
Video Technician Training Program

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

2.0 Scope

2.1 The Forensic Video Technician 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 Technician Trainees and qualified Technicians 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** See the Laboratory Procedure for Personnel Training (4.2) for this requirement.

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., VHS videotapes, VHS-C videotapes, 8MM videotapes, Hi8 videotapes, compact discs (CDs), and digital versatile discs (DVDs)] that may be encountered in casework.

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

____ **3.2.3** The Trainee shall demonstrate 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 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 and create a personal library of Forensic Video Analysis related information.

____ **3.3.2** The Trainee shall study video forensics technical procedures. The Trainee shall understand the procedures and the consequences to the 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, and books) as assigned by the Supervising Forensic Scientist and demonstrate an understanding the materials.

____ **3.3.4** The Trainee shall successfully completing a written examination to demonstrate his or her knowledge of the policies and procedures of forensic video analysis.

3.4 Block IV - Capturing Video - The objective of this block of instruction is to allow the Trainee to begin working with video evidence under supervision of a trained Forensic Video Technician.

____ **3.4.1** The Trainee shall assist in preparing video evidence for examination under the direct supervision of a trained Forensic Scientist.

____ **3.4.2** The Trainee shall demonstrate a working knowledge of the verification procedures used within the unit. The Trainee shall become proficient in verifying equipment used during analysis.

____ **3.4.3** The Trainee shall demonstrate knowledge in capturing various types of video media into the video analysis systems, including digitizing analog media and capturing digital footage.

____ **3.4.4** 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 Block V - 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 Video Technician.

____ **3.5.1** The Trainee shall be required to pass a written examination which tests that the Trainee has obtained the knowledge of forensic video analysis needed in everyday casework.

____ **3.5.2** 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 shall find all pertinent images that exist on the video.

____ **3.5.3** The Trainee shall meet with the Deputy Assistant Director/Quality Manager to discuss accreditation.

_____ **3.5.4** 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.

3.6 Block VI - Casework Review - The objective of this block of instruction to closely review all aspects of the casework of a new Technician for six months.

_____ **3.6.1** The Trainee shall successfully complete a minimum of six months assisting the senior Forensic Scientist with casework.

3.7 After the successful completion of this training program, the Technician may conduct supervised casework under the supervision of a qualified examiner.

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
10/31/2013	2	Added issuing authority to header
08/29/2014	3	2.1 – Added the word Technician