

*Approved by Director: Dr. Guy Vallaro*

**A. Purpose:**

The Multimedia and Image Enhancement Section will take precautions to maintain the security and integrity of evidence submitted for examination.

**B. Responsibility:**

Personnel assigned to the Multimedia and Image Enhancement Section of the Laboratory will follow and maintain security measures as detailed in the Department of Public Safety, Division of Scientific Service Forensic Laboratory's Quality Manual's SOP GL-3 "Security".

**C. Procedure:**

- .1 All work product in the Multimedia and Image Enhancement Section will be securely maintained by each employee to prevent the loss, damage or deterioration of the evidence.
- .2 Digital media will be stored in the secured network server or on compact disk in a designated locked cabinet storage area of the section.
- .3 The file storage area consists of shelving with a lock. Only examiners assigned to this Section will have a key and access to this file storage area.
- .4 All media will be stored in a designated storage cabinet/locker in the Section in an area safe from magnetic field interference.
- .5 All video media submitted to this Section will be inspected prior to analysis and if possible to ensure that the media's "write protect" feature is utilized to prevent the loss, deterioration or damage of the evidence.
- .6 All media will be inspected; any physical damage will be documented prior to any further analysis. The submitting agency will be notified of the documented damage according to SOP-GL-4.4.2.
- .7 All work product and evidence in the Multimedia and Image Enhancement Section will be handled according to the standards set forth in the Laboratory's Quality Manual SOP GL-13 "General Evidence Handling" and SOP GL-4 "Lims/Justice Trax".
- .8 Integrity of casework will be maintained through the use of password protected computer systems and evidence transfers.

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**D. References:**

Division of Scientific Services, General Laboratory Standard Operating Procedures  
Justice Trax User Manual

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