

**A. Purpose:**

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

**B. Responsibility:**

Forensic Science Examiners assigned to the Multimedia and Image Enhancement Unit or conducting casework in this Unit 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 Unit will be securely maintained by each employee to prevent the loss, damage or deterioration of the evidence.  
Work product is defined as the media generated or a digital copy of the original evidence submitted.
- .2 Digital media will be stored on the casework computer and external hard drives, a copy will be transferred to CD/DVD and maintained in a designated locked cabinet storage area of the section. This location is termed as "Video Storage" in Justice Trax.
- .3 The case storage area consists of cabinets with a lock. Only examiners assigned to this Unit 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 Unit in an area safe from magnetic field interference.
- .5 All video media submitted to this Unit 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 of damage of the evidence.
- .6 All media will be inspected; any physical damage will be documented on QR: MMIE General worksheet prior to any further analysis. If necessary, the submitting agency will be notified of the documented damage according to SOP-GL-4.4.2. The submitting agency will be notified of physical damage if this prevents the analysis of the evidence.
- .7 All work product and evidence in the Multimedia and Image Enhancement Unit 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".

*Approved by Director: Dr. Guy Vallaro*

- .8 Integrity of casework will be maintained through the use of password protected computer systems and evidence transfers.

**D. References:**

Division of Scientific Services, General Laboratory Standard Operating Procedures

Justice Trax User Manual