensure specialized equipment does not fall under the same restrictions as forensic imaging systems
10/31/2013	3	Added issuing authority to header
07/02/2019	4	Changed issuing authority 5.4 – Added sentence to consider acquired video as derivative evidence.