Procedure for Photographing Evidence

1.0 Purpose - This procedure specifies the required elements for photo documenting evidence in casework.

2.0 Scope - This procedure applies to those Forensic Scientists who have been released to do forensic casework.

3.0 Definitions - N/A

4.0 Equipment, Materials and Reagents

- Panasonic Lumix digital camera or equivalent
- Photoshop Elements version 2.0 or equivalent

5.0 Procedure -

5.1 A digital photograph shall be taken using a Panasonic Lumix digital camera (or equivalent) under the following circumstances:

5.1.1 All evidence in which body fluid identification is being performed and a body fluid is identified (except for swabs).

5.1.2 Any evidence that a swabbing or cutting is taken from showing the location from which that sample was swabbed or cut for analysis.

5.1.3 Any sample that has been removed, swabbed or cut from the original item for further analysis to show the location from which the sample was removed.

5.1.4 Any evidence that is numbered for examination (e.g., evidence that is examined for the Kastle-Meyer test).

5.2 All photographs must be labeled with the following identifiers:

5.2.1 The case number.

5.2.2 The item number.

5.2.3 The photographer's initials.

5.2.4 The date the picture was taken.

5.2.5 If a sub item is taken for further testing, that area shall be identified and the sub item documented on the photograph. Example: Item 2-1 was collected for DNA analysis. (The area where 2-1 was found shall be circled or in some way denoted on the photograph.)

5.3 Multiple photographs may be taken of large articles of evidence if necessary to document that evidence.

5.4 All photos shall be free of clutter.

5.5 All items shall be in focus.

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6.0 Limitations - N/A

7.0 Safety - N/A

8.0 References

Forensic Biology Section technical procedures

9.0 Records - N/A

10.0 Attachments - N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document

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