
Video Forensic Scientist Training Program

1.0 Purpose - The purpose of this training program is to outline the steps necessary to become qualified to perform video analysis cases.

2.0 Scope

2.1 The Forensic Video Training Program is designed in a series of blocks. Each block is composed of several assigned tasks. When the Trainee has completed a task to the satisfaction of the Supervising Forensic Scientist, the Supervising Forensic Scientist shall initial the line next to that task. Upon successful completion of each block of instruction, the Supervising Forensic Scientist shall write a memo to the Forensic Scientist Manager, Trainee, and the Trainee's training file documenting the completion of the instruction. Blocks of instruction may be worked concurrently.

2.2 The following courses shall be considered additional sources of education in the field of forensic video analysis. Attendance in these courses shall be considered for Forensic Scientist Trainees and qualified Forensic Scientists as scheduling, availability, and laboratory resources allow.

2.2.1 Forensic Video Analysis and the Law - sponsored by the Law Enforcement Video Association (LEVA).

2.2.2 Digital Multimedia Evidence Processing - sponsored by the Law Enforcement Video Association (LEVA).

2.2.3 Advanced Forensic Video Analysis and the Law - sponsored by the Law Enforcement Video Association (LEVA).

2.2.4 Forensic Video Analysis - taught by Ocean Systems.

3.0 Training Checklist

3.1 Block I - General Laboratory Procedures - The objective of this block of instruction is to familiarize the Trainee with the general practices and procedures used at the State Crime Laboratory.

3.1.1 The Trainee shall study the procedures of the State Crime Laboratory..

3.1.2 The Trainee shall successfully complete a written examination to demonstrate his or her knowledge of Laboratory procedures.

3.2 Block II - General Knowledge of Video Analysis - The object of this block of instruction is the demonstration of the knowledge needed for casework.

3.2.1 The Trainee shall demonstrate knowledge of the physical characteristics of various types of media [e.g., videotapes, DVR's, compact discs (CDs), and digital versatile discs (DVDs)] that may be encountered in casework.

3.2.2 The Trainee shall develop a working knowledge of the video components and connections used with the forensic video analysis systems currently in the Laboratory.

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- 3.2.3** The Trainee shall gain a working knowledge of various types of surveillance footage (e.g., proprietary digital media, multiplexed video, time lapsed video and quad screen video) that may be encountered in casework.
- 3.2.4** The Trainee shall successfully complete a written examination to demonstrate his or her knowledge of the equipment and media encountered in forensic video analysis.
- 3.3 Block III - Policies and Procedures of Forensic Video Analysis** - The objective of this block of instruction is a working knowledge of the policies and procedures used in the forensic examination of video evidence.
- 3.3.1** The Trainee shall collect articles to create a personal library of Forensic Video Analysis related information.
- 3.3.2** The Trainee shall study the video forensics technical procedures. The Trainee shall understand the procedures and the consequences to evidence if the procedures are not followed in a case.
- 3.3.3** The Trainee shall study additional reading (e.g., equipment guides, manuals, articles, OSAC/SWGDE publications and best practices, and books) as assigned by the Supervising Forensic Scientist and demonstrate an understanding of the materials.
- 3.3.4** The Trainee shall successfully complete a written examination to demonstrate his or her knowledge of the policies and procedures of forensic video analysis.
- 3.4 Block IV – Use of Forensic Advantage** - The objective of this block of instruction is to allow the trainee to begin working with Forensic Advantage (FA).
- 3.4.1** The trainee shall gain a working knowledge of how to document case observations on the case notes form.
- 3.4.2** The trainee shall gain a knowledge of information stored in FA.
- 3.4.3** The trainee shall shadow a qualified examiner on the recording of analytical data and use of FA.
- 3.4.4** The trainee shall complete a practical case entry in FA.
- 3.5 Block V - Capturing Video** - The objective of this block of instruction is to allow the Trainee to begin working with video evidence under supervision of a qualified Forensic Scientist.
- 3.5.1** The Trainee shall assist in preparing video evidence for examination under the direct supervision of a qualified Forensic Scientist.
- 3.5.2** The Trainee shall gain a working knowledge of the verification procedures used within the unit. The Trainee shall be proficient in verifying equipment used during analysis.
- 3.5.3** The Trainee shall become proficient in capturing various types of video media into the video analysis systems (including digitizing analog media, imaging a DVR, and capturing digital footage).
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- 3.5.4** The Trainee shall successfully complete a practical examination to demonstrate his or her knowledge of the procedures for capturing forensic video evidence as written in the video forensics technical procedures.
- 3.5.5** Complete three practice cases.
- 3.6 Block VI – Equipment and Software Validations and Verifications** - The objective of this block of instruction is to ensure that the trainee has developed the skills necessary to be validate or verify new hardware or software.
- 3.6.1** The trainee shall perform a validation on a piece of forensic software or hardware. The trainee shall select a previously approved forensic software or hardware to perform a validation.
- 3.6.2** The trainee shall draft a validation report and memorandum. The validation report and memorandum shall be graded based on thoroughness, steps taken, adherence to technical procedures, and the results.
- 3.7 Block VII - Competency Tests** - The objective of this block of instruction is to ensure that the Trainee has developed the skills necessary to be certified as a Forensic Scientist.
- 3.7.1** The Trainee shall be required to pass a written examination to demonstrate the knowledge of forensic video analysis needed in everyday casework.
- 3.7.2** Each Trainee shall be required to pass a final practical examination that consists of conducting a forensic video examination on video that has been prepared or selected for this examination. The Trainee must find all pertinent images that exist on the video.
- 3.7.3** The trainee shall observe another forensic scientist providing court testimony. If no scientist is providing court testimony, it is permissible for the trainee to view previous testimony from an online source (example: WRAL). The trainee shall document the name of the forensic scientist observed and date of testimony.
- 3.7.4** The Trainee shall participate in a moot court that is based on the work done in the practical examination. The Forensic Scientist Manager may substitute an oral review board for a Forensic Scientist who already testifies in another discipline.

Revision History		
Effective Date	Version Number	Reason
09/21/2020	3	Updated issuing authority, 3.6 Removed casework review, inserted 3.4 use of FA block, added written test for 3.1, removed 3.5.3 meeting to discuss accreditation procedures, updated header. Added court testimony observation to 3.7.3